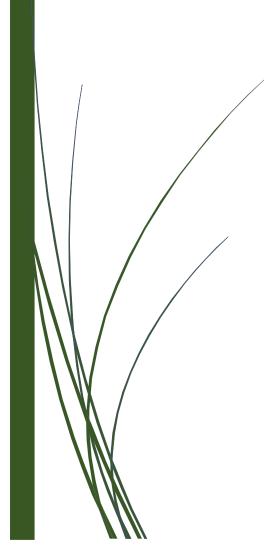
# User Manual FCI HRMS

Module Name: Core HR

Version: 2.2



Prepared By:	Soham Banerjee		
<b>Business Owner:</b>	Food Corporation of India		
Project Manager:	Arun Kumar Srivastava		







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## 1 Introduction

An HRMS (Human Resource Management System) is a type of HR software that enables the management of several HR functions through the use of information technology. An HRMS aims to improve the productivity and efficiency of the business through the automation of manual and repetitive tasks. This, in turn, also frees up the time which can then be used to address more strategic, business-critical tasks. This document is intent to contain the working and usability descriptions related to the Core HR processes identified and documented in System Requirement Specification document in the form of a user manual.

#### 1.1 Objective

The following objectives shall be fulfilled with the user manual

- Serve as a standard document for FCI employees to gain experience in adopting the Core HR processes in HRMS
- Provide comprehensive details about working on different Core HR processes and managing exceptions and alerts as per different processes.
- Reveal the user experience for working with the Core HR processes and act as a reference for users to reinforce working tactics with the Core HR process area as per requirement.

#### 1.2 Target Audience

• FCI Officers and FCI Employees

## 2 Overview

The process area of Core HR houses the core functions which set the tone for HRMS application in terms of configuration (Masters) and executable processes (Transaction) and summary of activities for the purpose reporting and decision making (Reports). The HRMS experience has been bifurcated both in the context of an employee who raises a request and in the context of a manager who either reviews the request or initiates himself on grounds of different reasons as per business process on behalf of the employee.

## 3 User Access and Permissions

#### 3.1 Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

**Browsers Supported:** IE 9, 10+, Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, and Safari 4+ on Mac 10.5.7+

Minimum Software Requirements: IE 9, 10+ Firefox 3.6+, Chrome 12+ on Windows,

Firefox 3.6+, Safari 4+ on Mac 10.5.7+

**Minimum Hardware Requirements:** CPUs- Intel i3, RAM- 8GB, Disk Storage- 164GB (64GB for File Storage, 100GB for database storage)

#### 3.2 Know Your Icons

Table 3-1 reflects the set of icons that have been used in HRMS application



lcons	Descriptions
t,	It will allow reviewing the submitted record/request.
*	It will allow approving the submitted record/request.
۲	It will allow viewing the details of the record/request in readable form.
0	It will allow processing a request like Annual Increment of the employee.
+	It will allow defining the employee compensation i.e., salary break- up of new joined employees.
Ø	It will allow viewing the uploaded document.
đ	It will allow editing a record for updation as well as allow user to resubmit a reverted request.
	Table 2-1 Icons

Table 3-1 Icons

## 3.3 User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS\_HRMS\_CH\_02) has been coined as the centralized access manager where employees are provided various roles and permissions to access different set of features. Table 3-2 showcases the permission and user access provisions in general to HRMS Processes

User Profile	Employee S	elf Service	Manager Self Service			
Permissions	View Add*		View	Add/Edit	Approval	
HRMS Admin	Yes	Yes	Yes	Yes	No	
Employee (ESS)	Yes	Yes	No	No	No	
Manager (MSS)*	No	No	Yes	Yes	Yes**	
Competent Authority	No	No	Yes	No	Yes	

Table 3-2: User Access and Permissions

#### \*(Add permission also provides an additional permission of Edit to update records by resubmission) \*\* (A manager who is a part of the reviewing or approving authority shall be able to perform approvals)

Table 3-3 defines the provision of different roles assigned as per the permissible architecture of HRMS application. A user role basically describes the user access of what the user can navigate around in the HRMS application. The user permissions as described in Table 3-2 combines with user roles to allow the user to "navigate" and "perform" the nature of processes as per the delegated power.

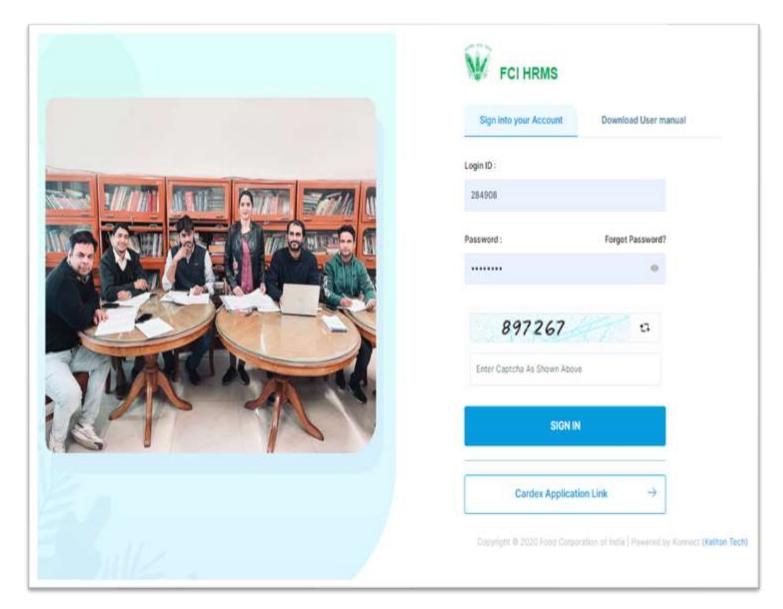
User Profile	Employee Self Service			Manager Self Service		
Roles	Initiator	Initiator Reviewer Approver I		Initiator	Reviewer	Approver
HRMS Admin	Yes	NA	NA	Yes	No	No
Employee (ESS)	Yes	NA	NA	No	No	No
Manager (MSS)*	No	NA	NA	Yes	Yes	No
Competent Authority	No	NA	NA	No	Yes	Yes

Table 3-3 User Profile and Roles

\*(For some process, the manager can initiate a transaction from the MSS on behalf of the employee but not based on grounds of request)



- 3.4 Accessing the system / System Organization and Navigation (Login, ESS and MSS)
  - User shall access the HRMS application as per the shared website address (<u>https://www.hrmsfci.in/</u>) and provide the credentials in the form Login ID (Employee Number) and Password as shared by FCI Computer/IT section as shown in Figure 3-1



#### Figure 3-1 Login Screen

- Enter Login credentials, Captcha (Enter number here as shown in Figure 3-1 and Click on to Log in to the system.
- Post Login, employee will land on the Home Page as shown in Figure 3-2



Welcome AMIT K	IMAR		HAPPY	NEW YEAR 2021 🕲
			()  2	
Dashboard	→ Attendance		→ Reimburseme	nt 👘 🧐
Å	7755 8888	Шĭ	6	
Connect+	Training	Reports	→ Policies And C	irculars ->
8 Directory	→ Survey	→ Performance	→ Help	÷

#### Figure 3-2 Home Page

• Based on the user credentials and permissions assigned to the employee, an employee shall be able to access the Employee Self Service by clicking the **Dashboard** link as shown in Figure 3-2 to land on the ESS – Employee Dashboard as shown in Figure 3-3



FCI HRMS								A#	Aa 655		÷
Home	# E-Notice							III My Pendin	g Requests		
User Marsaal	· test is	uplicated					Ĩ	REQUEST IN	REQUEST NAM	6	11
My Destiloant 5	• Comm	on Leave P	olicy For G	AT - 8 (+ 1)	philather			C945	Local Trayer /	Allowance Request	
Directory 🗢		GA 2828 h		ginternet derive	orno Tais De	aguar treasur	fur	18063	LTC-Bharat D	larshan/Hometown/Ericashment	16
Core Hill 🗸 🗸		armidaet ta su						HETODRS	sellenenn-r		
Compensation and Benefits 🧠	101-00-00-00-00-00-00-00-00-00-00-00-00-	for New T		behilter				fam 2360		ortzation For Service Employee	
Performance Management 🛛 🕹								CREA4	Benevolent Fe	unit Requirer	
Esave Management 🔷	My Ti	imer.	My Tr	0-04711	My	termburs/	ments and Cl	airres P	olicies and Circular)	墨 Həppy Birthday!!	
Payrol 🛩	3									MANENDRA PRASAD GUPTA	
Employee Autoliana 🔍	e -		JAP	IUARY 20	21		3	Maximum Hall	nay 🗇	Annual Course	
Talem Management 💦 🗸	Sue	Main	Tue	Wed	Thu	100	Sat	100.00	i Govind h's Birthday		
Learning and Development 🤍	27	2.0	59	30	- 31	1	2 Wash-				
Connect +						Abient	-ptv	① Attendance			
Policies and Circulars	Week-	Geneg	Wann-	Abasett	Week-	Wash-	Week-	Last In/Out Tin			
Nettronees Benefit Calculator		Going out of Stations				1		Check In 16147100 10 Determinet, 2000	Check Out 17:4700 10 December, 2020		
	10	11 LAbaertt	12 1 Abree 11	13 I Week-	14 Ausent	15 Absent	10 Alumni -				
	Legends										
	<ul> <li>Leave</li> <li>Huilday</li> </ul>	<ul> <li>Today</li> <li>Late i</li> </ul>		ice @W	New Harrista.	<ul> <li>Attends</li> </ul>	mas				

Figure 3-3 ESS - Employee Dashboard

 If an employee has been assigned the roles and responsibilities of a manager or competent authority, then by clicking the MSS link on the top right corner of the HRMS application as shown in Figure 3-2, the employee with the permissions of a manager shall navigate to the MSS – Manager Dashboard as shown in Figure 3-4.



= 🙀 FCI HRM	IS								Aa — Aa — Aa	ESS MSS	
Home User Manual		Due Today			Requests			_	To-Do-List	No Record found	1
Manager Dashboard	×	Due Date			11/0						
Talent Management	~										
Core HR	~										
Leave and Attendance	~										
Performance Management	~	Calend	ier						Biometric		
Compensation and Benefit		<		JAI	NUARY 20	21		$\geq$			Team Organization
Payroll	×	Sun	Mon	Tue	Wed	Thu	Fil	Sat			
Talent Acquisition	~	27	28	29	30	31	1 Absent	2 Week- Off	_		Present
Learning and Development	.*	3	4	5	6	7	8	9			On Leave
Employee Relation	~	Off	Going out of Station Going sut of Station	Week- Off	Absent	Week- Off	Week- Off	Off			
		1		40	22	-			PRESENT	ABSENT	ON LEAVE
		Legends		y 🔴 Abs	13 Week-			Absent +	Ū	13	0

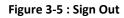
#### Figure 3-4 MSS - Manager Dashboard

## 3.5 Exiting the System

When the employee would like to exit from the HRMS application, then employee shall click on **Sign Out** to log out of the system as shown in Figure 3-5



W	FCI HRMS					Aa 🚽 🗛 —	Aa ESS	MSS 🤌 H	AMIT KUMAP	-
								AMIT KU Employee Division 1	0:200572	
	Welcome AMIT K	UMAR						Preferred Language	English	
	Dashboard	÷	Attendance	÷	Leave	÷	Reimt	My Profile Change Password Sign Out		
	Connect+	*	Creation Contraction Contracti	÷	Reports	÷	Policie	es And Circulars	+	
	g Directory	÷.	E Survey	÷	Performance	÷	(=- Help	)	4	
			Capyright @ 2020 Fina	Corporation of B	um Powerst by Koone	1 (Kellton Tech)			200 g 1 1	



- The user shall navigate to Login Page as shown in Figure 3-1 on successful sign out.
- An employee shall automatically logout from the application if it remains idle due to inactivity for a longer period (approx. 20 minutes)

## 3.6 HRMS Login Configuration

HRMS Login are handled using OAuth 2.0 protocol. The user credentials entered by user is passed on internet to HRMS System for validation and after successful validation a token is generated and shared to the application to use it at the time of every new server interaction to validate the user credentials. The login activity has few timeout settings as illustrated below.

