

MANAV SAMPADA
GOVERNMENT OF PUNJAB

USER MANUAL

Version 1.0

Submitted By



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DEPARTMENT OF INFORMATION TECHNOLOGY

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TECHNOLOGY

GOVERNMENT OF INDIA

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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 <http://10.146.50.83/> 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

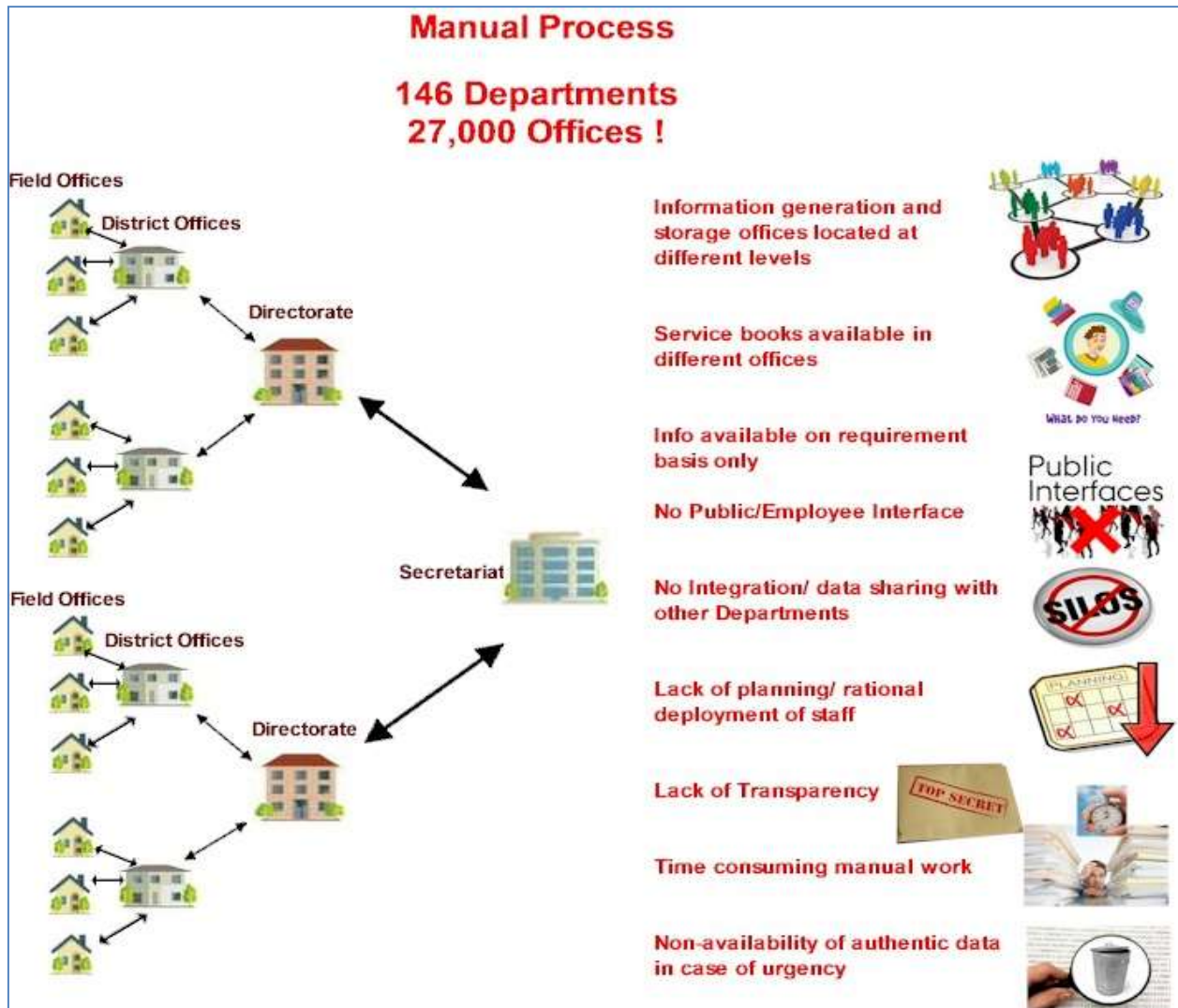
Non-ICT

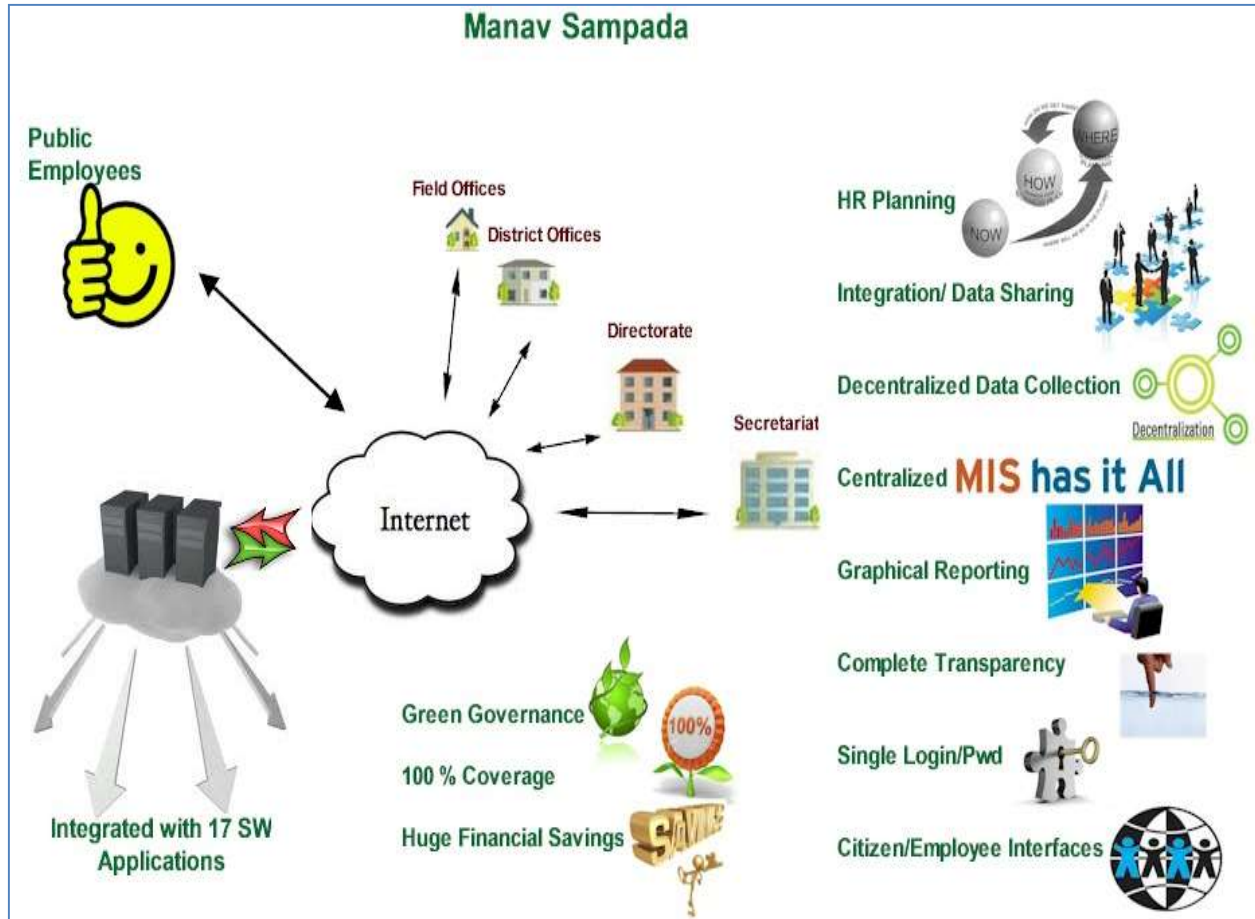
- Standardization of forms and procedures
- Improvement in Carbon-Credit rating by reducing the usage of paper
- All Establishment of all departments were linked together with centralized solution concept
- Discontinuation of Manual ACR/APR
- Discontinuation of manual method of sending various order 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)





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 style="list-style-type: none"> • Displaying compiled data of all the department in graphical form and • 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

Module	
Module Name	Login Of Application Administrator
Role	Application Administrator
Description	System authenticates the App Admin based on the Login ID & Password entered on the Home Page of Manav Sampada application
How to Access	Manav Sampada::Authorized Login
Input Screen:	
	
Description of fields on screen:	
<ol style="list-style-type: none"> 1. Type URL of Manav Sampada website in the Address Bar of web browser (Internet Explorer) as http://10.146.50.83/Home/Alog/ .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. 2. Display the Home Page of Manav Sampada website Go to the Authorized Login Area and do the following for successful login: <ol style="list-style-type: none"> (1). Enter The User Id of Application Administrator. (2). Enter The Password of Application Administrator. (3). After the login successfully the following actions are performed: <ul style="list-style-type: none"> ➤ Create a menu master form ➤ Create Application role master form ➤ Maps menu with role ➤ Create State Administrator ➤ Create Branch Master 	

Input Screen:
Create Menu Master Form:



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.

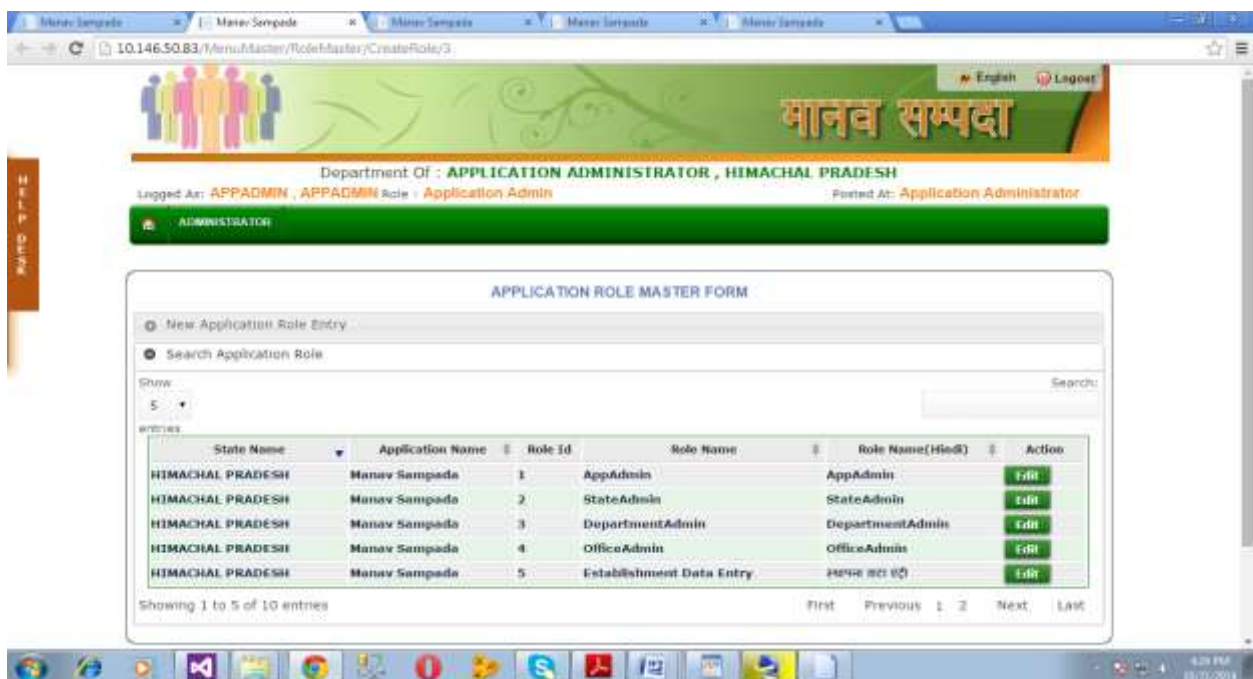


Input Screen:
Create Application Role Form:



Description of the given screen

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



Input Screen:
Mapping Menu With Role



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



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 .



Input Screen:
Create Branch Master



4. Login Of State Administrator

Module	
Module Name	Login of State Administrator
Role	State Administrator
Description	System authenticates the State Admin based on the Login ID & Password entered on the Home Page of Manav Sampada application
How to Access	Manav Sampada::Authorized Login
Input Screen:	
	
Description of fields on screen:	
<p>3. Type URL of Manav Sampada website in the Address Bar of web browser (Internet Explorer) as http://10.146.50.83/Home/ALog/ .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.</p>	
<p>4. Display the Home Page of Manav Sampada website <i>Go to the Authorized Login Area and do the following for successful login:</i></p> <ol style="list-style-type: none"> 1. Enter The User Id of State Administrator. 2. Enter The Password of State Administrator. 3. After the login successfully the following actions are performed: 	

4.1 ADMINISTRATOR

Input Screen: Create Menu Master



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.



Input Screen:
Mapping Menu With Role



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

Input Screen:

Create Department Master



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.



Input Screen:
Create Designation Master



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.



Input Screen:
Create Department Administrator



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.



Input Screen:
Create Order Type



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.