- Access token Lifespan These is the setting for capturing the lifespan of Access token before it gets expired. Before access token gets expired a refresh process is triggered to get the new access token to keep the session alive until user logout of the session. Default is set to 1 hour.
- **SSO Session Idle** These is the setting for time a user session can be idle before it gets expired. Default is set to 1 hour.

These are timeout settings implemented at Key cloak IAM interface.

## 4 Using the System

Human Resource forms the backbone workforce representing the employee resource pool and operations that keep the engine of the organization run effectively. In the context of FCI, human



resource represents the active employees working within the organization striving to make a difference in food grain movement, storage and availability pan India. To support such a massive undertaking requires optimized business processes with everyday operations like joining new recruits, maintaining employee records in terms of trainings, leaves, payroll, increments etc. Managing transfers and promotion along with pay fixations as applicable, which all together form the "Core" fundamentals in the context of human resources management in FCI. Core HR hence captures the most atomic level of employee details that respect and work around different exigency levels of work as required from employees of the corporation. This process area shall be responsible for the following activities but not limited to:

- **Organizational Management** facilitating creation and management of new offices, divisions and designations as per discretion of FCI.
- User Management which focuses on permission settings that define the access rights of each employee and approval matrix for each business processes of HRMS
- **Policy Uploads**, which reflects collection and management of policies and circulars for notification purpose to all FCI employees via ESS Employee Dashboard.
- **Appointments and Probation** that entails how different categories of recruitments are inducted as new joining is strengthening the FCI workforce.
- Employee Records Management and Service book focus on how HRMS shall help in the management of employee information and record each activity initiated by or instructed by an employee across day – day work in the FCI ecosystem. The feature shall also strengthen the transparency of information among employees and FCI division.
- Reports and HR letters will provide easy access to different adhoc and predefined reports important for FCI C-Level executives and managers with a provision for Personnel division to generate different orders like – Joining, Relieving, Transfer, Promotion, Demotion, Separation etc.
- **Sanction of Telephone** will allow employees to raise request for telephone extensions or raise a CUG allowance request.
- **Transfer Request and Posting** will provide plethora of easy functions to manage tenure transfer postings and permanent transfer requests made by employee of different grounds as per the applicable bylaws of FCI staff regulation.
- Pay Fixation and Stepping Up Pay will allow employees to request a step up in salary if discrepancies are found as per FCI guidelines based on designation and basic pay. Pay Fixation is a frequent activity performed by Personnel Division in case of promotion, demotion, increments, and incentives to adjust revised basic as per the scenario for employees.
- Separation Process will allow Employees to initiate exit from FCI in terms of VRS, Lien, and Resignation with additional capabilities to Personnel Division for initiating exit activities on grounds of non-performance and vigilance orders.
- Seniority Lists and Promotions will overcome the tedious process of generating seniority lists manually with provision of creating integrated seniority lists as per FCI rules and regulations in ease. Further a provision to setup the DPC/ZPC is also provided where seniority desk and configure the committee members for promotion evaluations.



- System Provisions/Common Features (HRMS) lists the commonly used features of import, export, digital signature, e-signature etc. as per the application of different business processes that shall operate within HRMS. A provision for custom alert and adding additional reviewers or approvers is described in detail for applied purposes.
- Advanced Search will help employees to drill further down across complicated set of information within HRMS as per search needs.

## 4.1 Organization Management

## 4.1.1 Country Master

Country Master is a list of different countries that will be used to identify the nationality of an FCI employee both who are domestic or working based on a permanent residency from a list of eligible countries as mentioned in the FCI staff regulation. With country master in place, HRMS admin shall be able to create, update and manage this specific list of countries as per requirements from time to time.

#### 4.1.1.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Country Master

#### 4.1.1.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.1.1 to reach the Country Master Landing Page as shown in Figure 4-1

FCI HRMS			Aa 🚑 -	Aa ESS M	SS 🤌 🖂 AMIT KUMAR
Ŕ	Country Master				
Manual	Country	Is Active			
jer Dashboard	A4	~ A1	🗙 Oet Results		
Management ~					Add Country
······	Show 10 - entries Expor	tto: Land PCP Prot		Search:	
sters 2 3 ^	COUNTRY CODE	COUNTRY	I	IS ACTIVE	ACTION
Country Master 4	COUNTRIB	Afghanistan		Active	1
State Moster	COUNTRIE	Other		inactive	CH C
Olistrict Master	COUNTR17	Australia		Active	G8
City Class Master	COUNTRIO	United Republic Of Tanzan	ia -	Active	12
City Master	COUNTRIS	Vietnam		Active	œ
Office Type Master	COUNTRI4	Ethopia		Active	08
Zone Master	COUNTRIS	Zaire		Activa	œ
Region Master	COUNTR12	Melawi		Active	CP .
Office Setup Master	COUNTRIL	Zambia		Active	CP.
Cadre Master	COUNTRI	India		Active	(#
Category Master	Showing 1 to 10 of 18 entries				Previoun 1 2 Next
Division Master					Lindon a linear

#### Figure 4-1: Country Master

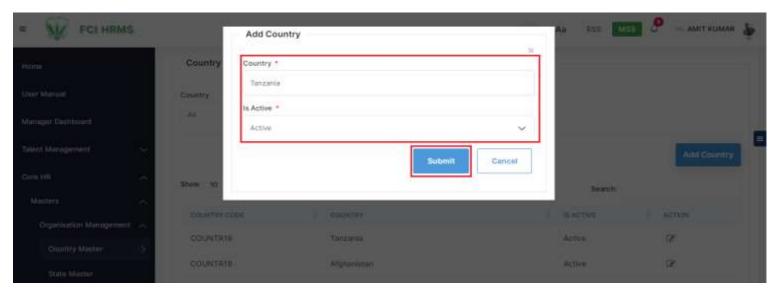


User shall be able to perform the following activities from the landing page:

- Click on Get Results
   to apply the available filters.
- Click on
   Excel PDF Print
   to export the table records in Excel as per
   table columns.
   Search:
- Click on
   to enter a search query that shall
  - search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
   Previous
   1
   2
   Next
   to navigate table records
   Add Country
- Click on to add a new country in the table as mentioned in Section 4.1.1.3 – Add Country.
- Click on to edit an existing country in the table as mentioned in Section 4.1.1.4 Edit Country.

## 4.1.1.3 Add Country

Click on Add Country to open the Add Country popup as shown in Figure 4-2



#### Figure 4-2: Add Country

#### Submit

Enter the details and click on such that a success message will be shown in the Country Master Landing Page for addition of a new record in the table as shown in Figure 4-3

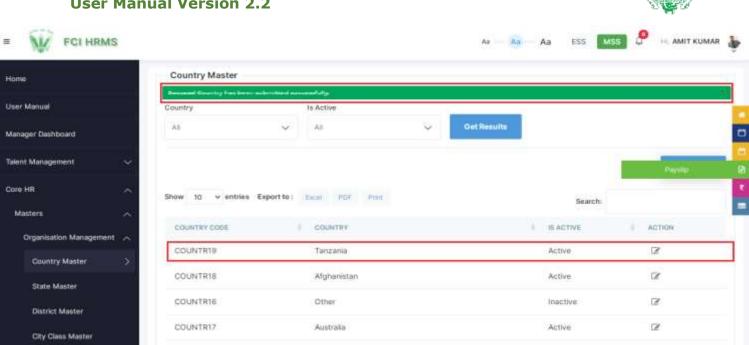


Figure 4-3: New Country Added

## 4.1.1.4 Edit Country

Click on

#### to open Edit Country popup as shown in Figure 4-4

= 🙀 FCI HRMS	25	Edit Country		Aa. 655 🕅	🚰 🧬 — AMIT KUMAR 🛔
Hpmis	Country	Country Code	×		
	Country	COUNTRIB			
	M	Country *			
		Tanzania Is Active *			[courses]
		Active	~	_	Add Country
	Show 15	L	Update Cancel	Search	
	COUNTRY			IN ACTIVE	H VASTRA
	COUNTR			Active	ar N
	COUNTRY	Afghunistury		Active	07 ·

#### Figure 4-4: Edit Country

Update

Enter the details and click on such that a success message will be shown in the Country Master Landing Page for updating the existing record in the table as shown in Figure 4-5

#### Figure 4-5: Existing Country Detail Updated



## 4.1.2 State Master

State Master is a list of different states within a country that will be used to identify the state from which a FCI employee belongs and serve as an input detail wherever address details are required. State Master shall provide the values for filtering purpose. With state master in place, HRMS admin shall be able to create, update and manage this specific list of states as per requirements from time to time.

#### 4.1.2.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> State Master

#### 4.1.2.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.2.1 to reach the State Master Landing Page as shown in Figure 4-6

FCI HRMS				Aa — Aa — Aa	ESS MSS	🤗 🕕 AMIT KUMAR 🧃
Home	State Master					
User Manual	Country	In Active	2			
Video Tutorial	Al	∼ AI	~	Get Results		
Manager Dashboard						Add State
Talent Management	Show 10 v entries	Export to: Eccil /	OF Pont		Search:	
Core HR 1	STATE CODE	COUNTRY	STATEJUT		IB ACTIVE	ACTION
Masters 2 ~	STAT84	Australia	Queensland		Active	
Organisation Management	STAT21	India	Rajasthan		Active	2
Country Master	STAT20	India	Purşab		Active	C2
State Master 4 >	STAT22	India	Sikkim		Active	12
District Master City Class Master	STAT23	India	Tamil Nadu		Active	12
City Master	STAT24	India	Telangana		Active	ß
Office Type Master	STAT25	India	Tripura		Active	12
Zone Master	STAT25	India	Uttar Pradesh		Active	2
Region Master	STAT27	India	Uttarakhand		Active	12
Office Setup Master	STAT28	India	West Bengal		Active	12
Codre Moster	Shawing 1 to 10 of 39 ent	riers			Previous 1	2 3 4 Next

#### Figure 4-6: State Master

User shall be able to perform the following activities from the landing page:

- Click on
   Excel PDF Print to export the table records in Excel or PDF
  - as per table columns.



	Search:				
<ul> <li>Click on</li> </ul>					to enter a search query that shall
search th	e table reco	rds.			
Click on entries.	to sort t	he tal	ole re	cords in	ascending order or descending order of
	Previous	1	2	Next	
<ul> <li>Click on</li> </ul>					to navigate table records
<ul> <li>Click on</li> <li>4.1.2.3 –</li> </ul>	Add State	e to	add a	a new sta	ate in the table as mentioned in Section

Click on to edit an existing state in the table as mentioned in Section 4.1.2.4 – Edit State.