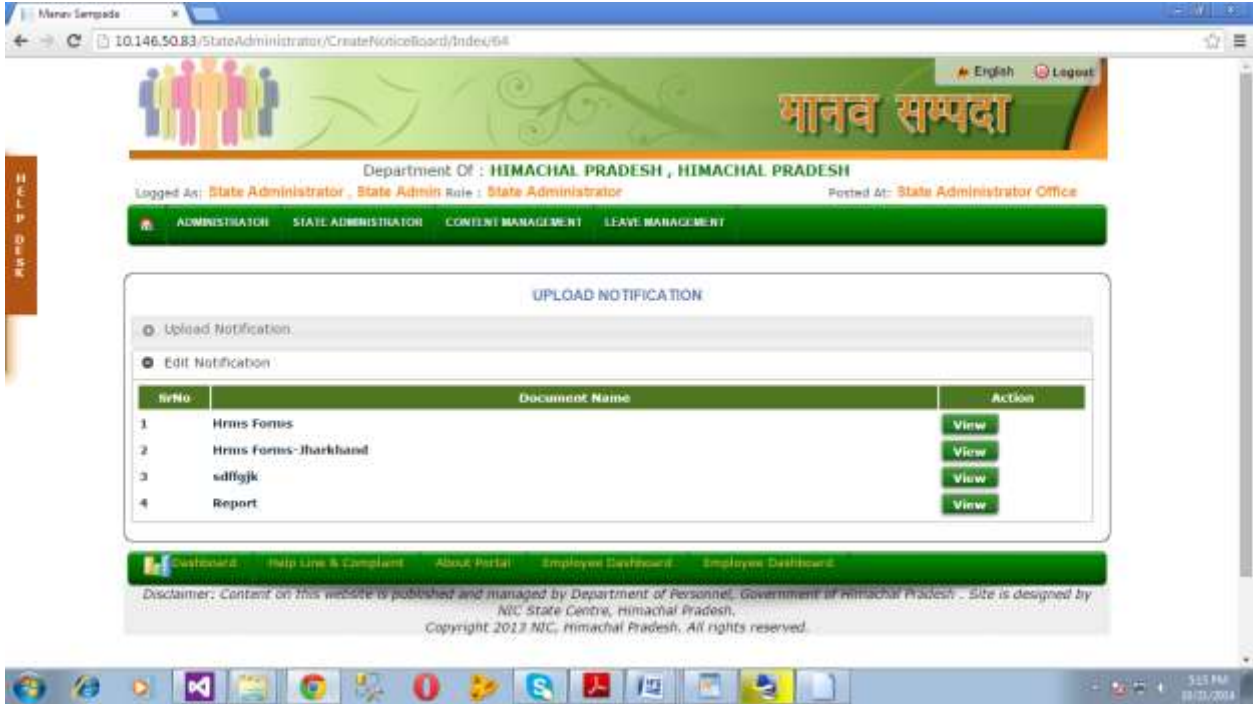


Input Screen:
Upload Notification

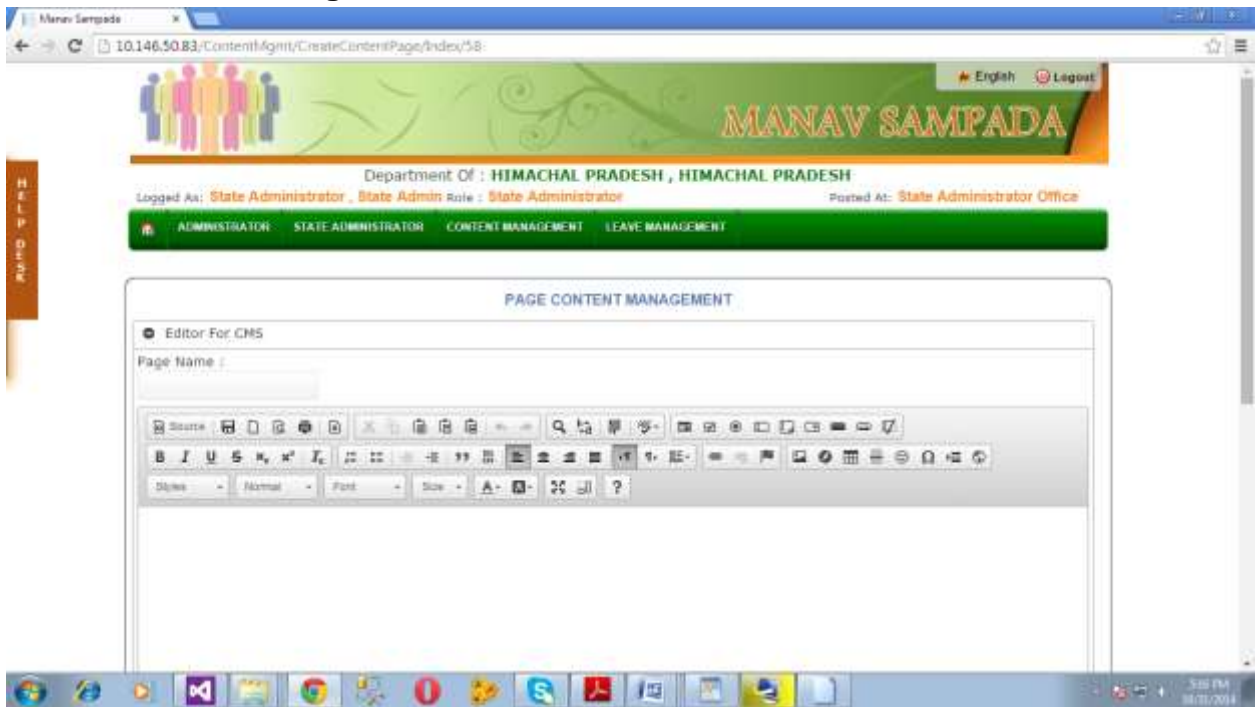


Description of the given screen:

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



Input Screen:
Create Static Web Page



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



Input Screen:
Panel Content Management



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:
Access Content Panel Management

The screenshot displays the 'Manav Sampada' web application interface. The browser address bar shows the URL: 10.146.50.83/ContentMgmt/CreateContentPanel/CContentPanel/53. The page header includes the 'MANAV SAMPADA' logo and navigation links for 'English' and 'Logout'. The user is logged in as 'State Administrator' with the role 'State Administrator' and is positioned at the 'State Administrator Office'. A green navigation bar contains links for 'ADMINISTRATOR', 'STATE ADMINISTRATOR', 'CONTENT MANAGEMENT', and 'LEAVE MANAGEMENT'. The main content area is titled 'CONTENT PANEL MANAGEMENT' and features a 'Create Content Panel' form. The form includes the following fields: 'Panel Name' (text input), 'Panel Background Color' (dropdown menu), 'Content Panel Width' (text input), 'Content Panel Height' (text input), 'Content Panel Priority' (text input), and 'Panel Status' (radio buttons for 'Inactive Panel' and 'Create Panel'). A green 'SAVE' button is located at the bottom of the form. The footer of the application contains links for 'Dashboard', 'Help Line & Complaint', 'About Portal', and 'Employee Dashboard'. The Windows taskbar at the bottom shows the system clock as 11:12 AM on 18/07/2014.

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



Description of the given screen:

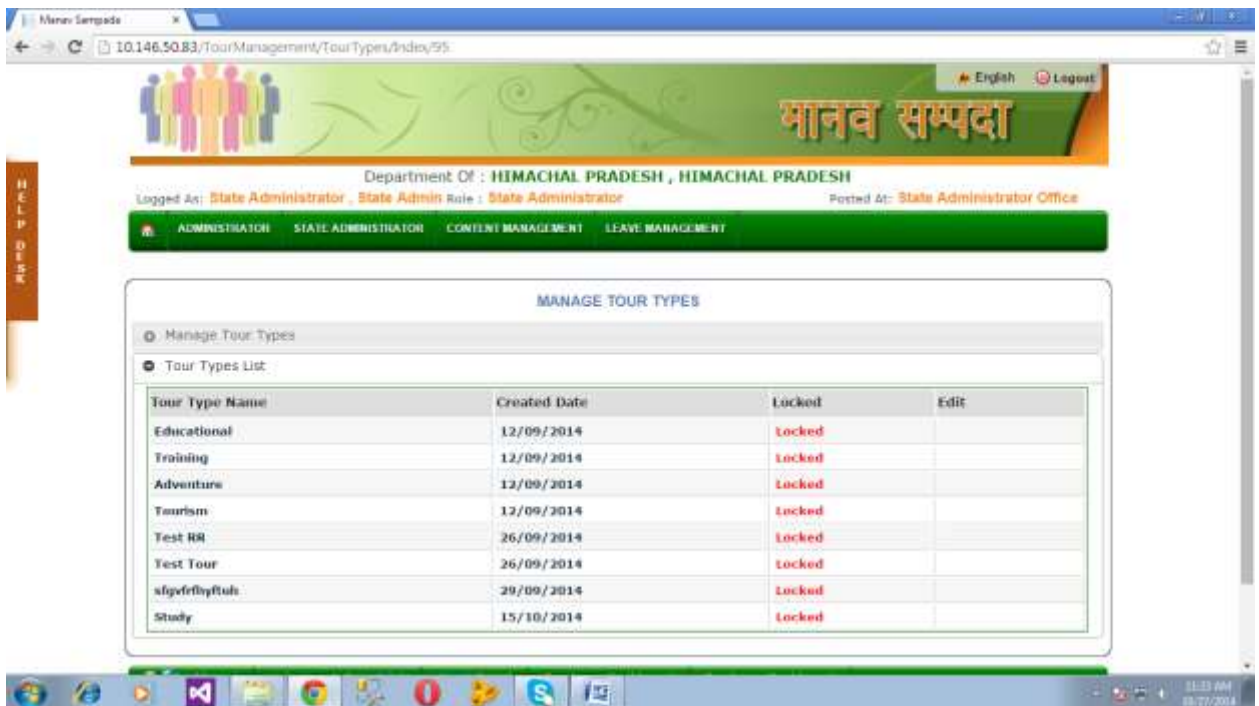
- Here user can save the state logo by choosing the file from his pc and after selecting the file user can upload it.

Input Screen:
Create Tour Type



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.



4.3 CONTENT MANAGEMENT

Input Screen:

Manage String Resources

The screenshot displays the 'MANAGE RESOURCES' interface. At the top, it shows the user is logged in as 'State Administrator' with the role 'State Administrator' at the 'State Administrator Office'. The navigation menu includes 'ADMINISTRATOR', 'STATE ADMINISTRATOR', 'CONTENT MANAGEMENT', and 'LEAVE MANAGEMENT'. The main content area features a 'Manage Resources' section with a language dropdown set to 'English' and a search bar. Below this is a table listing various resource keys and their corresponding values, each with an 'EDIT' button.

Resource Key	Resource Value	Action
AA_Pawan	Pawan Test	EDIT
AadhaarUID	Aadhaar UID	EDIT
Abbreviation	Abbreviation	EDIT
AbilitytoMotivateanddevelopesubordinatesworkinasteam	Ability to Motivate and develop subordinates/ work in a team	EDIT
A Brief Summary of duties and responsibilities (Not more than 50 words)	A Brief Summary of duties and responsibilities (Not more than 50 words)	EDIT
ABROAD	ABROAD	EDIT
AccomplishmentOfExceptionalWork/Unforeseen tasks Performed	Accomplishment Of Exceptional Work /Unforeseen tasks Performed	EDIT
AccomplishmentofPlannedWork	Accomplishment of Planned Work	EDIT
Achievements	Achievements	EDIT

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



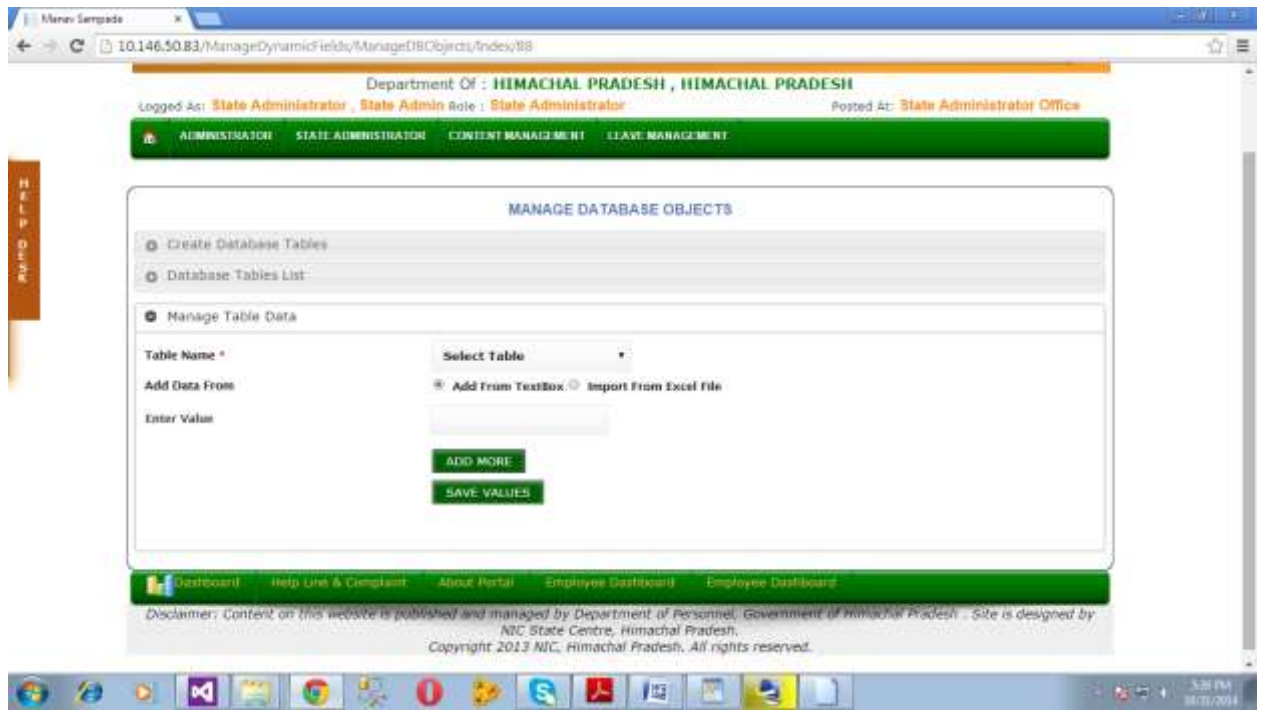
Description of the given screen:

- 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 .



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.



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



Description of the given screen:

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



- 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



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.



Input Screen:
Create Leave Master Entry

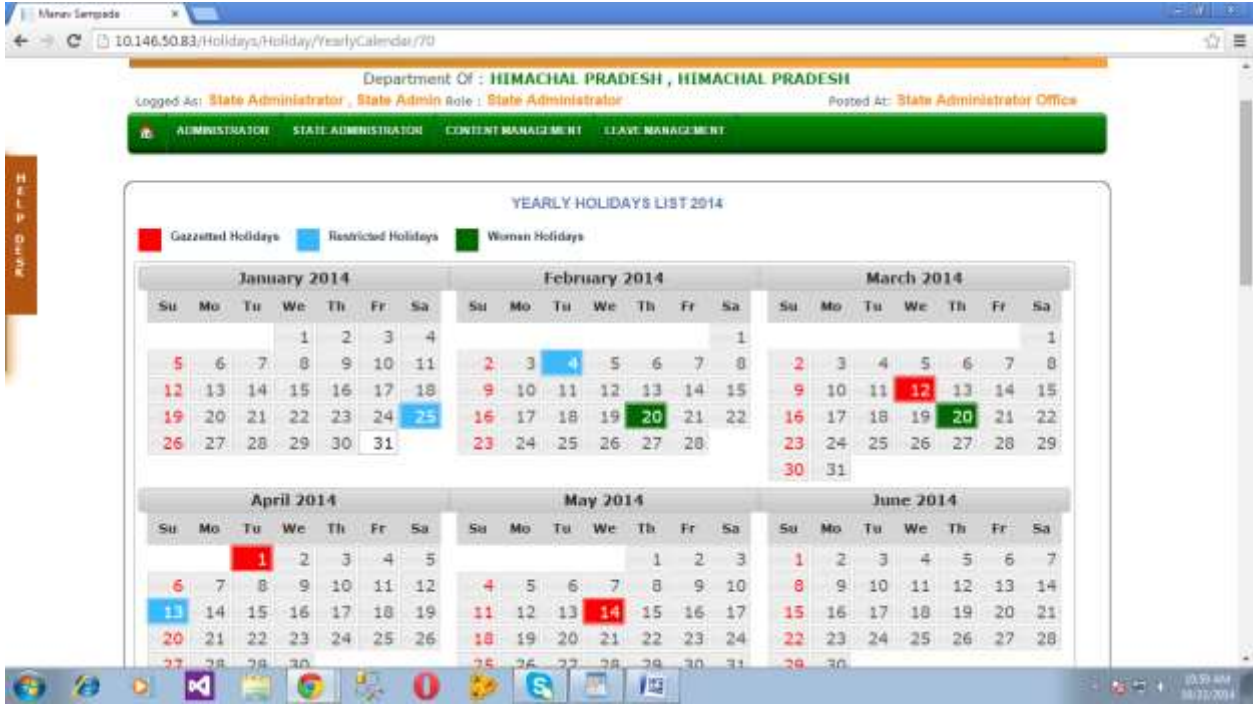


Description of the given screen

- 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.

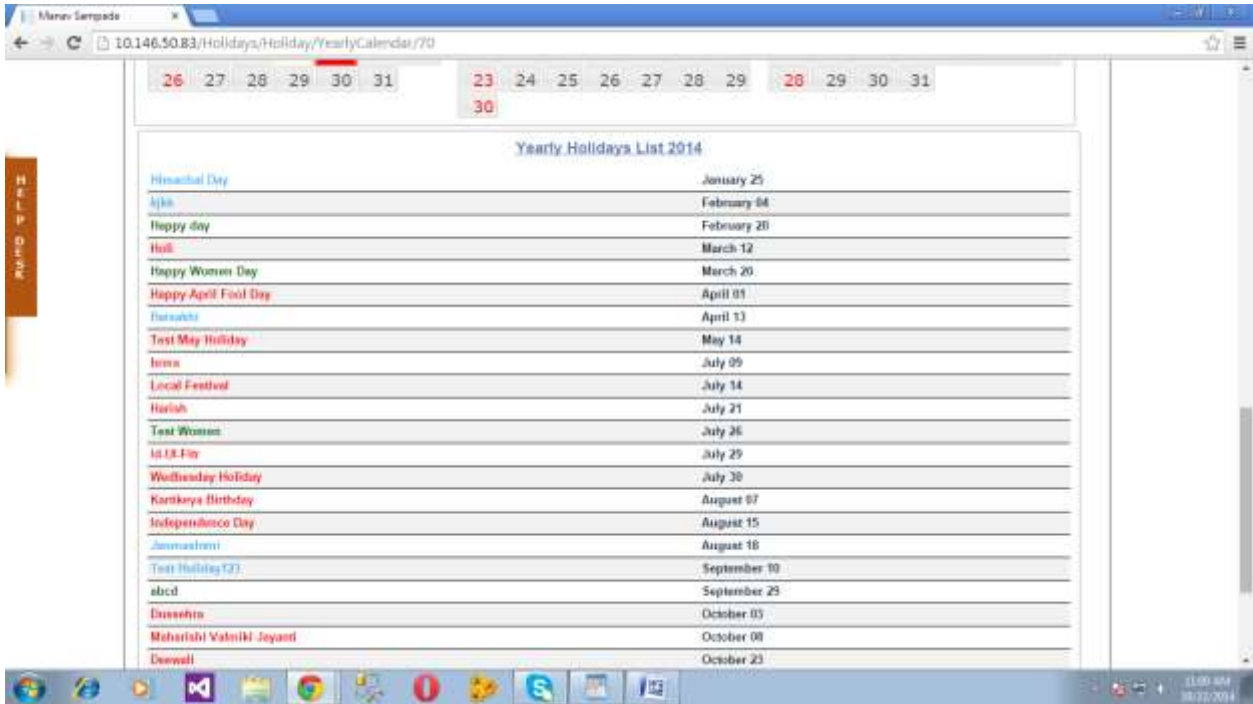


Input Screen: Holiday Calender



Description of the given screen:

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



Input Screen:
Manage Holiday Data



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 .



5. Login Of Department Administrator

Module	
Module Name	Login of Department Administrator
Role	Department Administrator
Description	System authenticates the Department Admin based on the Login ID & Password entered on the Home Page of Manav Sampada application
How to Access	Manav Sampada::Authorized Login

Input Screen:



Description of fields on screen:

5. Type URL of Manav Sampada website in the Address Bar of web browser (Internet Explorer) as <http://10.146.50.83/Home/ALog/> .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.
6. Display the Home Page of Manav Sampada website
Go to the Authorized Login Area and do the following for successful login:
 4. Enter The User Id of Department Administrator.
 5. Enter The Password of Department Administrator.
 6. After the login successfully the following actions are performed:

5.1 DEPARTMENT ADMINISTRATOR

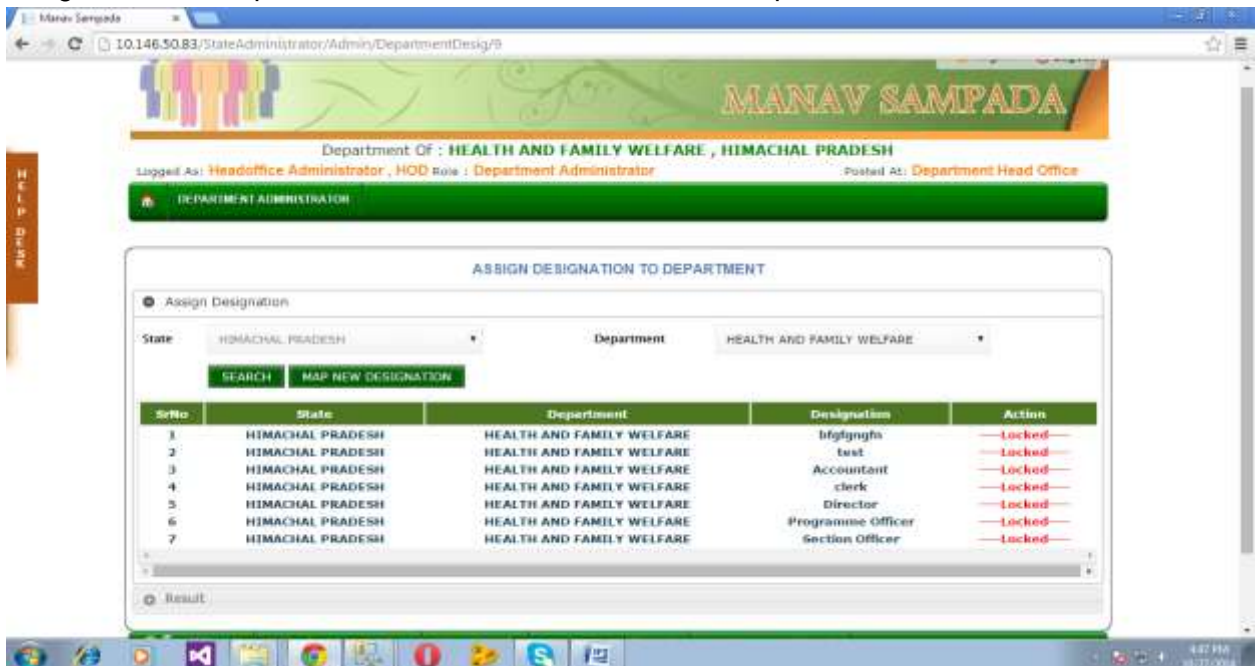
Input Screen:

Mapping of Department and Designation



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.



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.



Input Screen:
Create office Level



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 .

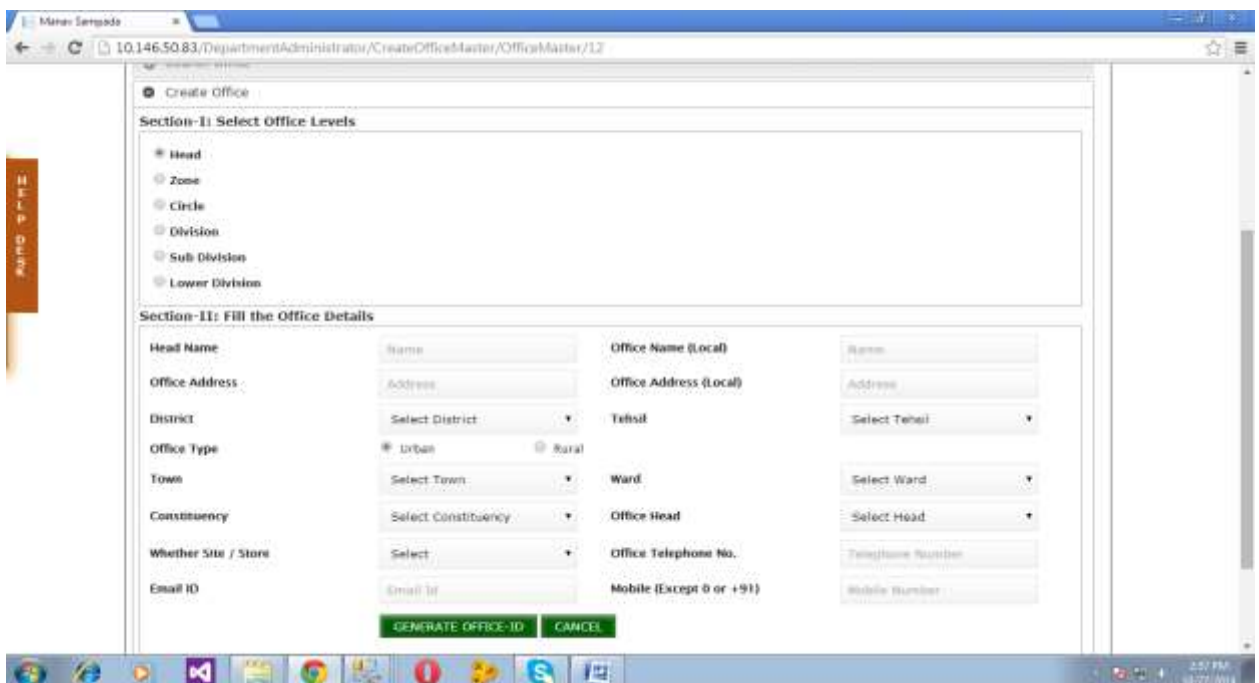


Input Screen:
Create office Master

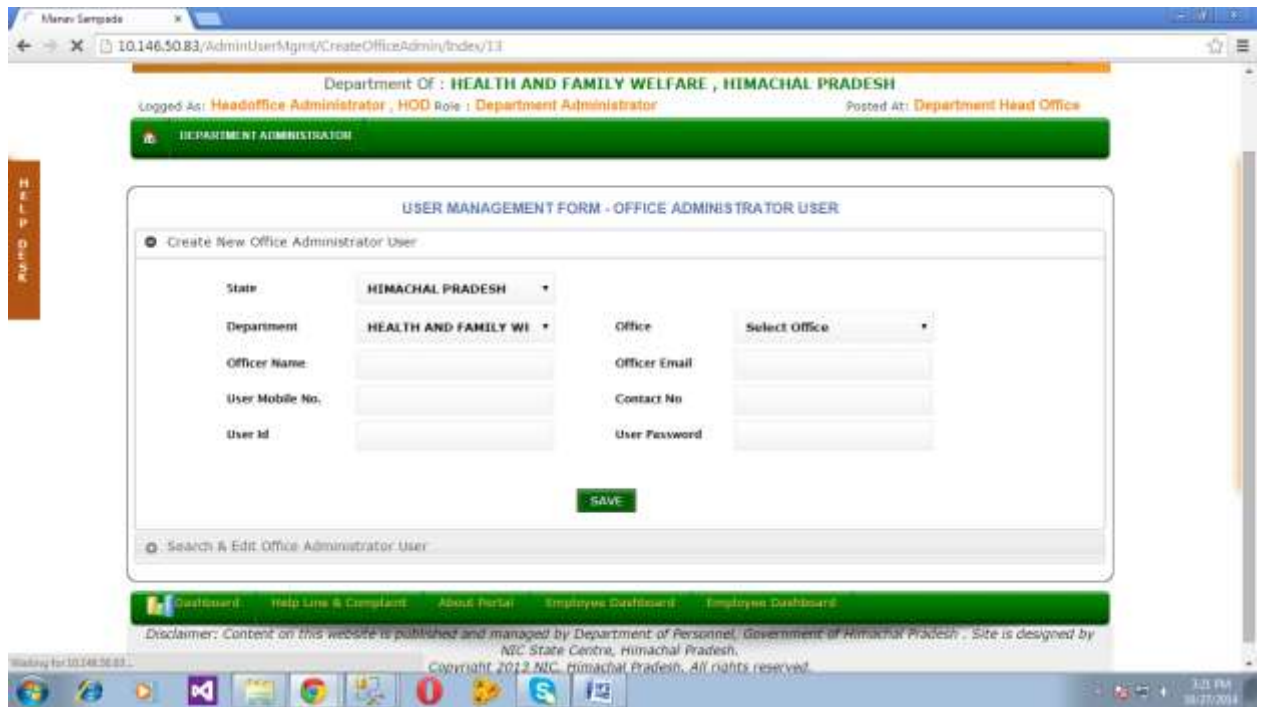


Description of the given screen:

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



Input Screen:
Create Office Administrator



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.

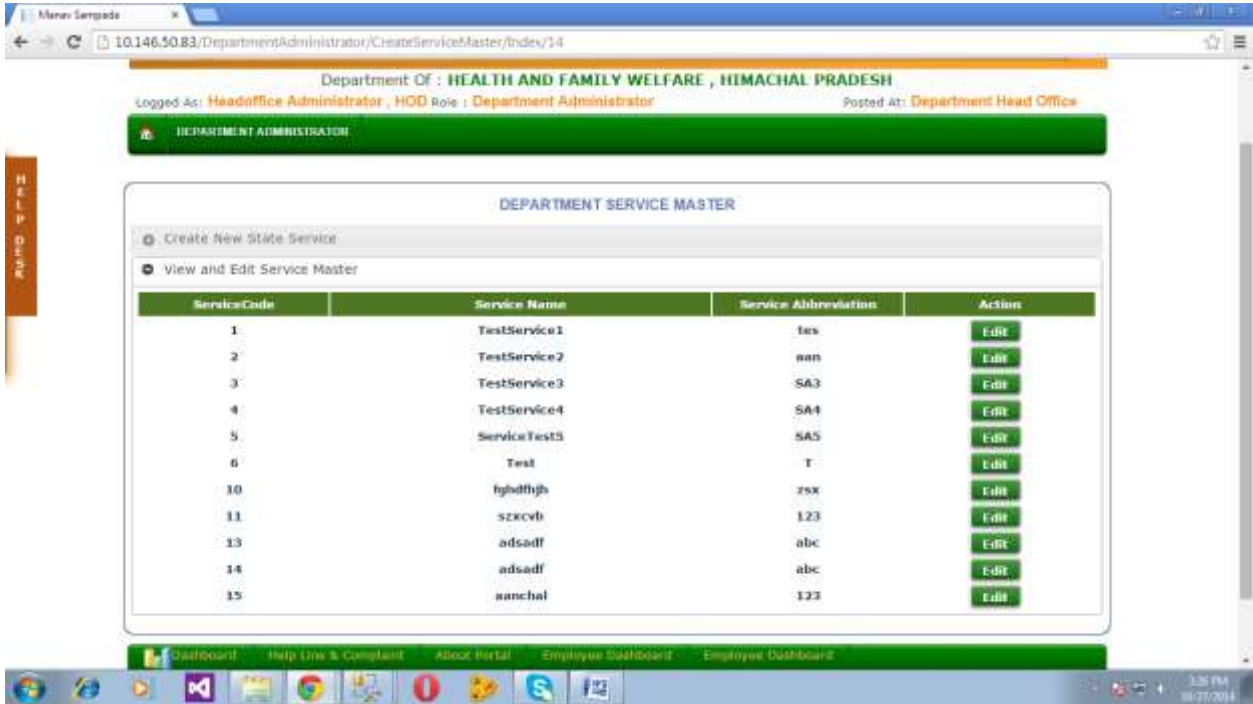


Input Screen:
Service cadre Master



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.



Input Screen:
Update Sanction Strength



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 .



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

Input Screen:
Update Training Master Detail



Description of the given screen:

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



- 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



Description of the given screen:

- 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.



Input Screen:
Online order Format



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.



Input Screen:
View Office Master Hierarchy



Description of the given screen:

- 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

Manav Sampada

10.146.50.83/TourManagement/Tours/Index/96

Department Of : **HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH**

Logged As: **Headoffice Administrator , HOD Role : Department Administrator** Posted At: **Department Head Office**

DEPARTMENT ADMINISTRATOR

TOUR MANAGEMENT

Tour Management

Tour Type: Educational

From Date: [Date Picker]

Tour Start Time: 00:00 (24 hour format)

Tour Location: [Text Field]

Instructions: [Text Area]

Tour Title: [Text Field]

To Date: [Date Picker]

Tour End Time: 00:00 (24 hour format)

Tour Description: [Text Area]

Upload File: [Choose 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.



Input Screen:
Credit Leave to employee



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.



Input Screen:
Create Service Grading Master



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.



- Here user can see all the service gradings.

Input Screen:
Manage Department wise order authority



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 .