## 4.1.2.3 Add State

Click on

Add State to open the Add State popup as shown in Figure 4-7

		Add State			la 691 (CCC)	
Name	State Ma	Country *		×		
Oner Martual	Country	Australia		~		
Video Tutonut	Â.	State/UT * Brisbane				
Manager Dashteant		Is Active .*				Assistate
Salent Managument 🗸 🗸	Show 10	Active		~	Search	
Cole HE X	TATE CO		Submit	Cancel		( Actor
Masters A	STATE4				Active	a.
Organization Managament 🖉	\$14721	Vices	Rejestrien		Active	g.
Colinery Martin						

Figure 4-7: Add State

Submit

Enter the details and click on such that a success message will be shown in the State Master Landing Page for addition of a new record in the table as shown in Figure 4-8



1	Successed State Files	been submitted succ	esetuto.			
Manual	Country	Is Active		· · · · · · · · · · · · · · · · · · ·		
- Tutorial	Ad	∼ Alt	~	Oet Results		
ger Dashboard						Add Sta
t Management 🗸 🗸	Show 10 v entries	Export to : Excer	aDe buu		Search:	
HR A	STATE CODE	COUNTWY	I STATE/UT		I IS ACTIVE	ACTION
sters	STATES	Australia	Brisbane		Active	G.
Organisation Management	STAT84	Australia	Queensland		Active	a.
Country Master	STAT22	india	Sikkim		Active	2
State Master >						
District Master	STAT21	India	Rajasthan		Active	G2
City Class Master	STAT23	India	Tamil Nadu		Active	12
	STAT24	India	Telangana		Active	12
City Master	STAT25	india	Tripura		Active	22
Office Type Master						
Zone Master	STAT26	India	Uttar Pradesh		Active	2
Region Master	STAT27	India	Uttarakhand		Active	128
	STAT28	India	West Bengal		Active	CK.

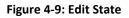
#### Figure 4-8: New State Added

## 4.1.2.4 Edit State

Click on

## to open Edit State popup as shown in Figure 4-9

= M FCI HRMS		Edit State		Aa ESS <b>(1993)</b>	🧬 — ANT KUMAR 🖕
Home	State Ma	State Code	×		
USH Minimi	Country	STAT85			
Vigeo Tatorial	(44.)	Country * Australia	~		
Manager Dashhoard		State/UT *			And states
Taline Management 💫 🛼	Sherier 3D	Brisbane		12010	
Cove Hill		is Active *		Search	
Metters	STATIS	Active	~	Active	ACTION (2)
Organisation Management ( ) Ac	STATEA		Update Cancel	Action 1	7
Country Mantar	STAT22			Active	2
three Master 5				143244-0	





## Update

Enter the details and click on such that a success message will be shown in the State Master Landing Page for updating the existing record in the table as shown in Figure 4-10

e	State Master				
			staty.		-
r Manual	Country	Is Active	E	- 1	
e Tutorial	.Au	✓ A8	💝 Get Result		
ager Dashboard					Add St
nt Management	Show 10 v entries	Export to : Excel (P)	r Dead	Search	
998 A	STATE CODE	COUNTRY (	STATE/UT	I IS ACTIVE	Adrion
lasters O	STATES	Australia	Brisbane	Active	18
Organisation Managament	STATE4	Australia	Queensland	Active	12
Country Master					
State Master >	STAT22	India	Sikkim	Active	127
District Master	STAT21	India	Rejasthan	Active	CR.
City Class Master	STAT23	lindia	Tamil Nadu	Active	Cir .
	STAT24	India	Telangana	Active	C#
City Master	STAT25	India	Triputa	Active	CPR
Office Type Mester		1000 M	AND MARTY 2004 - CITY INSTRUM		12
Zone Master	STAT26	India	Uttar Pradesh	Active	
Region Master	STAT27	India	Uttarakhand	Active	C/F
Office Setup Master	STAT28	india	West Bengal	Active	C/r

#### Figure 4-10: Existing State Detail Updated

## 4.1.3 District Master

District Master is a list of different districts within a state of a country that will be used to identify the district from which a FCI employee belongs and serve as an input detail wherever address details are required. District Master shall provide the values for filtering purpose. With district master in place, HRMS admin shall be able to create, update and manage this specific list of districts as per requirements from time to time.

#### 4.1.3.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> District Master

#### 4.1.3.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.3.1 to reach the District Master Landing Page as shown in Figure 4-11.



Manual	State/UT		District	Is Active		Is Sensitive	
o Tutorial	Alt	~	AL	✓ AI	×	A3	3
ager Dashboard	Get Results						
it Management 🗸 🗸 🗸							-
HR 1 ^					_		Add Distri
asters 2 .3	Show 10 v entries	Export to :	Eace PDF Print		Se	anch:	
Organisation Management	DISTRICT CODE	STATE/UT	[	I DISTRICT	I IS ACTIVE	B SENSITIVE	ACTION
Country Master	DIS740	Andaman Ar	id Nicobar Islands	New Andaman	Active	No	3
State Master	DIS1	Andhra Prad	esh	Anantapur	Active	No	108
District Master 4 >	DIS2	Andhra Prad	esh	Chittoor	Active	No	2
City Class Master	DIS3	Andhra Prad	esh	East Godavari	Active	No	1
City Master	DIS4	Andhra Prad	esh	Guntur	Active	No	08
Office Type Master	DIS5	Andhra Prad	esh	Kadapa	Active	No	<i>CH</i>
Zone Master	DISE	Andhra Prad	esh	Krishna	Active	No	œ
Region Master	DIS7	Andhra Prad	esh	Kumpel	Active	No	2
Office Setup Master	DIS8	Andhra Prad	esh	Prakasam	Active	No	8
Cadre Master	DIS9	Andhra Prad	esh	Sri Potti Sriramulu Nellore	Active	No	128
Category Master	Showing 1 to 10 of 738 e				orestody.	12.642	ALCON.
Division Master	1999/07/2014/09/07/2018/				Previous 1 2	3 4 5	74: No

#### Figure 4-11: District Master

User shall be able to perform the following activities from the landing page:

•	Click on	Get R	lesults	to apply	y the available filters.
•	Click on	Excel	PDF	Print	to export the table records in Excel as per
	table co	lumns.			
•	Click on	Search:			to enter a search query that shall
	search t	he table i	records.		
•	Click on entries.	👻 to se	ort the ta	ible recor	rds in ascending order or descending order of
•	Click on	Previo	us 1	2 1	Next to navigate table records
•	Click on	Add Di	strict to	o add a ne	ew district in the table as mentioned in
	Section 4	4.1.3.3 –	Add Dist	rict	
•	Click on 4.1.3.4 -	to - Edit Dist		existing d	listrict in the table as mentioned in Section



#### 4.1.3.3 Add District

## Click on Add District

#### to open the Add District popup as shown in Figure 4-12

FCI HRMS	24	Add District		Aa 655 M65 🖉	
Manna	District I	.State/UT *	×		
Court Martaial	State/OT	Arunachal Pradesh	~	to Senative	
Harden and the	- dif	District *		w. M	× .
View Tutorial		Anjaw			1
Manager Deibboort	GatRes	Is Active *			
Тайин Маларотинт 🕓		Active	~		
Com Hill A		is Sensitive *			Antibulyate
Matters A	Show 10	No	~	Securit	
Organization Management	DISTRICT	Sub	mit Gancel		
Country Manhar	0/5740			Active No	gr.
- Western Barrison					

#### Figure 4-12: Add District

Submit

Enter the details and click on such that a success message will be shown in the District Master Landing Page for addition of a new record in the table as shown in Figure 4-13



	District Master	and therein an desired and a second second	anga.			
Manual	State/UT	District	is Active	Is	Sensitive	
: Tutorial	All	~ //	∼ Ait	~	AII.	~
ger Dashboard	Get Results					
t Management 🗸 🗸						
m ~						And Distric
eters ^	Show 10 v entrie	s Exportita: Sees PDF	Print	Sewch	E.	
Organisation Management 🔿	DISTRICT CODE 1	STATEJUT	e ostrict	I IS ACTIVE I	IS SENSITIVE	ACTION
Country Master	DI5741	Arunachal Pradesh	Anjaw	Active	No	œ
State Master	DIS740	Andaman And Nicobar Islands	New Andaman	Active	No	Ø
District Master >	DIS1	Andhra Pradesh	Anantapur	Active	No	12
City Class Master	DIS2	Andhra Pradesh	Chiltoor	Active	No	12
City Master	QI53	Andhra Pradesh	East Godavan	Active	No	œ
Office Type Master	DIS4	Andhea Pradesh	Guntur	Active	No	02
Zone Master	DIS5	Andhra Pradesh	Kadapa	Active	No	œ
Region Master	DIS6	Andhra Pradesh	Kristina	Active	No	CZ.
Office Setup Master	DIS7	Andhra Pradiesh	Kumool	Active	No	12
Cadre Master	DIS8	Andhra Pradesh	Prakasam	Active	No	œ
Category Master	Showing 1 to 10 of 739					

## 4.1.3.4 Edit District

Click on <sup>CC</sup> to open Edit District popup as shown in Figure 4-14

= W PCI HRMS		Edit District		Aa ESS	-	III AMIT KUMAR 🛓
Home	District N	District Code	*			
Usint Marinal -	SUMOUT	DIS741			s Servative	
Vitto Tistortei	14	State/UT * Arunachal Pradesh	~	×		×
Manuger, Dachbourd -	(danie	District *				
Tolent Management 🕓		Anjaw				
Core HII AL		Is Active *				Antherstein
Malary: 1.2	Shaw 10	Active is Sensitive.*	~	Beat	6)	
Organization Management	IN THE O	No	~			
Country Master	DIS741			Active	Ňe:	R.
State Manue	D(5240		Update	Active	NO.	<b>3</b> 70
Omics Mather >	Binr			Active	tiz :	8

#### Figure 4-14: Edit District

Update

Enter the details and click on such that a success message will be shown in the District Master Landing Page for updating the existing record in the table as shown in Figure 4-15



	Success District 1	as been updated eutoeestudy.			
lanual	State/UT	District	is Active	is Sensitive	
Tutorial	All	∽ All	✓ AI	∼ A#	0
er Dashboard	Oet Results				
Management 🗸	-				_
R 🔶					Add Distri
1915 A	Show 10 v entrie	es Exportito: Excel PDP Print		Search	
ganisation Management 🔥	DISTINCT CODE	STATE/UT	DISTRICT.	I IS ACTIVE I IS SENDITIVE	ACTION
Country Master	DIS741	Acunachai Pradesh	Anjaw	Active No	2
State Master	DIS740	Andaman And Nicobar Islands	New Andaman	Active No	œ
District Master )	DIST	Andhra Pradesh	Anantapur	Active No	CR .
	DIS1	Andhra Pradesh Andhra Pradesh	Chittibor	Active No Active No	CR CR
Diy Gass Master					
Ry Class Master Ry Master	DIS2	Andhra Pradesh	Chittipor	Active No	12
Sty Class Master Sty Master Mice Type Master	DIS2 DIS3	Andhra Pradesh Andhra Pradesh	Clvitloor East Godavari	Active No Active No	2
Dity Class Master Dity Master Diffice Type Master Done Master	DIS2 DIS3 DIS4	Andhra Pradesh Andhra Pradesh Andhra Pradesh	Chitloor East Godavari Guntur	Active No Active No Active No	58 58 58
District Master ) City Class Master City Master City Master Cone Master Region Master Diffice Setup Master	DIS2 DIS3 DIS4 DIS5	Andhra Pradesh Andhra Pradesh Andhra Pradesh Andhra Pradesh	Chittoor East Godavari Guntur Kadapa	Active No Active No Active No Active No	28 28 28

#### Figure 4-15: Existing District Updated

## 4.1.4 City Class Master

City Class Master is a list of classification types for cities based on the population. This classification is used to define the HRA rate as each city depending on its city class has a different HRA rate that is used in salary processing.