Description of the given screen:

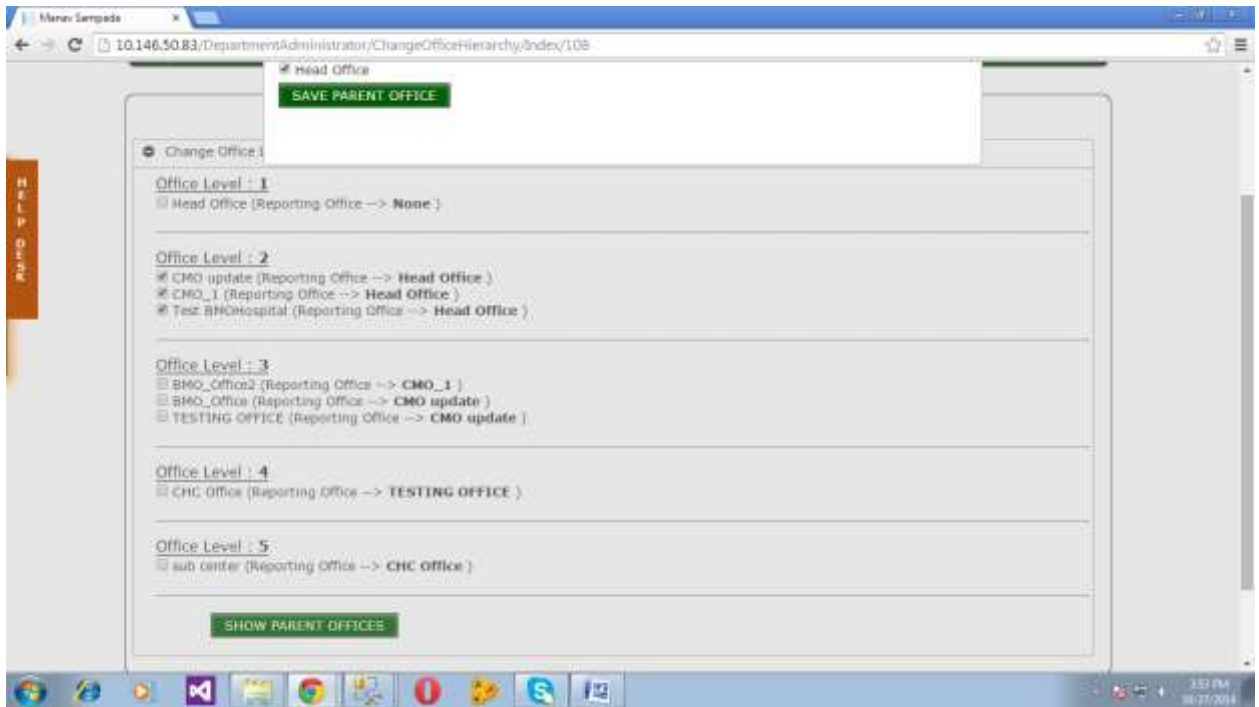
- If user wants to edit the records that has been entered by the user then user can edit the data by selecting the given edit option.

Input Screen: Change Office Level Hierarchy



Description of the given screen:

- 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.



Description of the given screen:

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



6. User Login

Module	
Module Name	Login of User
Role	User
Description	System authenticates the User Admin based on the Login ID & Password entered on the Home Page of Manav Sampada application
How to Access	Manav Sampada::Authorized Login

Input Screen:



Description of fields on screen:

7. Type URL of Manav Sampada website in the Address Bar of web browser (Internet Explorer) as <http://10.146.50.83/Home/ALog/> .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

The screenshot shows a web browser window with the URL 10.146.50.83/UserManagement/EmpGenerate/empGenerate/17. The page title is "LIST OF MASTER REPORT". The main content area is titled "Create New User" and contains two sections:

- SECTION - 1 : Employee Basic Details**
 - Fetch Data from UID: [input] [FETCH]
 - Fetch Data from Treasury: [input] [FETCH]
 - Employee Name: [input] (First Name), [input] (Middle Name), [input] (Last Name)
 - Employee Name (Hindi): [input] (First Name), [input] (Middle Name), [input] (Last Name)
 - Father: [input] (First Name), [input] (Middle Name), [input] (Last Name)
 - Date of Birth: [input] (Date of Birth), [input] (Date of Retirement)
- SECTION - 2 : Employee Current Posting Details**
 - Current Posting Department: [Select Department]
 - Select Office Level: [input]
 - Current Designation: [Select Current Designation]
 - Mode of Recruitment: [Select Mode of Recruitm]
 - Select District: [Select District]
 - Current Posting Office: [input]
 - Branch: [input]
 - Employee Type: [Select Employee Type]

The bottom of the screen shows a Windows taskbar with various application icons and a system tray showing the time as 4:21 PM on 14/08/2014.

Description of the given screen:

- 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.

Manav Sampada

10.146.50.83/UserManagement/EmpGenerate/empGenerate/17

English Logout

मानव सम्पदा

Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH

Logged As: Harish Tiwari , Section Officer Role : Establishment Data Entry Posted At: BMO_Office2

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL

LIST OF MASTER REPORT

Create New User

Search & Edit User Detail

Edit Employee Detail

Enter Employee Code/Name Employee Code

Search

Dashboard Help Line & Complaint About Portal Employee Dashboard Employee Dashboard

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4:01 PM 08/08/2014

Description of the given screen:

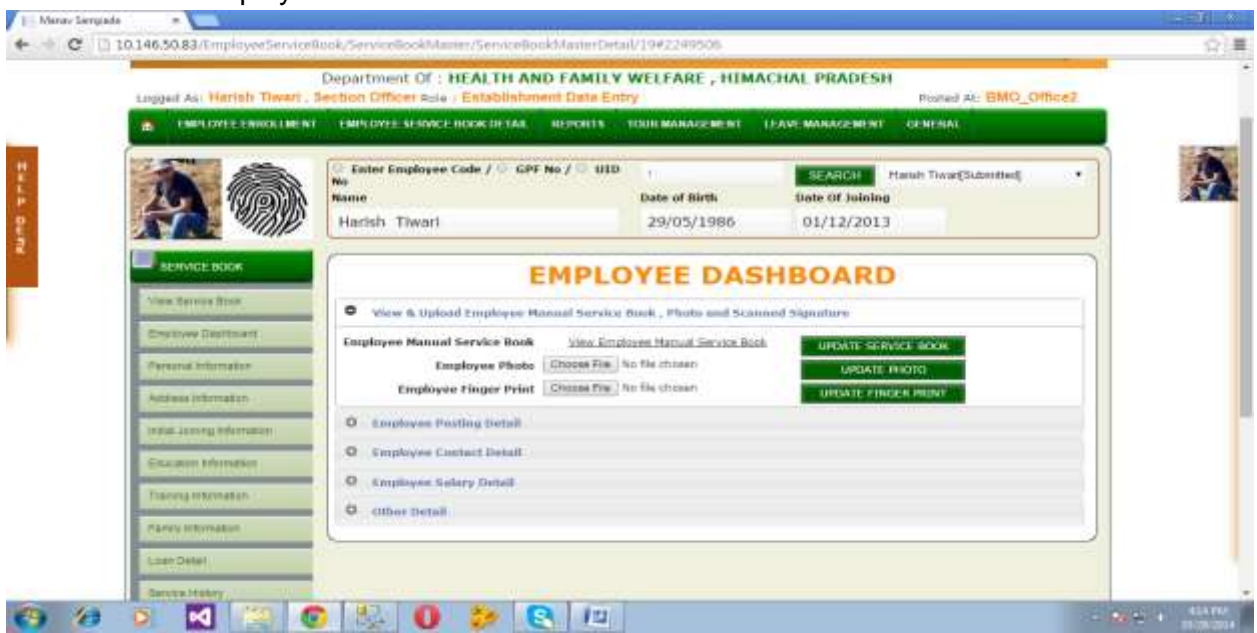
- Here user will get a employee code after filling the form . And user will use that code in order to search his all details.

6.2 EMPLOYEE SERVICE BOOK DETAIL

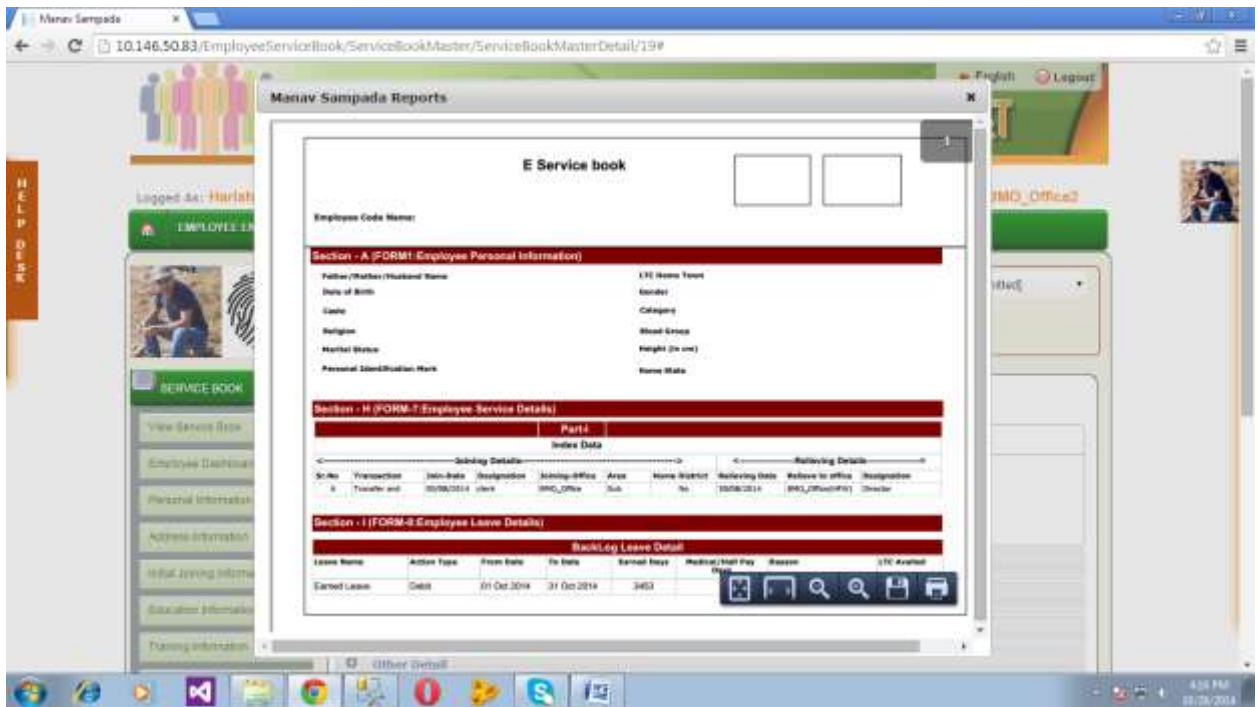


Description of the given screen:

- 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.



View Service Book



Description of the given screen:

- 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



Description of the given screen:

- 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

Employee Information

The screenshot shows the 'EMPLOYEE PERSONAL INFORMATION' form in the Manav Sampada system. The form is titled 'Enter Employee Personal Detail' and includes a search bar at the top with fields for Employee Code, GPF No, and UID. The search results show the employee's name as Harish Tiwari, Date of Birth as 29/05/1986, and Date of Joining as 01/12/2013. The form contains various fields for personal details, including Marital Status, Gender, Identity Mark, Medical Fitness, Character Certificate, Height, Caste, Religion, Home State, Cadre, Service Grade, Home Town, and Nearest Railway. A sidebar on the left lists navigation options like 'View Service Book', 'Employee Dashboard', 'Personal Information', 'Address Information', etc.

Description of the given screen:

- In this page user enters his personal Details.

Address Information

The screenshot shows the 'EMPLOYEE ADDRESS INFORMATION' form in the Manav Sampada system. The form is titled 'Enter Employee Address Detail' and is divided into two sections: 'Present Address Detail' and 'Permanent Address Detail'. The 'Present Address Detail' section includes fields for Present Address, House Number, Street Number, Mohalla / Village, Ward Number, State, District, Block, Panchayat, PinCode, Police Station, Phone Number, Mobile Number, and E-mail. The 'Permanent Address Detail' section includes a checkbox labeled 'check if Permanent Address is same above as Present Address' and a field for Permanent Address. A sidebar on the left lists navigation options like 'View Service Book', 'Employee Dashboard', 'Personal Information', 'Address Information', etc.

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.

Initial Joining Information

The screenshot shows the 'EMPLOYEE INITIAL JOINING INFORMATION' form. It includes the following fields:

- State: --Select--
- Department: --Select--
- Select Office: --Select Office at the time of initial joining in Current Department--
- Appointment Date: In Government
- Joining Date: In Current Department
- Mode of Recruitment: --Select--
- Vide Order Number: Order No
- Initial Designation: --Select--
- Class: --Select--
- Employee Type: --Select--
- Gazetted / Non-Gazetted: Radio buttons
- Current Cadre: --Select--
- Service: --Select--
- Grading: --Select--
- Source of Appointment: --Select--
- Appointing Authority: Text input
- Seniority Year, Number, Division: Text inputs
- Salary Details: (At the time of initial joining)
- Pay Commission: --Select--

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

The screenshot shows the 'EMPLOYEE EDUCATION INFORMATION' form. It includes the following fields:

- Education: --Select--
- Stream/Subject: --Select--
- Board/University Name: Text input
- Passing Year: Text input
- Marks: Text input
- Grade: --Select--
- SAVE: Button

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

Training Information

The screenshot shows a web application interface for 'Manav Sampada'. The browser address bar displays '10.146.50.83/EmployeeServiceBook/ServiceBookMaster/ServiceBookMasterDetail/19#'. The page features a search bar at the top with the text 'Enter Employee Code / GPI No / UID' and a 'SEARCH' button. Below the search bar, the employee's name 'Harish Tiwari' is displayed, along with 'Date of Birth: 29/05/1986' and 'Date of Joining: 01/12/2013'. A vertical navigation menu on the left lists various options, with 'SERVICE BOOK' highlighted. The main content area is titled 'EMPLOYEE TRAINING DETAIL' and contains a form for 'Employee Training Details'. The form includes a 'Place' dropdown menu with 'INDIA' selected, a 'Training Type' dropdown menu with '--Select--', and text input fields for 'Training Name', 'Institute Name', 'Remarks/Sponsored by', 'Date From', 'Date To', and 'Number Of Days'. A green 'SAVE' button is located at the bottom of the form. The Windows taskbar at the bottom shows the system clock as 10:29 AM on 08/01/2014.

Description of the given screen:

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

Family Information

The screenshot displays the 'EMPLOYEE FAMILY INFORMATION' form in the Manav Sampada application. The form is titled 'Enter Employee Family Details' and is for the employee Harish Tiwari. The form fields are as follows:

Enter Employee Code / GPF No / UID		SEARCH	Harish Tiwari(Submitted)
No			
Name	Date of Birth	Date Of Joining	
Harish Tiwari	29/05/1986	01/12/2013	

EMPLOYEE FAMILY INFORMATION

Enter Employee Family Details

Member Name:

Relation: --Select--

Member Date Of Birth: Member Date of Birth:

Dependent: Yes No

Whether Employed: State Centre Others

Member E-Salary Code: Employee Code:

Whether in Same Department: Yes No

Name Of Department Other than Same Department:

SAVE

Search and Edit Employee Family Details

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.

Loan Details

Manav Sampada

Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH

Logged As: Harish Tiwari | Section Officer Role : Establishment Data Entry | Posted As: BMD_Office2

EMPLOYEE ENROLLMENT | EMPLOYEE SERVICE BOOK DETAIL | REPORTS | TOUR MANAGEMENT | LEAVE MANAGEMENT | GENERAL

Enter Employee Code / GPF No / UID | SEARCH | Harish Tiwari[Subitted]

No. | Name | Date of Birth | Date Of Joining

Harish Tiwari | 29/05/1986 | 01/12/2013

SERVICE BOOK

View Service Book

Employee Dashboard

Personal Information

Address Information

Marital Living Information

Education Information

Training Information

Family Information

Loan Detail

Service History

Enter Employee Loan Detail

Loan Type | --Select-- | Loan A/C No | Account Number

Letter number | Letter number | Sanction Date | Sanction Date

Sanction Amount | Sanction Amount | Return Date | Return Date

Remarks | Specify Remarks

SAVE

Search And Edit Employee Loan Detail

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.