#### 4.1.4.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> City Class Master

#### 4.1.4.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.4.1 to reach the City Class Master Landing Page as shown in Figure 4-16

FCI HRMS			Aa — Aa ESS	
5	City Class Master			
Manual	Is Active			
i Tutorial	AF 🗸	Get Result		
ger Deshboard				Add City Class
Management •	Show 10 ~ entries Export to:	Excel PDF Find	Sea	rch:
<u>≖</u> 1 ം	CITY CLASS CODE	6 CITY CLASS	IS ACTIVE	ACTION
tors 2 3	CT4	A	Inactive	CZ.
		×	Active	CZ .
ganisation Management				
ganisation Management Country Master State Master	ICC1	i <b>x</b> i	Active	2
rganisation Management Country Master State Master District Master	CC1 CC2	x v z Other	Active Active Active	
rganisation Management Country Master State Master District Master City Class Master	CC1 CC2 CC3 CC4	x v z	Active Active Active	

#### Figure 4-16: City Class Master

User shall be able to perform the following activities from the landing page:

**Get Results** Click on to apply the available filters. Excel PDF Print Click on to export the table records in Excel as per table columns. Search: Click on to enter a search query that shall search the table records. Click on to sort the table records in ascending order or descending order of entries. Previous to navigate table records Click on Add City Class Click on to add a new city class in the table as mentioned in Section 4.1.4.3 - Add City Class Click on <sup>CC</sup> to edit an existing city class in the table as mentioned in Section • 4.1.4.4 – Edit City Class

## 4.1.4.3 Add City Class

Add City Class Click on to open the Add City Class popup as shown in Figure 4-17



= W ECI HRMS		Add City Class		A.I	так 🚾 🥙 налитковая 🛔
Home	City Clas	City Class *		×	
Otier Mithaut	is Active	Enter City Class			
video Tanana	40	Is Active *			
Managiir Dashteant		L	Sulimit	Cancel	Add City Class.
Taket Management	Show 10		Science	Cances	Search
Core HIL A	OITYCLAS	CON	V CITY CLAIR	e exches	a Action
MIERRA IN	CT4		ж.		QC:
Organization Management 🔗					

Figure 4-17: Add City Class

#### Submit

Enter the details and click on such that a success message will be shown in the City Class Master Landing Page for addition of a new record in the table as shown in Figure 4-18

= FCI HRMS			Aa Aa ES	S MSS 🧬 HI, AMIT KUMAR 🛔
Home	City Class Master			
User Manual	Is Active	Anald exponentially.		
Video Tutoriai	Al 🗸	Get Result		
Manager Dashboard				Add City Class
Talent Management	Show 10 v entries Export to:	cal PSF Print	s	earch:
Core HR	CITY CLASS CODE	E CITY CLASS	IS ACTIVE	ACTION
Masters 🔨	CTS	c	Active	2
Organisation Management 🛛 🛧	C14	A	Inactive	2
Country Master		x		8
State Master	CCI		Active	
District Mester	ÇC2	Ŷ	Active	12
City Class Master >	CC3	z	Active	CH .
	CC4	Other	Active	<b>2</b>
City Master	Showing 1 to 6 of 6 entries			
Office Type Master				Previous 1 Next

#### Figure 4-18: New City Class Added

## 4.1.4.4 Edit City Class

Click on <sup>CC</sup> to open Edit City Class popup as shown in Figure 4-19

FCI HRMS			Edit City Class		Aa	555 🔝 🥙 AMITRUMAA 🛬	
		City Clas	City Class Code		*		
		ie Amive	C75				
		44.1	City Class *				
			In Active *			And Oity Class	
	÷.	Share 10	Active		~	Search	
	$\sim$	- ally on a			pdate Cancel		
	~	C75				iii	
		CT4			Inaction	æ	
		001		(36)	Active	्य	

Figure 4-19: Edit City Class

Enter the details and click on such that a success message will be shown in the City Class Master Landing Page for updating the existing record in the table as shown in Figure 4-20

FCI HRMS			Aa Aa ES	S MSS 🤌 III, AMIT KUMAR
re i	City Class Master			
er Manual	Is Active	ea successivany.		
eo Tutorial	Aa 🗸	Get Result		
nager Dashboard				Add City Class
ent Management 🗸 🗸	Show 10 v entries Export to : Ex	cal PDP Prine	s	arch
e HR	CITY CLASS CODE	CITY CLASS	6 ACTIVE	ACTION
Aasters	CT5	c	Active	Ø
Organisation Management	CT4	A	Inactive	Ø
Country Master				
State Master	CC1	х	Active	œ
District Master	CC2	Y	Active	CR .
	CC3	Z	Active	2
City Class Master	CC4	Other	Active	2
City Master	Showing 1 to 6 of 6 entries			
Office Type Master	and the second s			Previous 1 Neso
Zone Master				





## 4.1.5 City Master

City Master is a list of different cities within districts of various states in a country that will be used to identify the city from which a FCI employee belongs and serve as an input detail wherever address details are required. City Master shall provide the values for filtering purpose. With city master in place, HRMS admin shall be able to create, update and manage this specific list of cities as per requirements from time to time.

#### 4.1.5.1 Navigation

Left Navigation: Core HR >>Masters >> Organization Management >> City Master

#### 4.1.5.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.5.1 to reach the City Master Landing Page as shown in Figure 4-21

t 👘	City Master							
Manual	State/UT		District	City		City Class		
Tutorial	Alf	~	AL	× A1	~	Al		8
ger Dashboard	is Active							
Management 🔍	An	×	Get Results					
							1	Add Cit
	Show 10 👻	entries Export to :	Extent PDF Prove			2 100 - 121		(HOUSE OF
Sters 2 3		ennor exporter.	CALLER PLAT PRIM			Search:		
Country Master	CITY CODIL 0	STATE/UT	DISTINCT	5 CITY .		CITY CLASE	IS ACTIVE	ACTION
Country manuf	CIT7956	West Bengal	Uttar Dinajpur	Kolkata		x	Active	135
State Master	CIT7955	Andaman And Nicoba Islands	er New Andaman	Andaman City		Ŷ	Active	D?
District Master	CIT7954	Kerala	Emakulam	Ernakularn		z	Active	Ø
Oty Class Master	CIT4559	Rajasthan	Kota	Kumbhkat		z	Active	100
City Master 4 >	CIT4560	Rajasthan	Bharatpur	Kumher		z	Active	C.
Office Type Master	014560	Pagasthan	Boaratpur	Sammer		÷	weater.	us
	C/T4561	Rajasthan	Jodhpur	Kuri Bhagtasani		z	Active	8
Zone Master		Rajasthan	Banswara	Kushalgarh		Z	Active	2
Zone Mester Region Master	CIT4562	endlater return					Active	8
	CIT4562 CIT4563	Rajasthan	Sikar	Lachtmangarh		z	Active	
Region Master			Sikar Nøgeur	Lachtmangarh Ladnu		z z	Active	œ

#### Figure 4-21: City Master

User shall be able to perform the following activities from the landing page:

**Get Results** 

Click on

to apply the available filters.



Click on	Excel	PDF	Print	to exp	ort the table records in Excel as per
table col	lumns.			to exp	
	Search:				
Click on					to enter a search query that shall
search t	he table r	records.			
Click on	🔶 to se	ort the ta	ble record	ds in as	cending order or descending order of
entries.					
Click on	Previo	us 1	Next	to nav	vigate table records
Click on	Add C	ity to	add a nev	v city in	the table as mentioned in Section
4.1.5.3 -	- Add City	/			
Click on	🕜 to edi	it an evist	ing city c	lass in t	he table as mentioned in Section

 Click on <sup>Leff</sup> to edit an existing city class in the table as mentioned in Section 4.1.5.4 – Edit City

## 4.1.5.3 Add City

Click on Add City

#### to open the Add City Class popup as shown in Figure 4-22

= V FOLHIMS		Add City			An ESS MESS	8 H.M	et kuman	þ.
Home	City Mas	State/UT *		×				
these Manual	State-UT	Andhra Pradesh		~	City Case			
Vono Bitoriai	340	Olstrict *			× 30		×	
Managar Dáshband	In Active	City*		~				E
Territ Management	**	vishakhapatnam						
Dava Hill 🔊		City Class *					Addicity	
Marine in	Show 10	C		~	Barris.			
Organisation Management	- city care	Is Active *		~				
Country Master	077956				×	Active	8	
State Manar	077955			ubmit Cancel	ar i	Active	æ	
Ontrict Mantor	CIT7954	Kerala	Emolution	Emakulum		Active		
(City Class Meeter)	0774559	Rejection	(ficta)	Kuntilikot	a	Active	8	-
Olly Mileter 3	Ci74560	Rijathan	dharanna	Kumher	1	Active	8	

#### Figure 4-22: Add City

#### Subm

Enter the details and click on such that a success message will be shown in the City Master Landing Page for addition of a new record in the table as shown in Figure 4-23



FCI HRMS
Home
User Manual

Video Tutori

Manager Da

Talent Mana

Core HR

Masters

Organi

Cour

State

Distri

City

City

Offic

Zon

Regi

Offic

Cad

Cate

Divit

1	Success! City	y has been submitted	successfully			
	State/UT	D	istrict	City	City Class	6
	.ttA.	×	A.E	× A8	× All	
	is Active					
~	All	× I	Get Results			
~						Add C
~	Show 10 ~	entries Export to : Ex	sat POF Print		Search:	
nagement 🔨	CITY CODE	STATE/UT	0 DISTRICT	1 CUTY	CITY CLASS	IS ACTIVE   ACTIO
¢.	CIT7957	Andhra Pradesh	Guntur	Vishakhapatn	am C	Active 📝
	CIT7956	West Bengal	Uttar Dinajpur	Kolkata	×	Active 🖉
	CIT7955	Andaman And Nicobar Islands	New Andaman	Andaman City	¥	Active 🗹
ter	OUT TOP 4	Parata	Franki dana	Fundadas		Active 🕑
×	CIT7954	Kerala	Emakulam	Ernakulam	z	Active 🖉
ster	CIT4559	Rajasthan	Kota	Kumbhkot	Z	Active 🕼
	CIT4560	Rajasthan	Bharatpur	Kumher	z	Active 🛛
	CIT4561	Rajasthan	Jodhpur	Kuri Bhagtasa	ni Z	Active 🖉
stiet :	C1T4562	Rajasthan	Banswara	Kushaigarh	Z	Active 🖉
	CIT4563	Rajasthan	Sikar	Lachhmangar	h Z	Active 📝

#### Figure 4-23: New City Added

## 4.1.5.4 Edit City

Click on <sup>CC</sup> to open Edit City popup as shown in Figure 4-24

		City Code					
	City Mas	CIT7957					
	State/DT	State/UT *			City Clas	4	
	140	Andhra Pradesh		~	19 M		
	TEADles	District *					
	385	Guntur		~			
~		Ску *					
		Vishakhapatnam		]			
×.	30 William	City Class *			Search		
	SITY COD	C.		~			427334
		Is Active *					
	2(1795)	Active		~	c	Active	8
	0117950		Upd	ate Cancel	*	A2164	2
	CITNESS		, opa	Cancer	•	Active	10
as i	G(T2954)	*27.9%	Emaikubien	Emakularn	3	Active	a
	(0174559	= magthain	Rita	Manufacture	2	Active	a
	21733.20			A contract			12

#### Figure 4-24: Edit City

## Update

Enter the details and click on such that a success message will be shown in the City Master Landing Page for updating the existing record in the table as shown in Figure 4-25

City M	laster eet City hen heen conferent	eucowerfully.				
State/UT		District	City	City Class	k.	
AL	~	au.	~ AF	✓ A8		2
hboard		orner second				
jement 🗸	~	Get Results				
(*)						Add Cit
Show	10 v entries Export to :	Excel PDF Pret		Search:		
ation Management	DODE   STATE/UT	DISTRICT	1 CITY	CITY CLASS	IS ACTIVE	ACTION
Master CIT79	57 Andhra Pradesh	Guntur	Vishakhapatnam	ċ	Active	Ľ
Aaster C1779 ster C1779		Guntur Uttar Dinajpur	Vishakhapatnam Kolkata	1 33U335455	0.00/1402	8
cit79	156 West Bengal	Uttar Dinajpur	Kolkata	c	Active Active	CZ.
ter CIT75	156 West Bengal 155 Andaman And Nico Islands	Uttar Dinajpur bar New Andaman	Kolkata Andaman City	c x y	Active Active Active	a a
r Citre	156 West Bengal 155 Andaman And Nico Islands	Uttar Dinajpur	Kolkata	c x y z	Active Active Active Active	8 8 8
er Ci175 ester Ci175 Ster Ci175	156 West Bengal 155 Andaman And Nico Islands 154 Kerala	Uttar Dinajpur bar New Andaman	Kolkata Andaman City	c x y	Active Active Active	œ œ
er Cit7s ester Cit7s Master Cit7s	156 West Bengal 155 Andaman And Nico Islandis 154 Kerala 159 Rajasthan	Uttar Dinajpur bar New Andaman Emakulam	Kolkata Andamari City Emakulam	c x y z	Active Active Active Active	8 8 8
er CIT75 ster CIT75 Master CIT75	156 West Bengal 155 Andaman And Nico Islandis 154 Kerala 159 Rajasthan 160 Rajasthan	Uttar Dinajpur bar New Andaman Emakulam Kota	Kolkata Andaman City Emakulam Kumbhikot	C X Y Z Z	Active Active Active Active Active	8 8 8 8
er Ci175 ster Ci175 Aaster Ci175 Master Ci175 Master Ci175 ar Ci145	156 West Bengal 155 Andaman And Nico 154 Kerala 159 Rajasthan 160 Rajasthan 161 Rajasthan	Uttar Dinajpur bar New Andaman Ernakulam Kota Bharatpur	Kolkata Andaman City Ernakulam Kumbhikot Kumbher	C X Y Z Z Z	Active Active Active Active Active Active	8 8 8 8
CIT75 CIT75 CIT75 CIT75 CIT75 CIT45 CIT45 CIT45	<ul> <li>West Bengal</li> <li>Andaman And Nico Islandis</li> <li>Kerala</li> <li>Rajasthan</li> <li>Rajasthan</li> <li>Rajasthan</li> <li>Rajasthan</li> </ul>	Uttar Dinajpur bar New Andaman Ernakulam Kota Bharatpur Jodhpur	Kolkata Andaman City Emakulam Kumbhikot Kumher Kuri Bhagtasani	C X Y Z Z Z Z	Active Active Active Active Active Active Active	8 8 8 8 8 8 8 8

#### Figure 4-25: Existing City Updated

## 4.1.6 Zone Master

Zone Master is a list of different zones where each zone reflects a collection of regions where FCI offices are operational. The zone master shall be used to create and update zones for the reporting FCI offices within that zone and thus shall provide the values for filtering purpose.

#### 4.1.6.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Zone Master

#### 4.1.6.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.6.1 to reach the Zone Master Landing Page as shown in Figure 4-26





FCI HRMS			Aa (	Aa ESS MS	amit kumar
ei	Zone Master				
Manual	In Active		61 U		
Tutoriai	All	🐱 🛛 Get Results			
ger Dashboard					Add Zone
t Management 😔	Show 10 v entr	es Exportito: Estat PDR Po	ent i	Search	
<sup>HR</sup> 1 ^	ZONE CODE	0 20HE NAME	SHORT ZONE NAME	. ⊗ ACTIVE	I ACTON
sters 2 3 ^	ZONE7	Central Zone	cz	Active	12
Organisation Management	ZONET	North Zone	NZ	Activa	ø
Country Master	ZONE2	South Zone	<u>82</u>	Active	128
State Master	20NE3	West Zone	WZ	Active	CH .
District Master	ZONE4	East Zone	EZ	Active	12
City Class Master	ZONE5	North East Zone	NEZ	Active	12
City Master	ZONE6	Default	DEF	Active	08
Office Type Master	Showing 1 to 7 of 7 er	tties			Previous 1 Next
Zone Master 4 >					

## Figure 4-26: Zone Master

User shall be able to perform the following activities from the landing page:

•	Click on	GetR	esults	to apply	the available filters.
•	Click on table col	Excel umns.	PDF	Print	to export the table records in Excel as per
•	Click on search tl	Search:	records.		to enter a search query that shall
•	Click on entries.	🔶 to se	ort the ta	ble recor	ds in ascending order or descending order of
•	Click on	Previo	us 1	Next	to navigate table records
•	Click on 4.1.6.3 –	Add Z Add Zor	to	add a ne	w zone in the table as mentioned in Section

Click on Click on click on existing city class in the table as mentioned in Section 4.1.6.4 – Edit Zone



## 4.1.6.3 Add Zone

Click onto Add Zone

open the Add Zone popup as shown in Figure 4-27

= W FCI HRMS		Add Zone		Aa ess Med	🖉 🗉 AMIT KUMAR 🎍
Home	Zone Ma	Zone Name *			
Diser Mariaal:	is Altive	South Zone			
	l lo mar	Short Zone Name *			
Video Tutorial		SZ			
Manager Deshboard		Is Active *			Add Zone
Telent Management:	Show 10	Active	~		
Core Hill			Submit Cancel	Snamh	
	DOME COX		Submit Cancel	I EACTIVE	ACTOR .
Matters	201027			Admire	8
Organisation Management	20(xE)	North Zone	312	Active	12
Country Mantale				33377	
	ZONE2	SouthZone	1:82	Active.	12

#### Figure 4-27: Add Zone

Enter the details and click on Submit such that a success message will be shown in the Zone Master Landing Page for addition of a new record in the table as shown in Figure 4-28

né	Zone Master				
	Success Zone he	s been submitted successfully.			
r Manual	16 Active				
eo Tutorial	Ali	🗢 🛛 Get Results			
leger Dashboerd					Add Zor
nt Management 🗸 🗸	Show 10 v entr	es Export to : Escar PDF P	ont (	Search:	
HR ^	ZONE CODE	20HE HAME	SHORY ZONE NAME	ID ACTIVE	ACTION
A CONTRACT OF A					
lasters o	ZONE2	South Zone	SZ	inactive	2
Aasters 🥎	C.			4.000 March 19.00	
	ZONE7	Central Zone	CZ	Active	12
Organisation Management	C.			4.000 March 19.00	
Organisation Management 🔨 Country Master State Master	ZONE7	Central Zone	CZ	Active	12
Organisation Management 🔨	ZONE7 ZONE1	Central Zone North Zone	CZ. NZ	Active Active	28 28
Organisation Management 🔨 Country Master State Master	ZONE7 ZONE1 ZONE3 ZONE4	Central Zone North Zone West Zone East Zone	CZ NZ WZ EZ	Active Active Active Active	27 27 27 27 27
Organisation Management Country Master State Master District Master	ZONE7 ZONE1 ZONE3	Central Zone North Zone West Zone	CZ NZ WZ	Active Active Active	27 27 27



#### Figure 4-28: New Zone Added

## 4.1.6.4 Edit Zone

FCI HR	MS	1	Edit Zone		As es Mys	🤌 🗠 AMIT KUMARI 👌
iomic.		Zone Ma	Zone Code			
	_	In Active 1	20NE2			
	- 1	AC.	Zone Name * South Zone			
			Short Zone Name *			AddZone
	~	Shine 30	5Z.		Search:	
	~	2200 600	is Active *		I BACTAT	
	- 76	ZOHEZ	inactive .	× .	inamus	a
	nenti inc	20NE7		Update Cancel	Active	(2)
	_	ZOHEN	and a state of		Active	a.
		ZONES	West Zone	142	Active	2

## Click on <sup>CC</sup> to open Edit Zone popup as shown in Figure 4-29

## Figure 4-29: Edit Zone

#### Update

Enter the details and click on such that a success message will be shown in the Zone Master Landing Page for updating the existing record in the table as shown in Figure 4-30

FCI HRMS



Successi Taite Is	as been updated successfully.			
is Active				
Alt	🤟 Get Results			
lashboard				Add Zo
agement V Show 10 v ent	ries Export to: Excel PDP P	INT	Search:	
ZONE CODE	ZONE NAME	BHORT ZONE NAME	I IS ACTIVE	ACTION
ZONE2	South Zone	SZ	Inactive	2
sisation Management A	Central Zone	cz	Active	ß
untry Master				
ZONE1	North Zone	NZ	Active	8
ZONE3	West Zone	WZ	Active	2
ZONE4 Class Master	East Zone	EZ	Active	2
ZONE5	North East Zone	NEZ	Active	12
	1	DEF	Active	2
y Master ZONE6	Default	terter 1		
		and a f		

#### Figure 4-30: Existing Zone Updated

## 4.1.7 Region Master

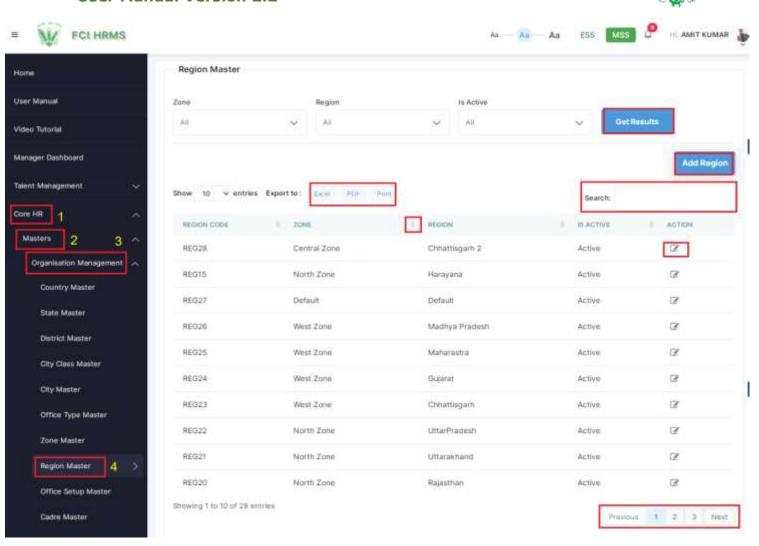
Region Master is a list of different regions within a zone. The region master shall be used to create and update regions for the reporting FCI offices within that region and thus shall provide the values for filtering purpose.