Service History

EMPLOYEE SERVICE HISTORY

Employee History Sheet

If Additional Charges is given please (-) Check Circle Yes No

Order Number Order Date

Transaction Posting Area

Establishment Details

From State To State

From Department To Department

From Office To Office

From Designation To Designation

Remark (if any)

Joining Date

Financial Details

Pay Commission

Basic Pay

Submit for verification

Description of the given screen:

- 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.

Department Of : **HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH**

Logged As: **Harish Tiwari** , Section Officer Role : **Establishment Data Entry** Posted At: **BMO_Office2**

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL

Enter Employee Code / GPF No / UID Harish Tiwari[Submitted]

Name: Harish Tiwari Date of Birth: 29/05/1986 Date of Joining: 01/12/2013

EMPLOYEE SERVICE HISTORY

Employee History Sheet

Search/Update Employee History Sheet

SrNo	Transaction	Transaction Date	Order Number	Attachment	Action
1	MACP	01/08/2014	1		Submitted
2	Deputation	01/10/2014	20-26/2014		Submitted

Leave Detail



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.



Departmental Proceeding

Manav Sampada

10.146.50.83/EmployeeServiceBook/ServiceBookMaster/ServiceBookMasterDetail/19#maindiv

Enter Employee Code / GPF No / UID SEARCH Harish Tiwari[Submitted]

No Name Date of Birth Date of Joining

Harish Tiwari 29/05/1986 01/12/2013

EMPLOYEE DEPARTMENTAL PROCEEDING

Employee Departmental Proceeding Form

Proceeding Detail

Order No	<input type="text"/>	Order Date	<input type="text"/>
Memo No	<input type="text"/>	Date	<input type="text"/>
File Number	<input type="text"/>	File Date	<input type="text"/>
Letter Number	<input type="text"/>	Letter Date	<input type="text"/>
Office where posted at the time of charges	--Select--	Designation	--Select--
Authority Ordering Suspension	<input type="text"/>	Revocation order no	<input type="text"/>
Suspension order no	<input type="text"/>	Date of Suspension	<input type="text"/>
Proceeding under Rule	Select Rule	Proceeding	<input type="text"/>
Date of Revocation	<input type="text"/>		

Confirmation of Suspension(if required)

Date Order No.

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.

Manav Sampada

10.146.50.83/EmployeeServiceBook/ServiceBookMaster/ServiceBookMasterDetail/19#maindiv

Department Of : **HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH**

Logged As: **Harish Tiwari** , Section Officer Role : **Establishment Data Entry** Posted As: **BMO_Office2**

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL

Enter Employee Code / GPF No / UID SEARCH Harish Tiwari[Submitted]

No Name Date of Birth Date of Joining

Harish Tiwari 29/05/1986 01/12/2013

EMPLOYEE DEPARTMENTAL PROCEEDING

Employee Departmental Proceeding Form

Search/Update Employee Departmental Proceeding

No Record Found **NEW ENTRY**

Nominee Detail

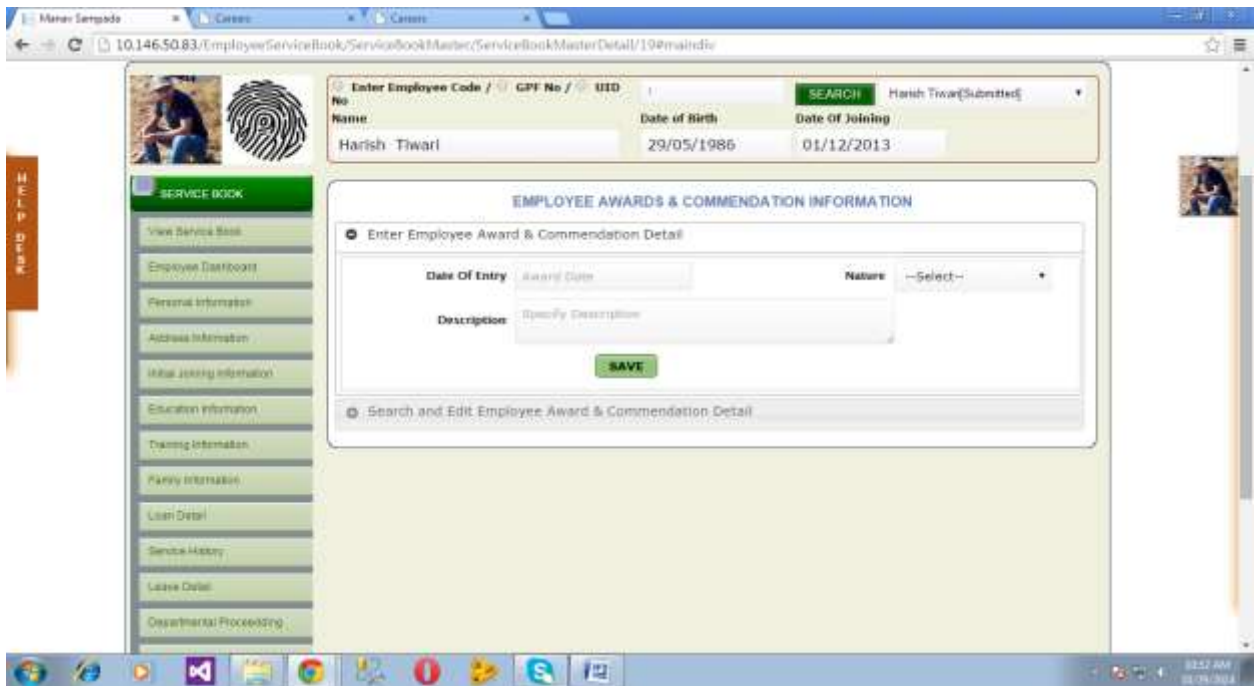
The screenshot displays the 'EMPLOYEE NOMINATION DETAIL' form in the Manav Sampada application. The form is titled 'Enter Employee Nominee Details' and is located within the 'SERVICE BOOK' section. The form contains the following fields:

- Enter Employee Code / GPF No / UID:** A search bar with a 'SEARCH' button and a dropdown menu showing 'Harish Tiwari[Submitted]'.
- Name:** A text input field containing 'Harish Tiwari'.
- Date of Birth:** A date input field containing '29/05/1986'.
- Date of Joining:** A date input field containing '01/12/2013'.
- Nominee Name:** A text input field.
- Relation:** A dropdown menu with '--Select--'.
- Nomination Type:** A dropdown menu with '--Select--'.
- Date of Birth:** A date input field with a 'Date Of Birth' label.
- Nomination Percentage:** A text input field with an 'Enter Age' label.
- Aadhaar UID:** A text input field with a 'UID' label.
- Bank Account Number:** A text input field with a 'Bank Account Number' label.
- Minor Status:** Radio buttons for 'Yes' and 'No'.
- Present Address:** A text input field.
- House Number:** A text input field with a 'House Number' label.
- Street Number:** A text input field with a 'Street Number' label.
- Mohalla / Village:** A text input field with a 'Mohalla/Village' label.
- Ward Number:** A text input field with a 'Ward Number' label.
- State:** A dropdown menu with '--Select--'.
- District:** A dropdown menu with '--select--'.
- Block:** A dropdown menu with '--Select--'.
- Panchayat:** A dropdown menu with '--Select--'.
- Police Station:** A text input field with an 'Enter Police Station' label.
- Post Office:** A text input field with an 'Enter Post Office' label.

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)

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.



Submit Form For Verification

The screenshot shows a web browser window with the URL `10.146.50.83/EmployeeServiceBook/ServiceBookMaster/ServiceBookMasterDetail/19#maindiv`. The page header includes a search bar with the text "Enter Employee Code / GPF No / UID" and a "SEARCH" button. Below the search bar, the employee details for Harish Tiwari are displayed: Name: Harish Tiwari, Date of Birth: 29/05/1986, and Date of Joining: 01/12/2013. The main content area is titled "SUBMIT(S) FORM FOR VERIFICATION" and contains a form with the following fields:

- Submit for Verification - Detail of Verifying Officer to whom Service Book is sent for Verification
- Department Name: --Select--
- Office Name: --Select--
- Employee Name: --Select--
- SUBMIT button

The left sidebar contains a "SERVICE BOOK" menu with options: View Service Book, Employee Dashboard, Personal Information, Address Information, Initial Joining Information, Education Information, Training Information, Family Information, Loan Detail, Service History, Leave Detail, and Discharge/Retiring Processing.

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



Description of the given screen:

- 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.

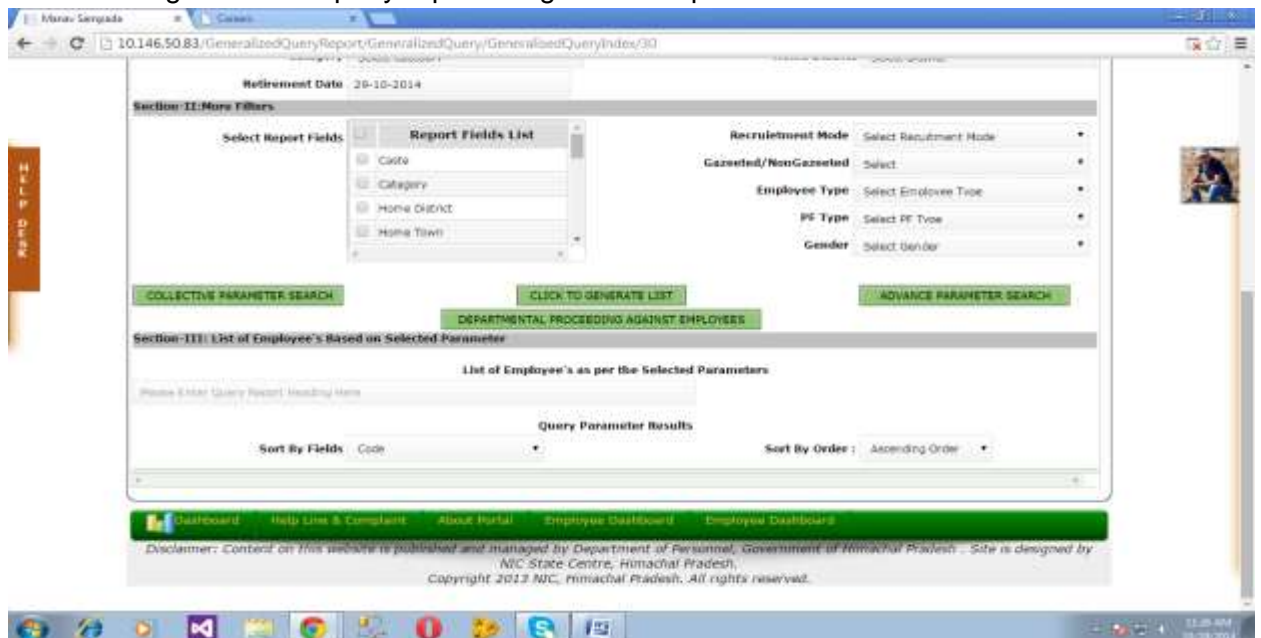
6.3 REPORT

Input Screen: Generalized Query



Description of the given 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.



Input Screen: Data Entry Status Report

Manav Sampada

Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH

Logged As: Harish Tiwari , Section Officer Role : Establishment Data Entry Posted At: BMO_Office2

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL

TO CHECK ESTABLISHMENT OFFICE WISE DATA ENTRY STATUS

Establishment Office Wise Status

Department Name: --Select--

Select Office Level: --Select--

Generate Report: Select

Select Office Type: Select

Establishment offices in District: ALL

CLICK TO GENERATE GRID PRINT REPORT

OR

Establishment office At: --Select--

Select Record Status: Select

LOAD OFFICES

CLICK TO SEE RECORD IN GRID

Description of the given screen:

- 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

The screenshot displays the Manav Sampada web portal interface. At the top, the header includes the logo and the text 'मानव सम्पदा' (Manav Sampada). Below this, the department is identified as 'HEALTH AND FAMILY WELFARE, HIMACHAL PRADESH'. The user is logged in as 'Harish Tiwari, Section Officer Role : Establishment Data Entry' and is positioned at 'BMO_Office2'. A navigation menu contains options like 'EMPLOYEE ENROLLMENT', 'EMPLOYEE SERVICE BOOK DETAIL', 'REPORTS', 'TOUR MANAGEMENT', 'LEAVE MANAGEMENT', and 'GENERAL'. The main content area is titled 'LEAVE REPORT' and features a 'View Office Specific Query' section with four dropdown menus: 'State Name', 'Department Name', 'Select Office', and 'Select Designation'. Below these menus are two buttons: 'SUBMIT' and 'SPOUSE JOB STATUS'. A footer contains a disclaimer and copyright information for the Department of Personnel, Government of Himachal Pradesh, dated 2013.

Description of the given screen:

- 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

The screenshot displays the Manav Sampada web application interface. The browser address bar shows the URL: 10.146.50.83/ReportsAndQueries/ViewServiceBook/Retiringdetails/34. The page header includes the Manav Sampada logo, the text 'MANAV SAMPADA', and the department name 'Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH'. The user is logged in as 'Harish Tiwari , Section Officer Role : Establishment Data Entry' and is posted at 'BMO_Office2'. The navigation menu includes options like 'EMPLOYEE ENROLLMENT', 'EMPLOYEE SERVICE BOOK DETAIL', 'REPORTS', 'FOUR MANAGEMENT', 'LEAVE MANAGEMENT', and 'GENERAL'. The main content area is titled 'EMPLOYEE APPOINTMENT RETIREMENT STATUS' and contains a form for generating an 'Employee Appointment/Retirement Report'. The form includes dropdown menus for 'Department Name', 'Select Report Type', 'Select Designation', and 'Select Employee Type'. It also has date and year selection fields for 'From Date', 'To Date', 'Select Year', 'From Year', and 'To Year'. At the bottom of the form are two buttons: 'GET REPORT' and 'PRINT REPORT'.

Description of the given screen:

- 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

Manav Sampada

English Logout

मानव सम्पदा

Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH

Logged As: Harish Tiwari , Section Officer Role : Establishment Data Entry Posted As: BMO_office2

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS FOUR MANAGEMENT LEAVE MANAGEMENT GENERAL

Query on Education cum Training Detail

QUERY EDUCATION DETAILS

Search By Education Search By Training

View Employee Education Query Details

SECTION - T : Education Detail

State Name Select State

Department Name Select Department

District Name Select District Office Name Select Office

Select Education -Select- Stream/Subject

ADD

Description of the given screen:

- 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

The screenshot displays the 'EMPLOYEE VACANCY POSITION DETAIL' form within the Manav Sampada application. The form is titled 'Vacancy Position' and contains the following fields:

- State Name:** Select State (dropdown)
- Department Name:** Select Department (dropdown)
- District Name:** --Select-- (dropdown) with a red note: "Non Selection of other Office at Designation is post"
- Office Name:** Select Office (dropdown) with two red notes: "Check to get list on the basis of Establishment Office OR to check for Posting Office" and "Check to include employees Posting Office alongwith those already selected establishment office"
- Designation Name:** Select Designation (dropdown)
- Status:** Post Filled (dropdown)
- No of Employees:** Text input field

A green **SUBMIT** button is located at the bottom of the form.