#### 4.1.7.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Region Master

## 4.1.7.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.7.1 to reach the Region Master Landing Page as shown in Figure 4-31



#### Figure 4-31: Region Master

User shall be able to perform the following activities from the landing page:

•	Click on	Get R	esults	to apply	the a	available	e filters.
•	Click on	Excel	PDF	Print	to e	export t	he table records in Excel as per
	table co	umns.					
•	Click on	Search:				to e	enter a search query that shall
	search t	he table r	ecords.				····· · · · · · · · · · · · · · · · ·
•	Click on	to s	ort the t	able reco	ords ir	ascend	ing order or descending order
	of entrie	s.					
•	Click on	Previo	us 1	2	3	Next	to navigate table records
•	Click on	Add R		to add a	new i	region ir	n the table as mentioned in
	Section	4.1.7.3 -				•	



 Click on <sup>I</sup> to edit an existing city class in the table as mentioned in Section 4.1.7.4 − Edit Region

## 4.1.7.3 Add Region

Click onto

Add Region	
and a set of the second second	open the Add Region popup as shown in Figure 4-32

= 👿 FCI H	RMS		Add Region		Aa ESE MSI	🤌 🤟 AMIT KUMAR 🖕
Home		Region N	Zone *	×		
	- 1	Zone	Central Zone	v .		
		0481	Region *		<ul> <li>≥</li> <li>≥</li> </ul>	Results
			Madhya Pradesh			
			Is Active *	~		Add Region
		Show 10	- Statistics at		Sewetc	
		ALCION C		Submit Cancel	1 BACTIVE	k action
	- 2	RE025			Active	œ
	ement 🗻	REGIS	North Zone	Harayana	Active	ų.

#### Figure 4-32: Add Region

#### Submit

Enter the details and click on such that a success message will be shown in the Region Master Landing Page for addition of a new record in the table as shown in Figure 4-33

Region Master	a been submitted successfully	in the second		
Zone	Region	Is Active		
Âlt	∼ Ali	✓ A8	🗸 🖌 Get Re	sults
hboard -				Add Reg
ement Show 10 v entries	Export to : Excel PDF (	and	Search:	
REDICIN CODE	1 ZONE	# REGION	1 IS ACTIVE	ACTION
REG26	Central Zone	Madhya Pradesh	Active	2
Management A	Central Zone	Chhattisgarh 2	Active	C.
Master	Central Zone	Crinarusgam 2	ACTIVE .	
REG15	North Zone	Harayana	Active	C2
REG27	Default	Default	Active	12
REG25	West Zone	Maharastra	Active	12
REG24	West Zone	Gujarat	Active	8
aster	West Zone	Chhattisgarh	Active	Ø
REG22	North Zone	UttarPradesh	Active	02
REG21	North Zone	Uttarakhand	Active	œ

## Figure 4-33: New Region Added

## 4.1.7.4 Edit Region

FCI HRMS		Edit Region	1	a 255 <b>1955</b>	AMIT KS
	Region A	Region Code	. ж		
	2010	REG20			
	.44	Zone * Central Zone	~	► 0:00	eufle
		Region *			Actin
	Slipe 10	Madilya Pradesin			
		Is Active *		Search	
	/ Marchine	Active	~	· matter	
	REOZE			(Active)	122
	HEDDA	, u	pdate Cancel	Active	122
	HEDIS 2			Salling C	12





## Update

Enter the details and click on such that a success message will be shown in the Region Master Landing Page for updating the existing record in the table as shown in Figure 4-35

## 4.1.8 Office Type Master

Office Type Master contains a list of shorthand notations to categorize FCI offices as a headquarter (HQ), IFS, zonal offices (ZO), regional offices (RO) and Divisional Offices (DO). The office type master shall be used to provide values for filtering purpose.

#### 4.1.8.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Office Type Master

#### 4.1.8.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.8.1 to reach the Office Type Master Landing Page as shown in Figure 4-35

	Office Type Master			
Manual	Is Active			
o Tutorial	All	Get Results		
iger Dashboard				Add Office Type
t Management	Show 10 v entries Export	to: Eacal PDF Prime .		Search:
HR 1	OFFICE TYPE ID	0 OFFICE TYPE	6 IS ACTIVE	ACTION
isters 2 3	011	HQ	Active	(2)
Organisation Management	A			
and the second sec	072	IFS	Active	12
Country Master	072	IFS ZO	Active	2
and the second sec	1004			12
Country Master	ота	ZO	Active	2
Country Master State Master	0T3 0T4 0T5	ZO RD DO	Active Active Active	27 127 127
Country Master State Master District Master	OT3 OT4	ZO RO	Active	2

#### Figure 4-35: Office Type Master

User shall be able to perform the following activities from the landing page:

#### **Get Results**

Click on to apply the available filters.



Click of	Excel	PDF	Print	to expo	rt the table	records	in Excel	as per
table c	olumns.							·
	Search:							
Click o	า			1	to enter a s	earch q	uery that	shall
search	the table r	ecords.						
Click of entries		rt the tab	ole record	ds in ascer	nding order	or desc	ending o	rder of
Click o	Previou	s 1	2 3	3 4	5	20	Next	to
naviga	te table ree	cords						
Click o	the second s	fice Ty	and the second se	dd a new	Office Type	in the t	able as	
mentic	ned in Sec	tion 4.1.8	3.3 – Add	Office Ty	ре			
	n <sup>IIII</sup> to edi – Edit Offi		ing Offic	e Type in <sup>·</sup>	the table as	s mentic	oned in Se	ection

## 4.1.8.3 Add Office Type

Click onto	Add Office Type	
36	 ope	n the Add Office Type popup as shown in Figure 4-

FCI HUMAN	RESOURCE MANAGEN	Add Office Type	-	🔕 AA 💷 🚾	🛯 🧶 AMEEKUMAAR 🦆
	Office Type Master	Office Type *			
	N-Artice	Enter Office Type			
	1.042	ta Active *			
		A.000			Add Office Type
	anne to viennes		Sutinut		- seconder type -
	Diese 12 - emper			Seven	
	CONTRACT VALUE OF				

## Figure 4-36: Add Office Type

#### Submit

Enter the details and click on such that a success message will be shown in the Office Type Master Landing Page for addition of a new record in the table as shown in Figure 4-37

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

	Office Type Master			
Manual	Office Type has been submitted succes	isfully.		
Tutonal	is Active-			
ger Dashboard	AI 🗸	Get Results		
t Menagement 🗢				Add Office Typ
HII ~				
uters 🗠	Show 10 v entries Export to : Exten	PDE Point	Search:	
Organisation Management	OFFICE TYPE ID	annot type	II III ACTIVE	
Country Master	017	Port	Active	
State Master	011	HQ	Active	
District Meeter	OT2-	IFS	Active	
City Class Master	013	20	Active	
	014	RÖ	Active	
City Master	015	DO	Active	
Office Type Master	016	Depot	Active	

## Figure 4-37: Office Type Master

## 4.1.8.4 Edit Office Type

# Click on <sup>C</sup> to open Edit Office Type popup as shown in Figure 4-38

= W FCLHRMS		Edit Office Type		Aa 1855 🚺	🥵 🤌 - AMIT KUMAR 🖕
(instance)	Office Ty	Office Type ID	ж.		
Manual	The Addison	110			
Video Tonoial		Office Type *			
Manager Destroamt		Is Active *			Add Office Type
Talant Managament 🦟 🗸	10 Miles	Active	÷.	Senth	
Core HR	OTHER TO		Update Cancel	1	
Manzas	STT				a
Crighting Matingetment					

#### Figure 4-38: Edit Office Type

## Update

Enter the details and click on such that a success message will be shown in the Office Type Master Landing Page for updating the existing record in the table as shown in Figure 4-39

FCI HRMS



	Successi OfficeType has been up	deted successfully.		
ual 1	Is Active			
orial	Al 🗸	Get Results		
Dashboard				Add Office Ty
nagement ~	Show 10 v entries Export to :	Koni PDF Primi		Search:
~	OFFICE TYPE ID	OFFICE TYPE	3 IS ACTIVE	a ACTION
*	OTI	HQ	Active	œ
anisation Management	OT2	IFS	Active	Ø
ountry Master				
ite Master	0T3	zo	Active	œ
trict Master	OT4	RO	Active	2°
SCHOOL STREET	OTS	DO	Active	12
			Active	œ
ty Class Master	016	Depot	ACTIVE	

#### Figure 4-39: Existing Office Type Updated

## 4.1.9 Office Setup Master

Office Setup Master contains a list of FCI offices spread across different zones and regions as bifurcated by FCI work operations. The purpose of Office Setup Master is to allow the User to ensure that certain offices can be marked as difficult station and a provision to maintain the reporting structure among offices is also provided which can render the organization structure.

## 4.1.9.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Office Setup Master

#### 4.1.9.2 SLA

1 Day

## 4.1.9.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.9.1 to reach the Office Setup Master Landing Page as shown in Figure 4-40



	Office Setu	ip Master							
anual	Office Type		Zon			Region		Office	
utorial	All		~ N	1	~	AL	~	Al	~
r Dashboard	Is Active		is D	fficult		Is Sensitive		Status	
Aanagement 🗸	44		~ A	6	×	Al	×	AS	×
	Get Result								
<sup>ers</sup> 2 3 ^									_
ganisation Management									Add Office
Country Master	Show 10	v entries Expo	rt to : Emai	PDF more	]		Se	sarch:	-
State Master	ACTION	STATUS 0	omcilip	OFFICE TYPE		20HE	CITY	IS DIFFICULT (	is unisitive (
District Master	20	Approved	OFF202	po	Guna	West Zore	Guna	No	Activo
City Class Master	7.0	S			-	South		120	2.2
City Master	3.0	Approved	OFF201	DO	DO Andaman	Zone	Andaman City	Yes	inactive
Office Type Master	20	Approved	OFF1	HQ	HQ-Delhi	Default	Delhi	No	Active
Zone Master	(Z 0	Approved	OFF2	zo	ZO (NORTH EAST) - GUWAHATI	North East Zone	Guwahati (Gauhati)	l Yes	Active
Region Master						North			
Office Setup Master 4 >	(? O	Approved	OFF3	RO	RO ITANAGAR	East Zorve	Itanagar	Yes	Active
Cadre Master	7.0		0074	60	DO	North	Development	1423	Anthread
Category Master	(Z @	Approved	OFF4	DO	BANGERDEWA	East Zone	Banderdewa	Yes	Active
Division Master	2.0	Approved	OFF5	RO	RO DIMAPUR	North	Dimapur	Yes	Active
Section Master						Zorva			
Cell Master	80	Approved	OFF6	DO	DO DIMAPUR	North East	Dimapur	Yes	Active
Pay Grade Master						Zonir			
Designation Master	(? O	Approved	OFF7	RD	RO SHILLONG	North East Zore	Shillong	Yes	Active
tem Master						North			
er Management 🔍 🗸	(? O	Approved	OFFB	pg	DO SHILLONG		Shillong	Yes	Active
action 🗸	10 m								

## Figure 4-40: Office Setup Master

User shall be able to perform the following activities from the landing page:

Click on Excel PDF Print to export the table records in Excel as per table columns.