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

Manav Sampada

10.146.50.83/ReportsAndQueries/ViewServiceBook/MasterReports/42

English Logout

मानव सम्पदा

Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH

Logged As: Harish Thwart , Section Officer Role : Establishment Data Entry Posted As: BMO_Office2

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL

MASTER REPORTS LIST

Master Data Report

Transaction Data Report

S.No.	Report Name	Report Description	Action
1.	Employee List	List of Employees which will be grouped by designation.	Generate Report
2.	Employee List	List of Employees which will be grouped by Posting Office.	Generate Report
3.	Employee List	List of Employees which will be grouped by Employee Type.	Generate Report
4.	Office List	District Wise Office.	Generate Report

Dashboard Help Line & Complaints About Portal Employee Dashboard Employee Dashboard

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Description of the given screen:

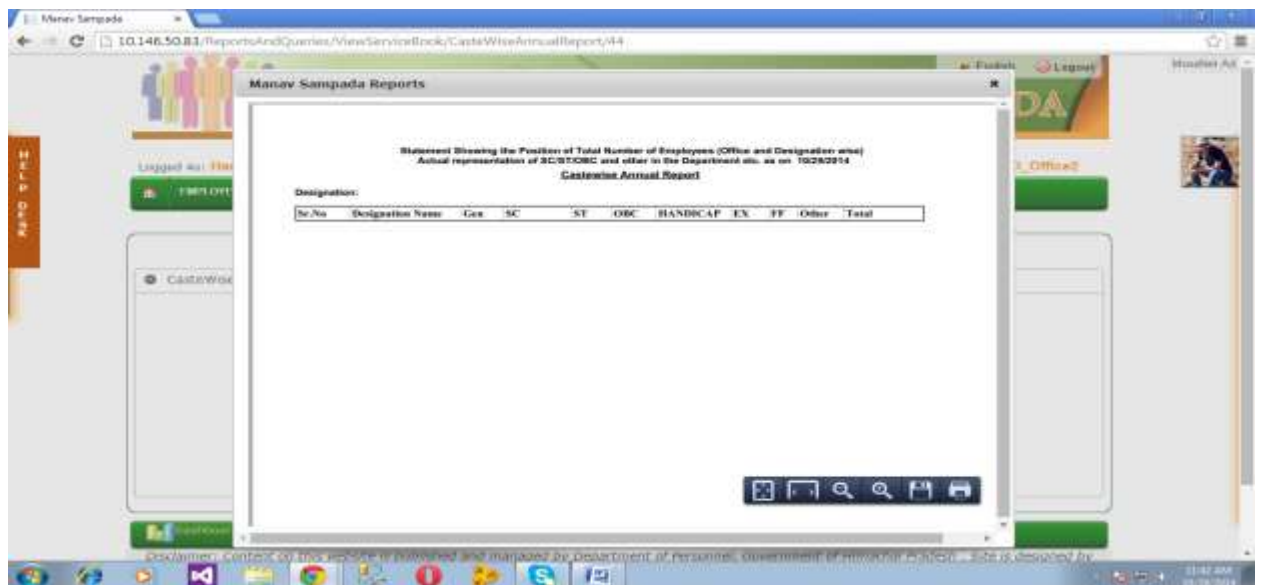
- Master reports holds the data about the all fields .
- It holds the data about the state ,department and employee.
- User can generate the report by clicking on the generate report link given in the action.

Input Screen:
Cast wise Annual Report Incumbency



Description of the given screen:

- 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.



Input Screen:
Employee Identity Card



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



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

The screenshot displays the Manav Sampada web portal interface. At the top, there is a header with the logo and the text 'मानव सम्पदा'. Below this, the department is identified as 'HEALTH AND FAMILY WELFARE, HIMACHAL PRADESH'. The user is logged in as 'Harish Thwait' with the role of 'Section Officer' and is currently viewing the 'Establishment Data Entry' page. The portal includes a navigation menu with options like 'EMPLOYEE ENROLLMENT', 'EMPLOYEE SERVICE BOOK DETAIL', 'REPORTS', 'TOUR MANAGEMENT', 'LEAVE MANAGEMENT', and 'GENERAL'. The main content area is titled 'DETAIL OF ONLINE SUBMISSION OF APR' and contains a form with the following fields: 'State Name' (Select State), 'Department Name' (Select Department), 'Office Name' (Select Office), and 'Designation Name' (Select Designation). A 'GET APR STATUS' button is located below these fields. At the bottom of the page, there is a footer with a disclaimer and copyright information for the Department of Personnel, Government of Himachal Pradesh, dated 2013.

Description of the given screen:

- 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

APPLY TOUR

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 00:00	DETAILS	Tour Ended	
Test12	Study	shimla	17/10/2014 15:00	31/10/2014 16:00	DETAILS	Tour Ended	
lghlgh	Adventure	ghlgh	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 17:00	DETAILS	Tour Ended	
Brazil Tour	Test BR	Rio-De-Ganerio	01/10/2014 04:00	31/10/2014 07:00	DETAILS	Tour Ended	
sfsdfsdf	Training	sfsdfs	03/10/2014 04:00	24/10/2014 06:00	DETAILS	Tour Ended	
asdad	Tourism	asdasdas	09/09/2014 06:00	22/09/2014 03:00	DETAILS	Tour Ended	
asdasda	Adventure	asdasd	09/09/2014 05:00	18/09/2014 06:00	DETAILS	Tour Ended	
Test	Training	shimla	24/09/2014 01:00	26/09/2014 03:00	DETAILS	Tour Ended	
			20/09/2014	22/09/2014			

Description of the given screen:

- 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

Manav Sampada

English Logout

मानव सम्पदा

Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH

Logged As: Harish Thwait , Section Officer Role : Establishment Data Entry Posted As: BMD_Office2

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL

TOUR APPLICATIONS

Tour Application Requests

Tours Application Details

Emp Code Employee Full Name
Tour Title Tour Type
Start Date End Date
Tour Application Status Select Status
Reason (If Any)

SAVE CANCEL

Tours Cancellation Requests (After Approval)

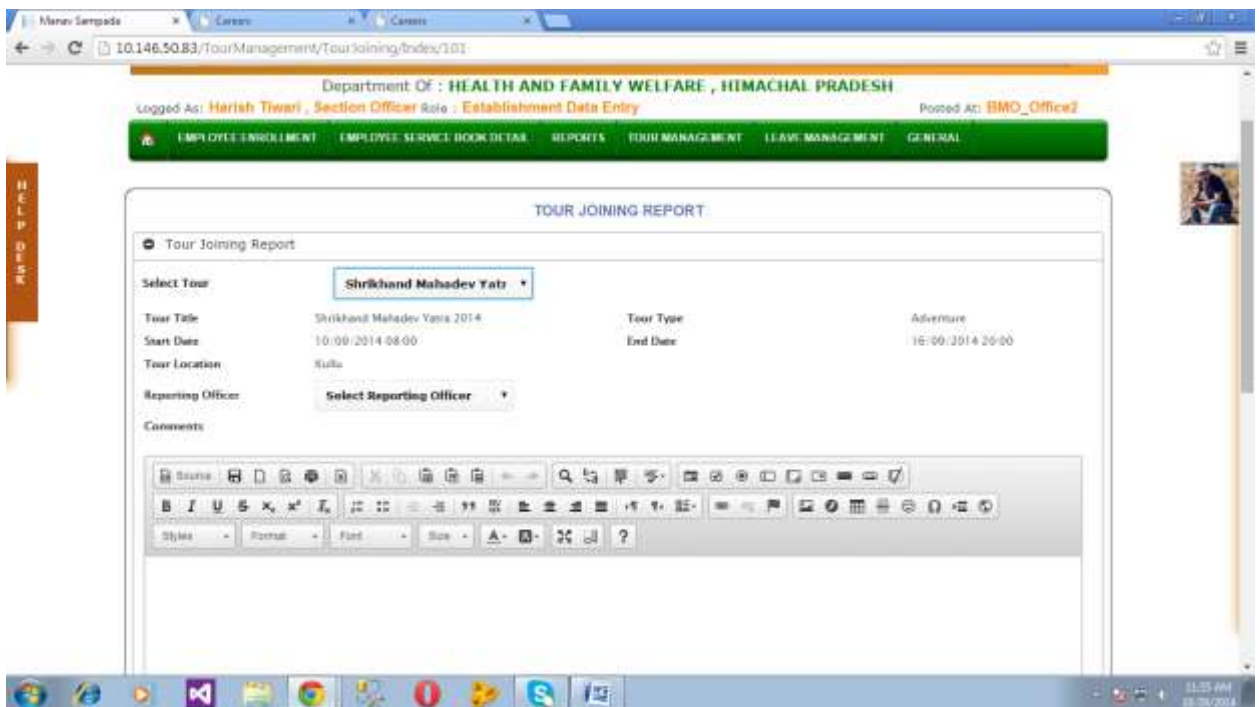
Dashboard Help Line & Complaints About Portal Employee Dashboard Employee Dashboard

11:34 AM 03/29/2014

Description of the given screen:

- 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



Description of the given screen:

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



Input Screen: Create Tour Log Sheet

Manav Sampada

10.146.50.83/TourManagement/TourLogdetails/Index/102

Department Of : **HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH**

Logged As: **Harish Tiwari** , Section Officer Role : **Establishment Data Entry** Posted As: **BMD_Office2**

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL

HELP

Fill Tour Log

Tour Log Sheet

HIMACHAL PRADESH
HEALTH AND FAMILY WELFARE :

Employee Name :	Harish Tiwari	Date of Birth :	26/03/1986
Department :	HEALTH AND FAMILY WELFARE	Age :	28

Select Tour :

Select Reporting Officer :

Place from	Place to	Date of Transport	Day of Week	Mode of Travel	Holiday during Training
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Purpose of Tour :

ADD

11:37 AM
15/09/2014

Description of the given screen:

- 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



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



6.5 LEAVE MANAGEMENT

Input Screen:
Apply Leave

Department Of : **HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH**
 Logged As: **Harish Tiwari** , Section Officer Role : **Establishment Data Entry** Posted As: **BMO_Office2**

EMPLOYEE ENROLLMENT | EMPLOYEE SERVICE BOOK DETAIL | REPORTS | FOOD MANAGEMENT | LEAVE MANAGEMENT | GENERAL

EMPLOYEE LEAVE FORM

Apply Leave

Application For: Fresh Leave Leave Extension

State*: HIMACHAL PRADESH *

Department*: HEALTH AND FAMILY WI *

Office*: BMO_Office2 *

Financial Year*: 2014-15

Reporting Officer*: Select Reporting Officer *

Leave Type*: Select Leave Type *

From Date*: 29/10/2014
 Half Day

To Date*: 29/10/2014

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 .

EMPLOYEE LEAVE FORM

Apply Leave

Applied Leaves

Show: 20

Leave Type	Leave Ref. No.	Applied Date	From Date	Date To	Leave Status	Reporting Officer Comments	Leave Extension	Action
Earned Leaves	1/Leave/201415/0142	17/10/2014	21/10/2014	24/10/2014	Cancelled	Bing...	No	Cancellation Approved
Earned Leaves	1/Leave/201415/0143	16/10/2014	18/10/2014	21/10/2014	Cancelled		No	
Casual Leave	1/Leave/201415/0143	09/10/2014	09/10/2014	18/10/2014	Cancelled		No	
Casual Leave	1/Leave/201415/0139	09/10/2014	09/10/2014	10/10/2014	Cancelled		No	

Showing 1 to 4 of 4 entries

First Previous | Next Last

Leave Balance

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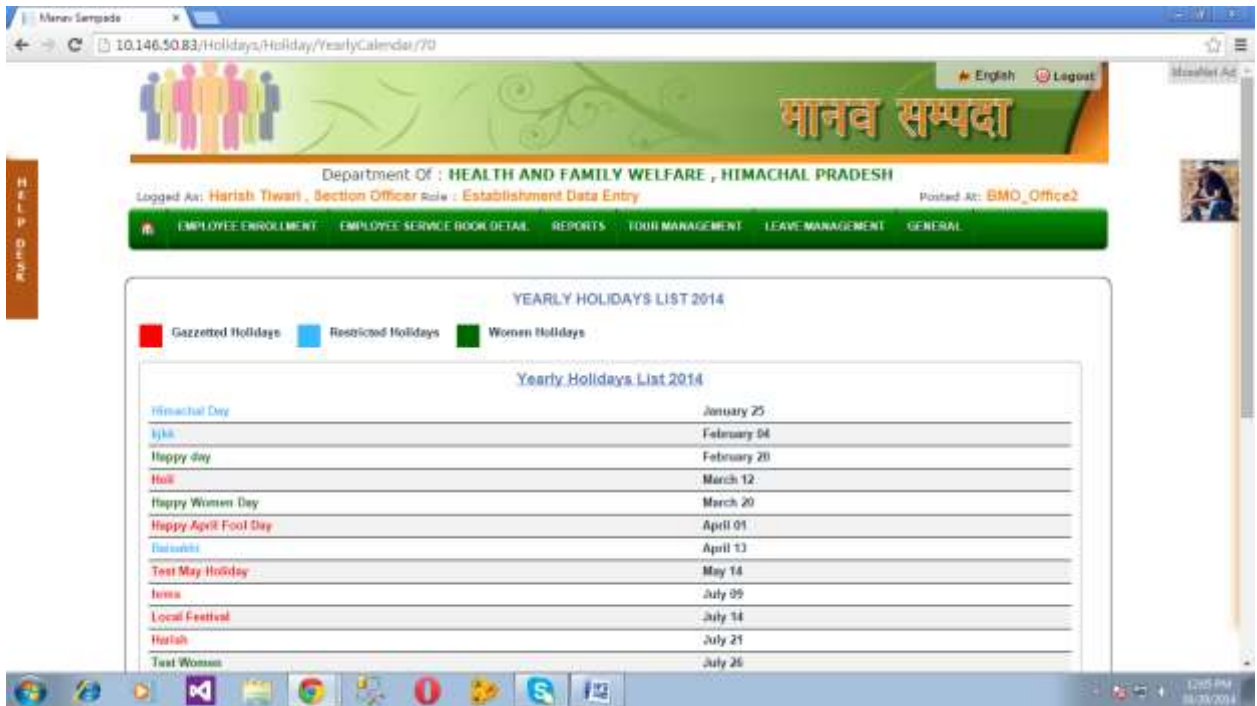
- This page will show all applied leaves.



Description of the given screen:

- This page will show leave balance with leave type .

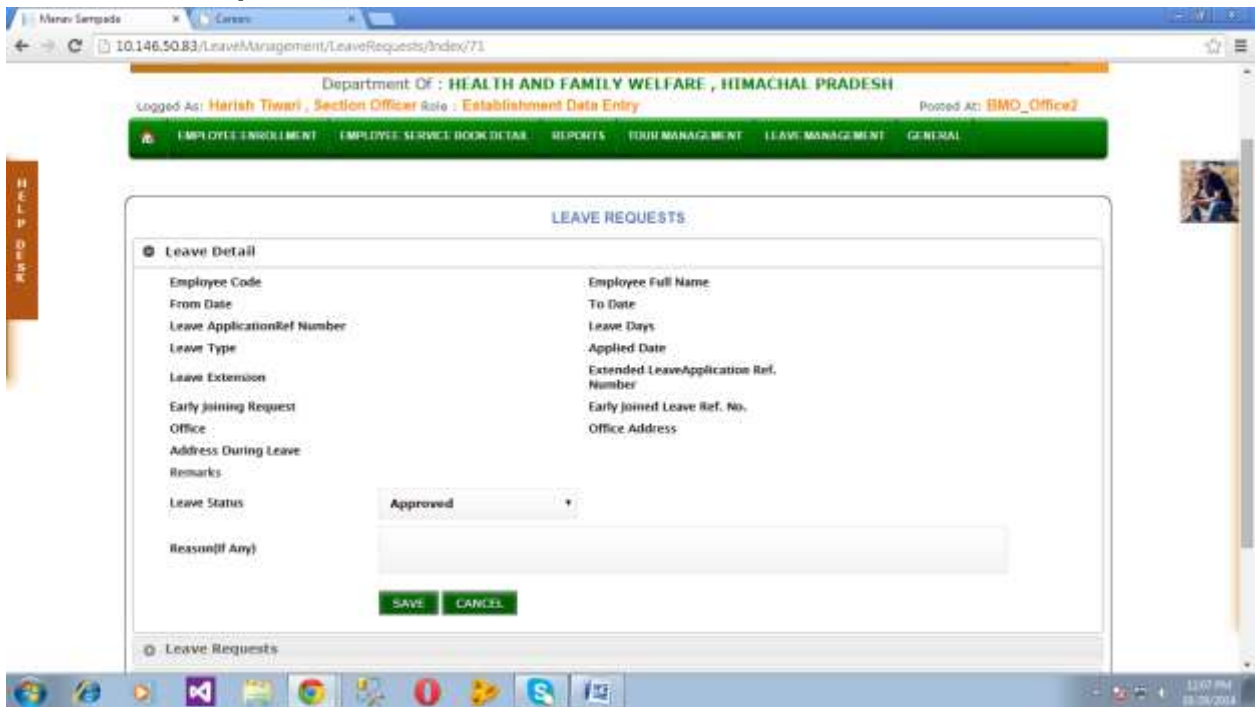
Input Screen:
Holidays Calender



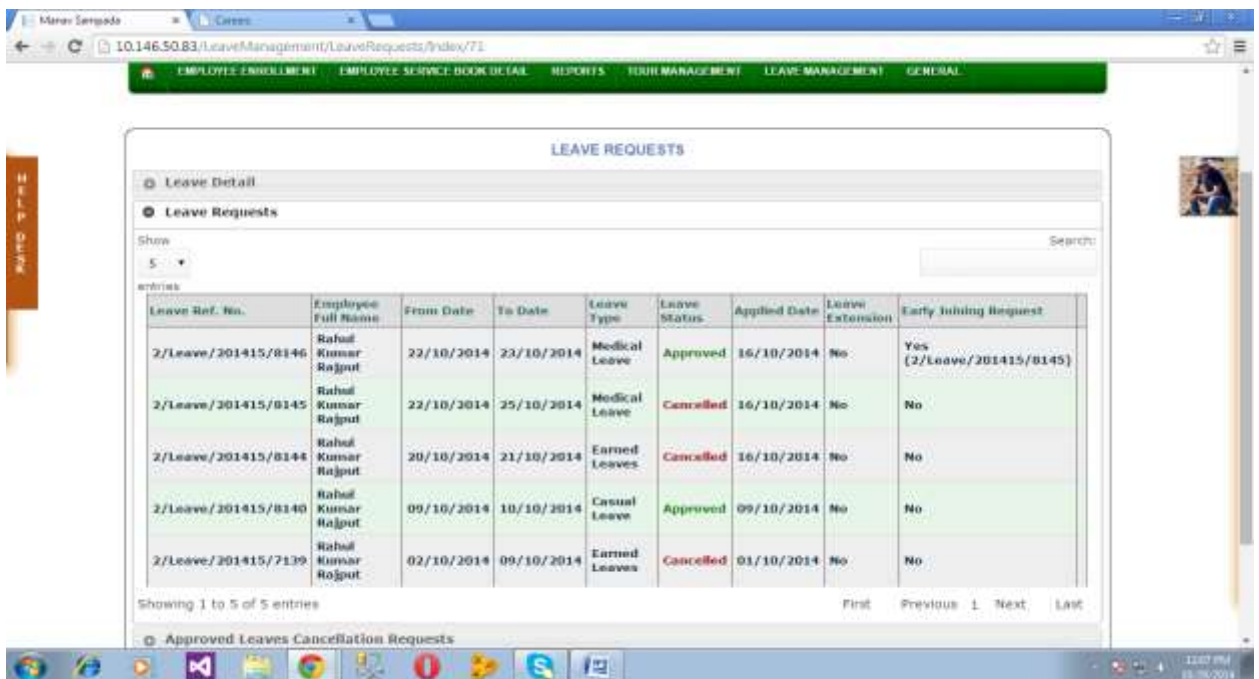
Description of the given screen:

- This page will show holiday calendar of particular year .

Input Screen:
View Leave Request



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



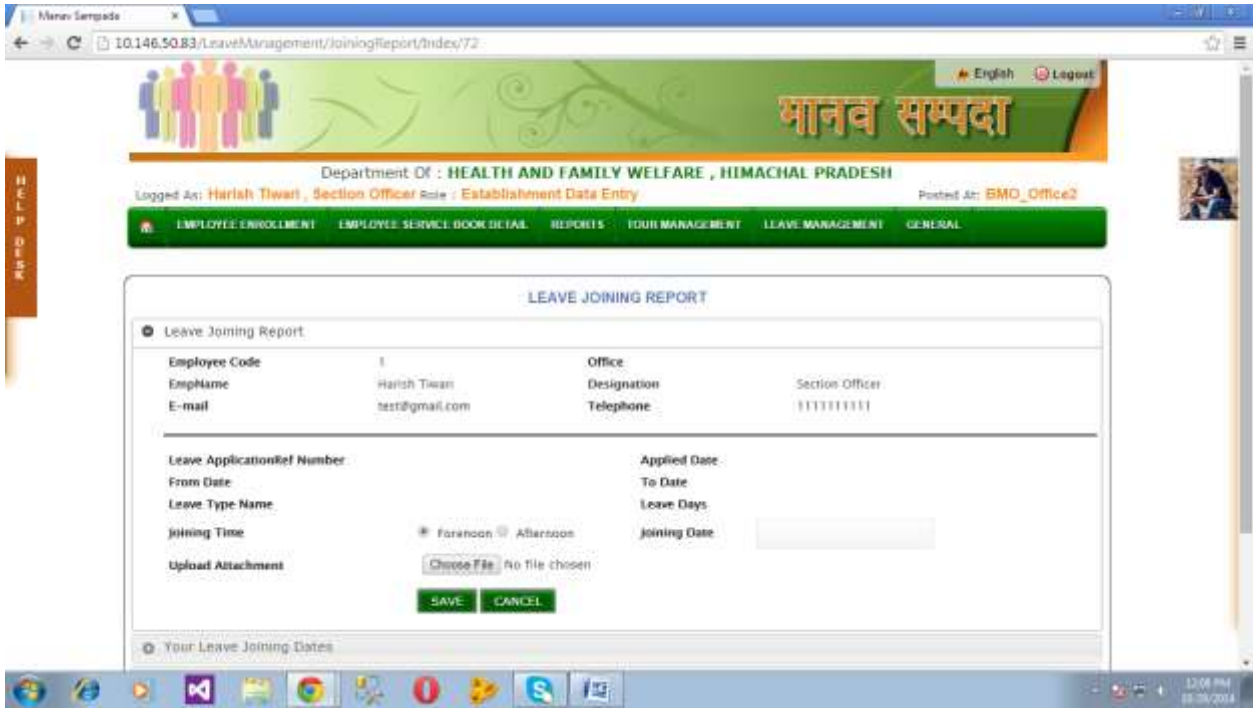
- This page will show all leave requests with leave ref num and employee name.



Description of the given screen:

- Here we can see all approved leaves cancellation requests.

Input Screen:
Leave Joining Report



Description of the given screen:

- This page will show Leave Joining report of employee .





Description of the given screen:

- 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

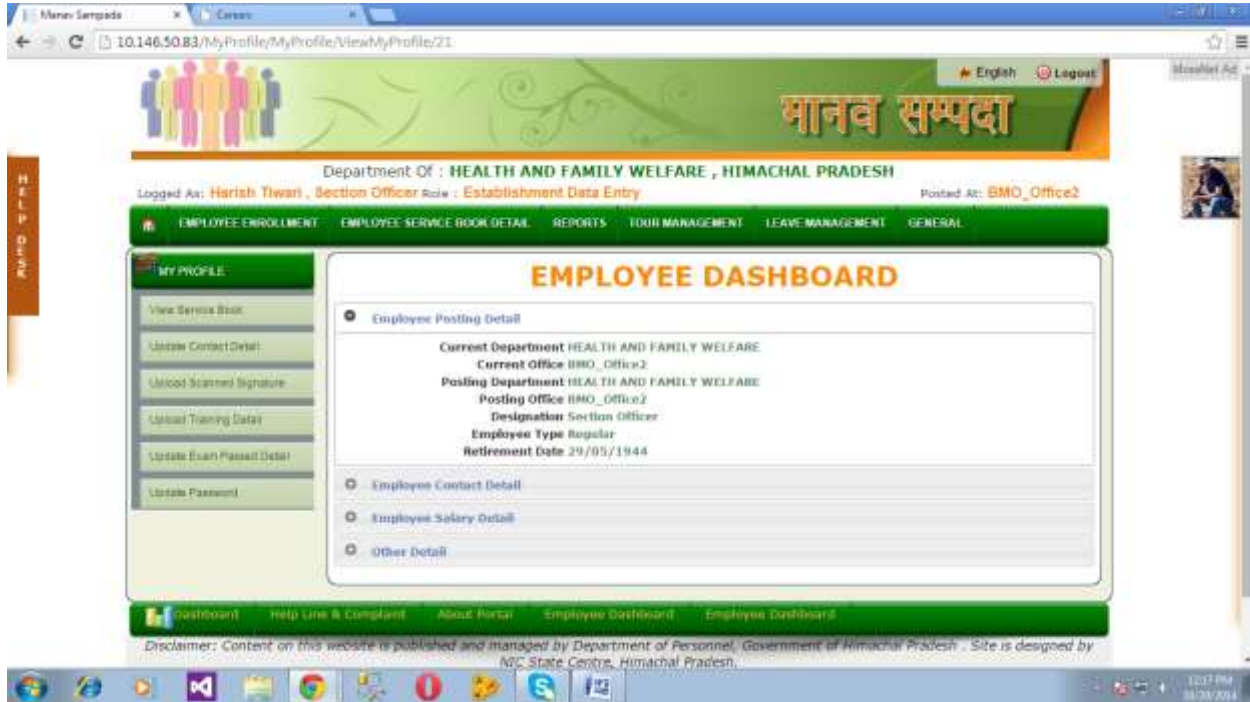


Description of the given screen:

- 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

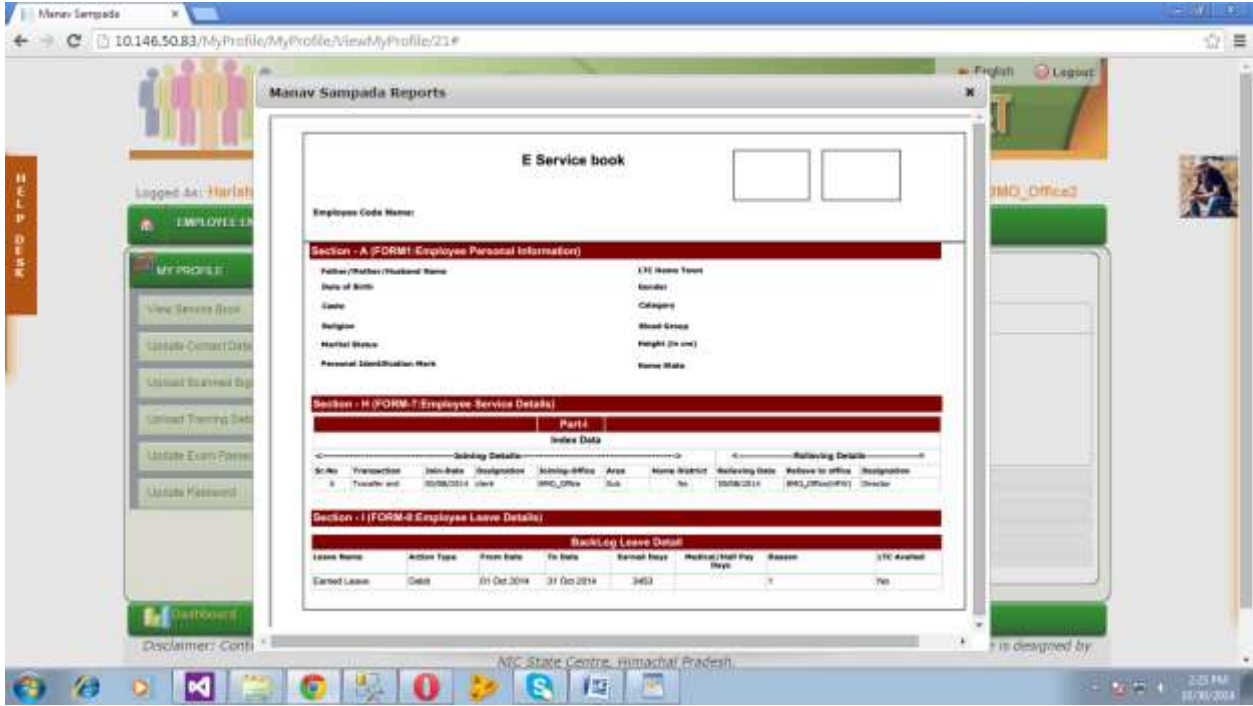
Input Screen: My Profile



Description of the given screen:

- 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



- This page shows employee service book.

Input Screen:
Upload Scanned Signature



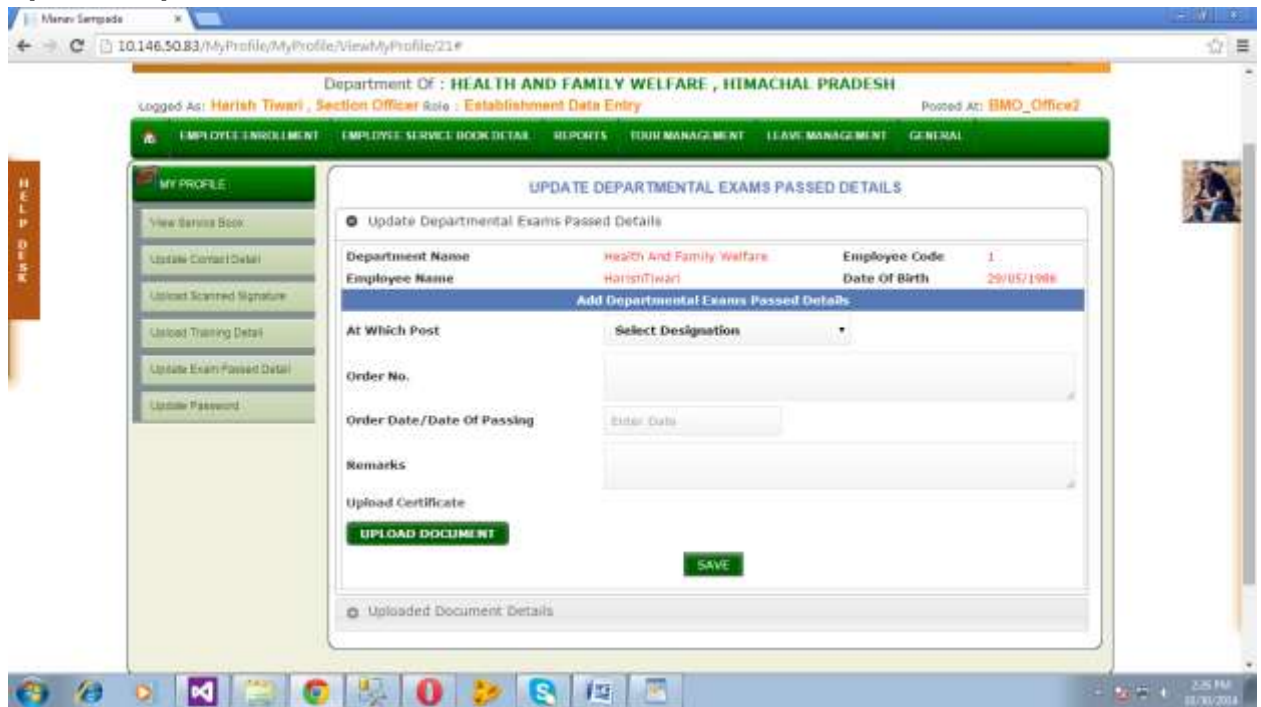
Input Screen:
Upload Training Detail



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



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

Input Screen:
Update Password:



Input Screen: Upload Annual Property Return

Manav Sampada

10.146.50.83/MyProfile/EmployeeProfile/EmprPropertyDetail/79

English Logout

मानव सम्पदा

Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH

Logged As: Harish Tiwari , Section Officer Role : Establishment Data Entry Posted At: BMO_Office2

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS FOOD MANAGEMENT LEAVE MANAGEMENT GENERAL

Immovable Assets Liquid Assets Movable Assets Provident Fund and Life Insurance Debes & Other Liabilities

Submit Annual Property Return For the Year 2008 VIEW

Dashboard Help Line & Complaint About Portal Employee Dashboard Employee Dashboard

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Description of the given screen:

- 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

Manav Sampada

10.146.50.83/MyProfile/ACR/ViewACR/82

English Logout

मानव सम्पदा

Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH

Logged As: Harish Tiwari , Section Officer Role : Establishment Data Entry Posted At: BMO_Office2

EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS FOOD MANAGEMENT LEAVE MANAGEMENT GENERAL

EMPLOYEE ACR DETAIL

Part A - Employee Detail

Employee Code	Employee Name	Date Of Birth
1	Harish Tiwari	29/05/1986

HOW TO FILL ACR

(Click Here To Fill Your Self Appraisal) Part B - To be filled by the Officer Reported Upon

(Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer

(Click Here To Add Reviewing Officer Assessment) Part D - Remarks Of The Reviewing Officer

Dashboard Help Line & Complaint About Portal Employee Dashboard Employee Dashboard

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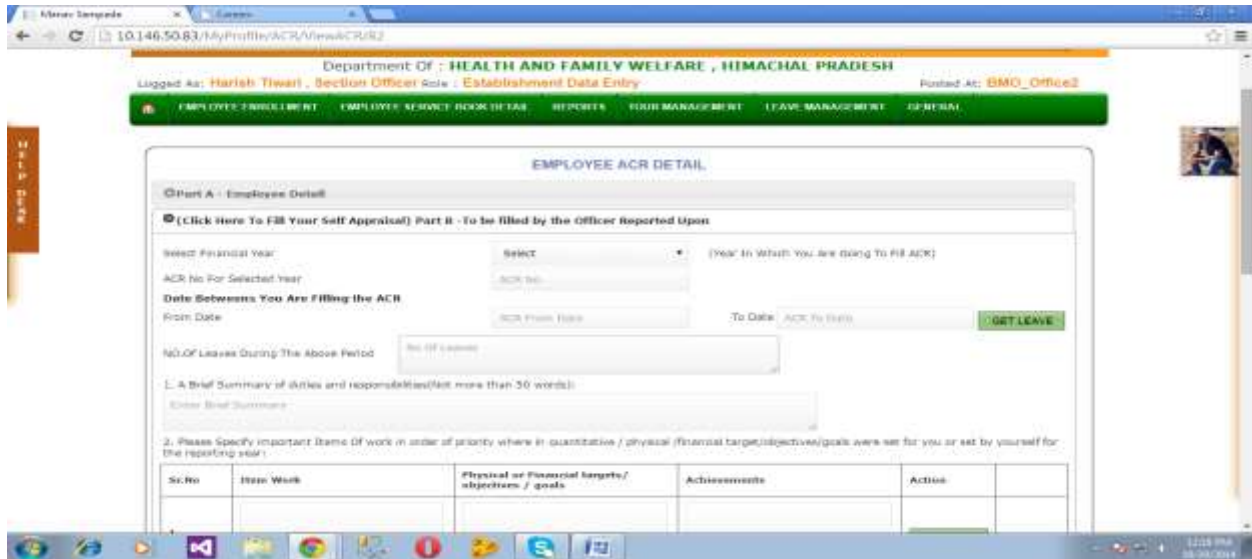
Description of the given screen:

- 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

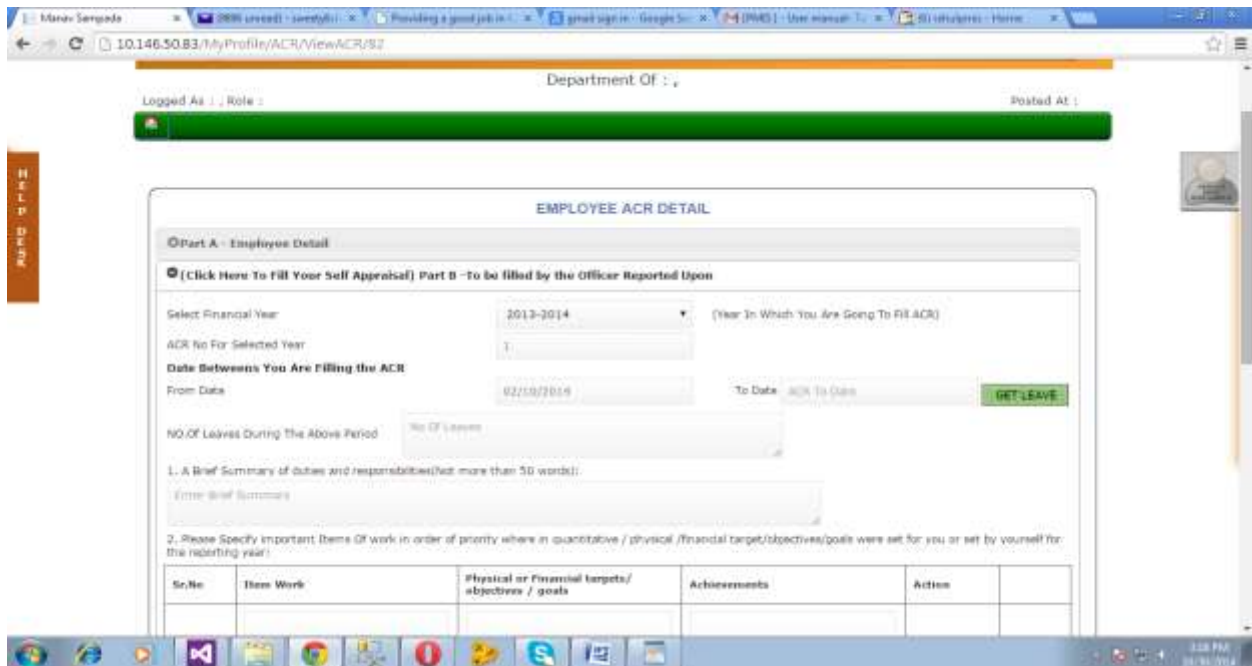
- In this part employee will simply enter his details .
- Employee name
- Employee code
- Employee dob



Description of the given screen:

➤ Part B

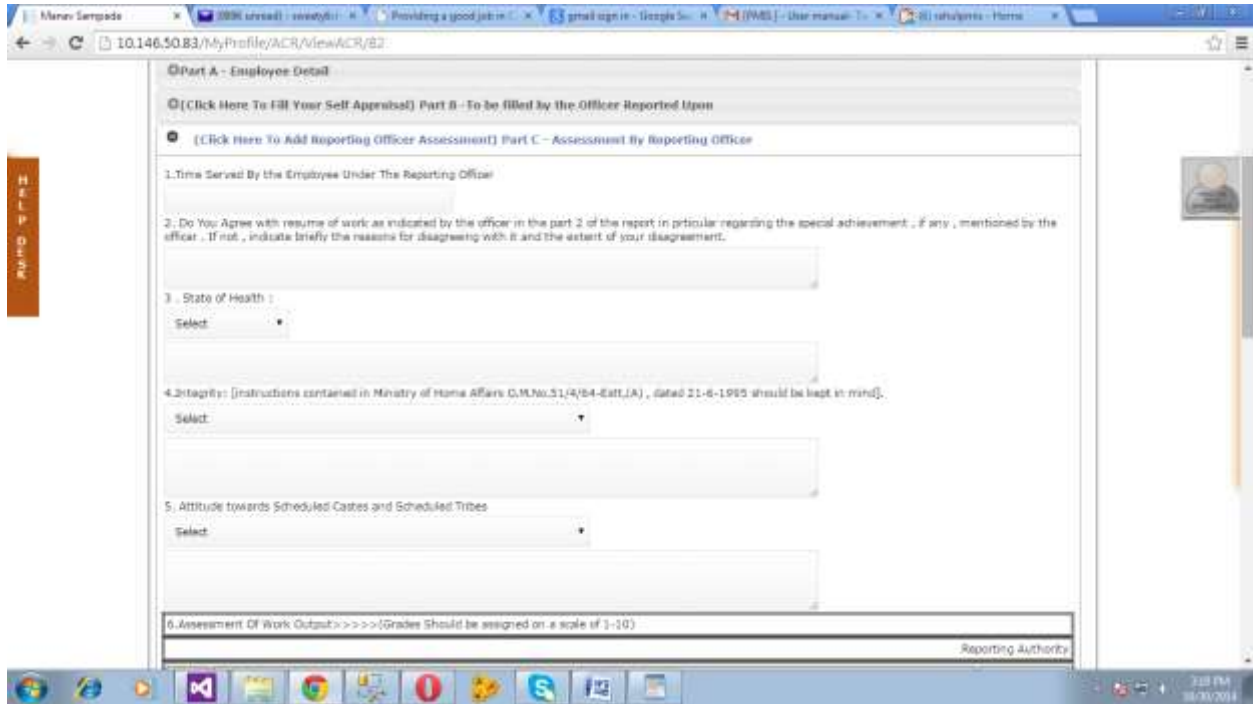
- This part will be filled by the officer reported upon.



Description of the given screen:

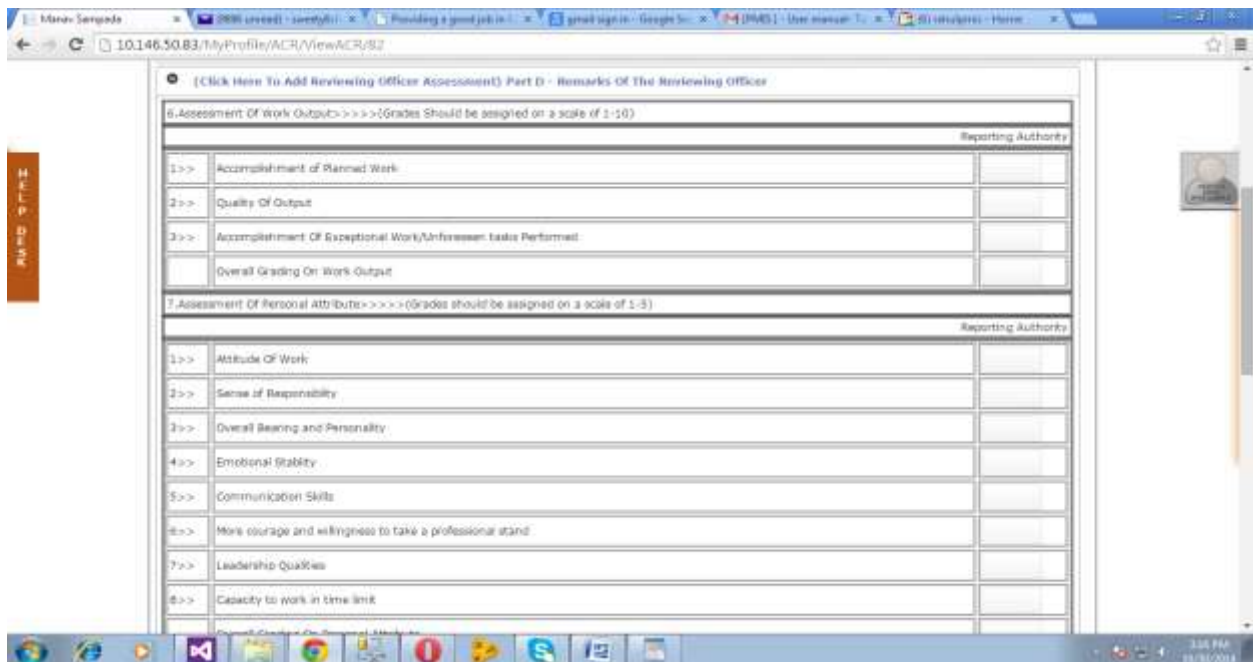
➤ **Part C**

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

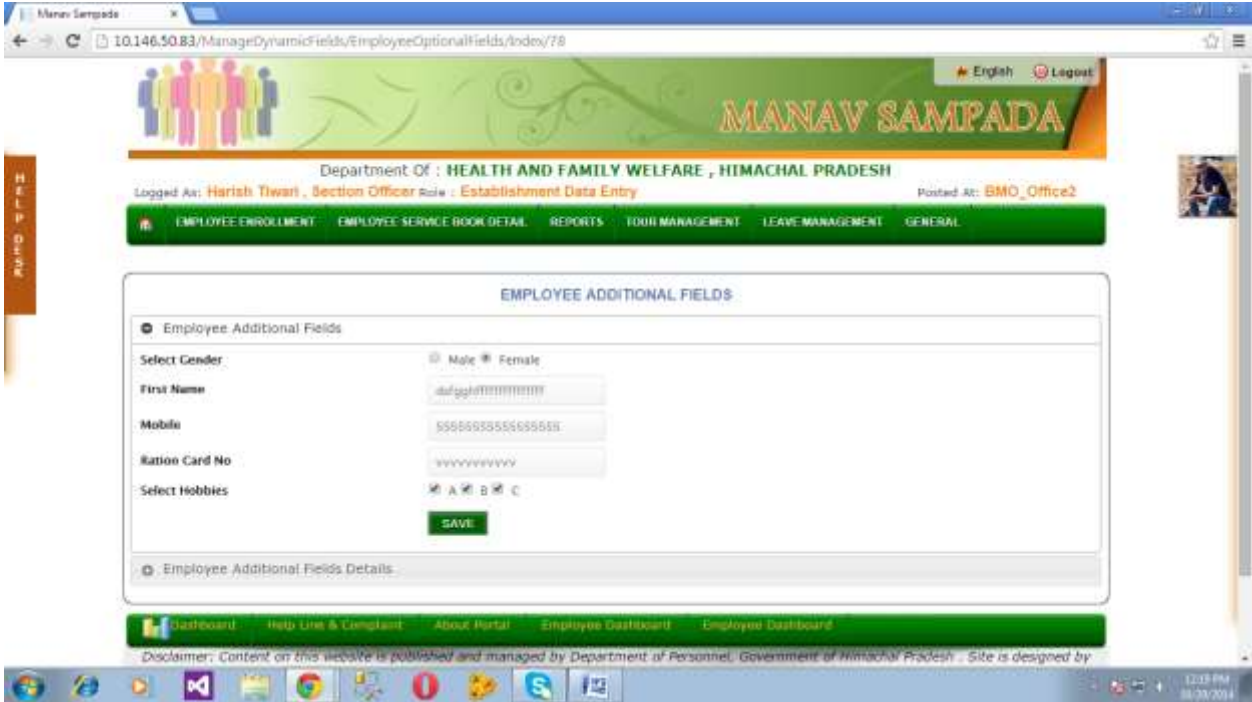


Part D:

- ✓ Remarks by the reviewing Officer.



Input Screen: Update Single Additional Information



Description of the given screen:

- This field is used to update single additional information.



Input Screen: Update Multiple Additional Information



Description of the given screen:

- This field is used to update multiple additional information.