- Search: to enter a search query that shall Click on • search the table records. Click on To sort the table records in ascending order or descending order of • entries. Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction 3 4 5 20 Next Previous 2 Click on navigate table records Add Office Click on to add a new office in the table as mentioned in Section 4.1.9.4– Add Office Detail to edit an existing office in the table as mentioned in Section Click on 4.1.9.5 – Edit Office Detail
  - Click on <sup>(1)</sup> to view an existing office details in the table as mentioned in Section 4.1.9.6 – View Office Detail

## 4.1.9.4 Add Office Details

Click onto Add Office open the add a new office form as shown in Figure 4-41



r Manual	Office Code *		
o Tutorial	Enter Office Code		
ager Dashboard	Office Type *		Entity *
ager costrologia	Setect	~	Select V
nt Management	Zone *		Address *
HR .	Search	~	Enter Address
e and Attendance	Region *		
	Saturct	~	
ormance Management	Reporting Office *		Postal Code *
pensation and Benefit	Select	~	Enter Postal Code
of 2	Office Name *		Office Effective Date *
nt Acquisition	FCI		6
ning and Development	State *		Office Order *
	: Sarlact	×	Uptual Document Upton
oyee Relation	District *		Registration Details
	Satoct	~	Upload Document
	City * City Class		🛃 is Active 🗌 is Difficult 🛃 is Sensitive
	Samet 🗸		

#### Figure 4-41: Add Office Detail

#### Please ensure the following before creating a new office:

- ✓ State Master is updated,
- ✓ District Master is updated,
- ✓ City Class Master is updated,
- ✓ City Master is updated,
- ✓ Zone Master is updated,
- ✓ Region Master is updated and,
- ✓ Office Type Master is updated,

#### Subm

Enter the details and click on such that a success message will be shown in the Office Setup Master Landing Page for addition of a new record in the table as shown in Figure 4-42.

	Office Setu	p Master							
	Success! Off	icelype has been	m submitte	ed successfully.					- 2
nual	Office Type		Zone	N.		Region		Office	
torial	AX		✓ AE		~	SAE	~	Alt	3
	s Active		Is Diff	licuit		Is Sensitive		Status	
Dashboard	All		✓ All		~	AL	~	: All	3
anagement 🗸									
	Get Result								
anisation Management 🔨	5 mar 10	antrias Event	to:	pre nut					Add Offi
		entries Export		POF Prot	OFFICE NAME	2016		is deficult	
Sountry Master	Show 10 ACTION	status (	to: Excel	POF Prot OFFICETYPE (	OFFICE NAME	1		ech; 5 IS DIFFICULT ()	
Sountry Master S					OFFICE NAME	t ZONE ( West Zone			
Sountry Master		STATUS (	OFFICE ID	OFFICE TYPE 1	Guna	West Zone South	CITY Guna	is difficult i	IS SENSITIVE Active
Sountry Master S State Master Ostrict Master	ACTION	STATUS (	OFFICE ID 1	OFFICE TYPE		West Zone South	CITY	IS DIFFICULT (	IS SENSITIVE
Sountry Master S State Master Nstrict Master Sity Class Master		STATUS (	OFFICE ID	OFFICE TYPE 1	Guna	West Zone South	CITY Guna	is difficult i	IS SENSITIVE Active
Country Master		Approved Approved Approved	OFFICE ID    OFF202 OFF201 OFF1	DO DO HQ	Guna DO Andaman HQ-Delhi ZD (NORTH	West Zone South Zone Default North	CITY Guna Andaman City Delhi	No No	Active Active Active
Country Master State Master State Master Sity Class Master City Master Office Type Master Cone Master	ACTION 2	Approved Approved	OFFICE ID I OFF202 OFF201	DO DO	Guna DO Andaman HQ-Delhi	West Zone South Zone Default	CITY Guna Andaman City	No Yes	Inactive
Country Master S State Master Nistrict Master Dity Class Master Sity Master Office Type Master		Approved Approved Approved	OFFICE ID    OFF202 OFF201 OFF1	DO DO HQ	Guna DO Andaman HQ-Delhi ZD (NORTH EAST) -	West Zone South Zone Default North East	CITY Guna Andaman City Delhi	No No	Active Active Active

#### Figure 4-42: New Office Added

## 4.1.9.5 Edit Office Detail

Note – A request which was approved previously can be updated if details are updated for the same office. The updates shall also go for approval process.

Click on <sup>CC</sup> to open Edit Office detail form as shown in Figure 4-43

FCI HRMS



ome	Edit Office Details		
ier Manual	Office ID		Office Code
deo Tutoriai	OFF202		guna
anager Dashboard	Office Type *	-	Entity*
	00	~	Food Corporation Of India
ient Management	Zone *		Address *
vre HR S	West Zone	~	abcd
ave and Attendance	Region *		
	Chhattisgarh	~	
rformance Management.	Reporting Office *		Postal Code *
mpensation and Benefit	DO RAIPUR	~	473001
yroli	Office Name		Office Effective Date *
lent Acquisition	guna		14/01/2021
	State *		Office Order * View Attachment
arning and Development	Madhya Prodesh	~	Upload Document Upload
ployee Relation	District *		Registration Details View Attachment
	Guna	~	Upload Document Upload
	City * City Class		🛃 Is Active 🗌 Is Difficult 🛃 Is Sensitive
	Guna 🗸 Z		
	L		
			Update Cancel /

## Figure 4-43: Edit Office Detail

## Update

Enter the details and click on such that a success message will be shown in the Office Setup Master Landing Page for updating the existing record in the table based on self-approval as shown in Figure 4-44

ne i	Offic	e Setur	Master										
			lice has been	saved s		u99.							
Manuat	Office T	ype			Zone			Regio			-	Vifice	
Futorial	All .			~	All		~	,All			~	ΑE	
er Dashboard	Is Active	6			Is Difficul	n.		Is Se	nsitive		5	latus	
	All			~	All		~	All			~	All	
Management V													
HR A	Get	Results	8 - C										
	0et	Results											
iters A	Get	Results											Add Off
sters													Add Off
sters A			entries Expo	rt to :	Excel	PDF Print					Searc	h:	Add Off
rganisation Management		10 ~		rt to : OFFICE		PDF Print -	OFFICE NAME	E.	ZONE	спү	Searc	h: IS OFFICULT ()	
ers ^ ganisation Management ^ Country Master	Show	10 <b>~</b> an	entries Expo		EID () C		OFFICE NAME Guna	E.	ZONE Q West Zone	citt¥ Ouna			
ers ^ ganisation Management ^ Country Master State Master District Master	Show ACTR	10 ~ ON @	entries Expo STATUS () Approved	OFFICE OFF2	E KD 4 C	OPPICE TYPE ()	Guna	Ŀ	West Zone	Guna	1	IS OFFICULT () No	
rs A	Show	10 ~ ON @	entries Expo	OFFIC	E KD 4 C	SFFICE TYPE (		E.	West		1	IS DIFFICULT ()	IS SENSITIVE
ers  anisation Management  and  country Master District Master City Class Master City Master	Show ACTR	10 ~ on @	entries Expo STATUS () Approved	OFFICE OFF2	01 C	OPPICE TYPE ()	Guna	E.	West Zone South	Guna	1	IS OFFICULT () No	IS SENSITIVE Active
ers A	Show ACTR	10 ↓ on ⊛	entries Expo STATUS I Approved Approved	OFFICE OFF20 OFF20	E 104 C	DO	Guna DO Andaman	E.	West Zone South Zone	Guna Andaman City		No Yes	is sensitive Active

#### Figure 4-44: Existing Office Detail Updated for Approval

## 4.1.9.6 Office Setup - View

Click on <sup>(IIII</sup>) to open View Office detail form as shown in Figure 4-45. Further the User can:

# Click on Click on to open the Action History which reflect the approval routing for the specific transaction.

Click on
 Back
 to navigate to Office Setup Landing page.

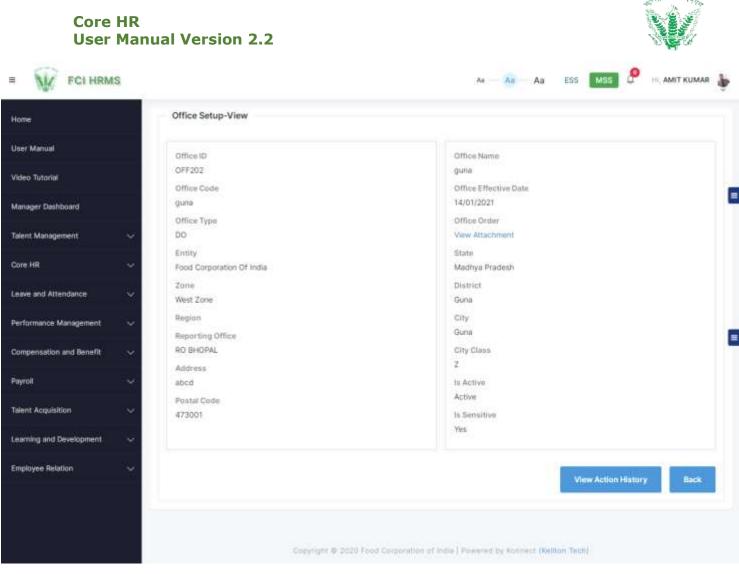


Figure 4-45: Office Setup - View

## 4.1.10Division Master

Division Master will contain a list of all divisions as per different FCI offices which will allow the User to keep track, filter, search and manage different divisions with a provision to nominate a head of department based on different FCI offices.

## 4.1.10.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Division Master

#### 4.1.10.2 SLA

1 Day

## 4.1.10.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.10.1 to reach the Division Master Landing Page as shown in Figure 4-46

	Division Mas	ter						
ual	Applicable Office		Division		Division HOD	Status		
briał	. A8	~	Al	~	All	~ AI .		
lashboard	Oet Results							
agement 🗸	Cet Hisuita							
1 ~							Add Divis	ion Detr
2 3 ^	Show 10 🗢	entries Export to :	Led PDF	:emi		Search		
nization Management	DIVESION ID	APPLICABLE OFFICE	1 04	/ISKON	DIVISION HOD	EFFECTIVE DATE	STATUS I	ACTIO
untry Master	DIV150	IFS, GURGAON	Tr	aining Division	NIRANJAN LAL JANGIR	1/10/2021	Approved	8
ariet Master	DIV149	HQ-Delhi	Se	curity	AMITABH KUMAR	02/01/2021	Approved	6
y Class Master	DFV2680	OF SRINAGAR	N	ce	DV PRASAD	01/01/1964	Approved	12
ty Master		an and course				C series ( ) see	1. deliver and a second	ø
Tice Type Master	DFV2681	OF SRINAGAR	iest	ernal Audit	DV PRASAD	01/01/1964	Approved	8
ne Master gion Master	D(V2682	OF SRINAGAR	ाम	ormation Technology	DV PRASAD	01/01/1964	Approved	8
ice Setup Mauter	DIV2683	OF SRINAGAR		dustrial Relations - Dor	DV PRASAD	01/01/1964	Approved	(2 @
ne Master ogory Master	DIV2684	OF SRINAGAR	Im	port & Export	DV PRASAD	01/01/1964	Approved	(7 (8)
lsion Master 4 >	DFV2685	OF SRINADAR	340	ndli	DV PRASAD	01/01/1964	Approved	8
tion Moster								æ
Minter	DFV2686	OF SRINAGAR	G	meral	DV PRASAD	01/01/1964	Approved	0
y Grade Master	DIV2687	OF SRINAGAR		lance	DV PRASAD	01/01/1964	Approved	8

#### Figure 4-46: Division Master

User shall be able to perform the following activities from the landing page:

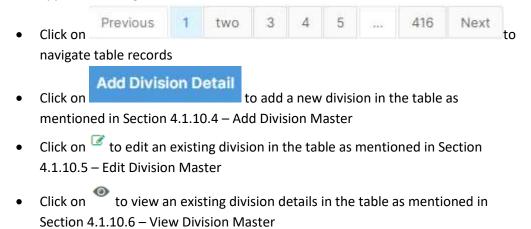
•	Click on	Get R	lesults	to apply	the available filters.
•	Click on	Excel	PDF	Print	to export the table records in Excel as per
	table col	umns.			
		Search:			
•	Click on				to enter a search query that shall
	search tl	he table i	records.		
•	Click on	to so	ort the ta	ble record	ds in ascending order or descending order of

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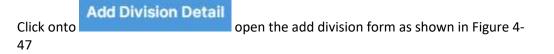
entries.



• Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction



#### 4.1.10.4 Add Division Detail



= V FCI HRMS			Aa Aa ES	IS MSS 🤌 HE AMIT KUMAR 🌡
Home	Add Division Master			
User Manual	Request Date	Applicable Office *	Division *	Division HOD *
	19/01/2021	Select	Enter Division	Select 🗸
Video Tutorial	Effective Date *	Office Order *		
Manager Dashboard		Upload Document Upload		
Talent Management 🗸 🗸				
Core HR				Submit Cancel

Figure 4-47: Add Division Master

Please ensure the following before creating a new division:

- ✓ Office Setup Master is updated,
- ✓ Employee Master is updated.

#### Submit

Enter the details and click on such that a success message will be shown in the Division Master Landing Page for addition of a new record in the table based on self-approval as shown in Figure 4-48

FCI HRMS



Aa — Aa — Aa ESS MSS 🗳

HI, AMIT KUMAR

Home	Div	ision Mas	ter									
	Suc	consul Divi	tion has been an	ed successif	ully.							
User Manual	Арріє	cable Office		Division			Division HOD			Status		
Adeo Tutorial	AB		~	All		~	AL		Ŷ	All		~
Aanager Dashboard	G	iet Results										
falent Management	~		-								-	
Core HR	~										Add Div	sion Detail
Masters												
	Show	10 ~	entries Export to :	Excel Pl	DF Print				Sei	arch:		
Organisation Management			APPLICABLE OFFIC		DIVISION		DIVISION HOD			arch: /EDATE (	STATUS	ACTION
Organisation Management Country Master	A DIV						NIRANJAN LAL			VEDATE	STATUS (	8
	A DIV	/ISION ID	APPLICABLE OFFIC		DIVISION			F	EFFECTIV	VEDATE	- 2803585 - 14	10424200
Country Master	C DIV	/ISION ID	APPLICABLE OFFIC		DIVISION		NIRANJAN LAL		EFFECTIV	VE DATE ( 021	- 2803585 - 14	8
Country Master State Master		V150 V150	APPLICABLE OFFIC		Drvision Training Division Security		NIRANJAN LAL JANGIR AMITABH KUMAR		EFFECTIV 10/01/20 01/02/20	021 021	Approved Approved	2 0 2 0
Country Master State Master District Master		VISION ID   V150	APPLICABLE OFFIC		DIVISION Training Division		NIRANJAN LAL JANGIR		EFFECTIV	021 021	Approved	2 0 2 0

#### Figure 4-48: New Division Added

## 4.1.10.5 Edit Division Master

FCI HRMS			Aa — Aa — Aa ES	S MSS 🖉 HE AMIT KUMAR
tome	Edit Division Master			
Jser Manual	Division ID	Request Date	Applicable Office *	Division *
	DIV150	10/01/2021	IFS, DURGADN V	training division
ideo Tutorial	Division HOD *	Effective Date *	Office Order * View Order	
anager Dashboard	DEVENDRA CHOUMAL (IFS, G	10/01/2021	Upload Document Upload	
ent Management 🛛 🗸	L			
				Update Cancel
tore HR A				

# Click on <sup>CC</sup> to open Edit Division detail form as shown in Figure 4-49

#### Figure 4-49: Edit Division Master

## Update

Enter the details and click on such that a success message will be shown in the Division Master Landing Page for updating the existing record in the table based on self-approval as shown in Figure 4-50

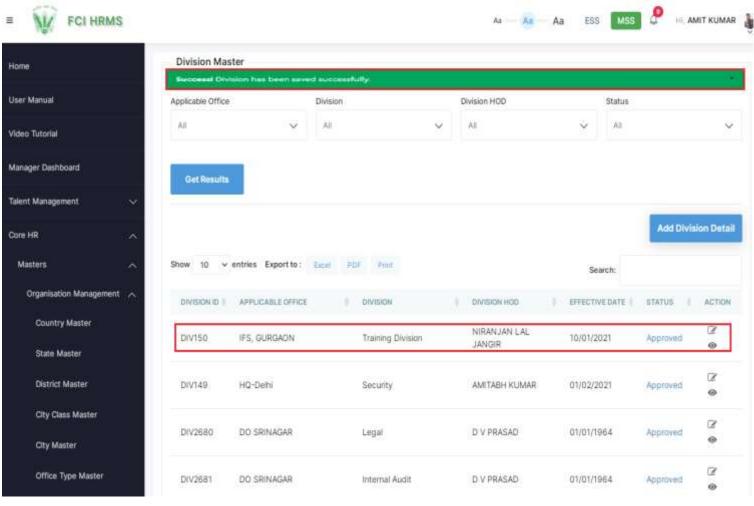


Figure 4-50: Existing Office Detail Updated for Approval

## 4.1.10.6 View Division Master

Click on <sup>(C)</sup> to open View Division Master as shown in Figure 4-51. Further the User can:

Home	View Division Master	
Jser Manual	Division ID	Division HOD
Video Tutorial	DIV150	NIRANJAN LAL JANGIR
	Request Date	Effective Date
Manager Dashboard	10/01/2021	10/01/2021
	Applicable Office	Office Order
alent Management	V IFS, GURGAON	View Attachment
Sore HR	Division	
оте пк	training division	
Masters	~	





View Action History Click on

to open the Action History which reflect

the approval routing for the specific transaction.

Back

Click on to navigate to <u>Division Master Landing</u> page.

## 4.1.11Section Master

.

Section Master will contain a list of all sections as per different FCI divisions for all FCI offices which will allow the User to keep track, filter, and search and manage different subdivisions as sections.

#### 4.1.11.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Section Master

## 4.1.11.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.11.1 to reach the Section Master Landing Page as shown in Figure 4-52

e Se	ction Master					
Manual Offic	е Туре	Office	Division		Section	
o Tutorial	~	All	~ Alt	~	All	~
ager Dashboard	tive					
it Management	2	Get Results				
<u> </u>						Add Sectio
HR 1 ^			_	_		The second second
esters 2 3 Show	v 10 ∨ entries Export to	Exam POP Print		Sea	ech:	
Organisation Management	FRICE TYPE   OFFICE	5 SECTION	NUMBER : DIVISION	SECTION NAME	1 IS ACT	NE I ACTION
Country Master	Q HQ-Dethi	SEC456	i0 Personnel	Sports Entertai	nment Active	12
State Master	0 DO KOKRAJH	AR SEC425	6 Personnel	Zonal Establish	ment Active	12
District Master	0 DO NLP	SEC425	7 Quality Contro	a Quality Control	Active	12
City Class Master	0 RO BHUBANE	SWAR SEC425	8 Stocks	SILO	Active	2
City Master	O DO KOTA	SEC425	9 Personnel	EP	Active	12
Office Type Master				Personnel		
Zone Master	0 DO CUDDALO	RE SEC426	0 Personnei	Establishment	Active	⊂ <b>2</b>
Region Master	0 DO JABALPUR	sec426	1 General	Other	Active	œ
Office Setup Master	0 DO BURDWAN	SEC426	2 Storage & Co	ntract Other	Active	08
Cadre Master	0 RD PATNA	SEC426	3 Personnel	RPI	Active	œ
Category Master	о ро коднікоє	DE SEC426	4 General	Other	Active	œ
	ving 1 to 10 of 4,547 entries.			D44/5		

#### Figure 4-52: Section Master



User shall be able to perform the following activities from the landing page:

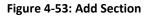
**Get Results** to apply the available filters. Click on PDF Excel Print Click on to export the table records in Excel as per • table columns. Search: Click on to enter a search query that shall search the table records. Click on to sort the table records in ascending order or descending order of • entries. Previous 2 416 Next two Click on to navigate table records Add Section Click on to add a new section in the table as mentioned in Section 4.1.11.3 – Add Section Click on <sup>CC</sup> to edit an existing section in the table as mentioned in Section • 4.1.11.4 – Edit Section

## 4.1.11.3 Add Section

Add Section Click onto

#### open the Add Section popup as shown in Figure 4-53

= W FCLHRMS		Add Section				na 🛄	P	иткомая 🛓	
Hotes	Section 1	Office Type *			<u> </u>				
Other Martine	Office Type	00		8	~				
	1.146	Office *			-	a in			
Video, Tutorial	is Active	Satiopt		9	~				E
Manager Dochboard		Division *							
Callert Masagement:		Salact			~				
Casi Hit		Section Name *					~		
Medere	( (Bhome ) (10))	Enter Section Name				Search.			
Organization Managements	- 1/2	Is Active *			-				
Country Monter	Correction for	Active		3	~		R ACTIVE E		
State Muster	1112			Submit Cancel		fer tuitmiser 1	Active	127	
	DO		-		200 625		Addvie		
District Manhee	00		Contrast of		a listery co	emes.	Active	8	
City Class Matter	RD (	NO BHUBANEDINAR	SECAM	Blocks	51.0		ADDVE	ar .	
City Ataster	DO	DO ROTA	5EC4259	Personnel	<b>D</b> <sup>1</sup>		Active		
Office Type Master									





Submit

Enter the details and click on such that a success message will be shown in the Section Master Landing Page for addition of a new record in the table as shown in Figure 4-54

•	Section Mas	ter					
	Successi Soc	tion has been submitted	successfully.				
Manual	Office Type	Offic		Division	Section		
o Tutorial	All	× All		~ All	~ Ali		
iger Dashboard	is Active						
t Management 🗠	AB	~	int Results				
						Ad	d Secti
HB A						4	
asters A	Show 10 v	entries Export to : Escui	PDF Print		Search		
Organisation Management	OFFICE TYPE	OFFICE	BECTION NUMBER	DIVENN	SECTION NAME	BACTIVE	ACTIC
Country Master	HQ	HQ-Demi	SEC4560	Personnel	Sports Entertainment	Active	107
			and the rest of the	- and market shift	a provide and second states that is a second	Partition.	1.0
State Master	DO	DO KOKRAJHAR	SEC4256	Personnet	Zonal Establishment	Active	G.
State Master District Master	00	DO KOKRAJHAR DO NLP	0.0001001000			1000000	
			SEC4256	Personnet	Zonal Establishment	Active	æ
District Master	DO	DO NLP	SEC4256 SEC4257	Personnet Quality Control	Zonal Establishment Quality Control	Active Active	œ œ
District Master City Class Master	DO RD DO	DO NLP RO BHUBANESWAR DO KOTA	SEC4256 SEC4257 SEC4258 SEC4259	Personnet Quality Control Stocks Personnel	Zonal Establishment Quality Control SILO	Active Active Active Active	8 8 8
District Master City Class Master City Mester	DO RO	DO NLP RO BHUBANESWAR	SEC4256 SEC4257 SEC4258	Personnet Quality Control Stocks	Zonal Establishment Quality Control SILO EP	Active Active Active	ar ar ar
District Master City Class Master City Master Office Type Master	DO RD DO	DO NLP RO BHUBANESWAR DO KOTA	SEC4256 SEC4257 SEC4258 SEC4259	Personnet Quality Control Stocks Personnel	Zonal Establishment Quality Control SILO EP Personnel	Active Active Active Active	8 8 8 8
District Master City Class Master City Master Office Type Master Zone Master	DO RD DO DO	DO NLP RO BHUBANESWAR DO KOTA DO CUDDALORE	SEC4256 SEC4257 SEC4258 SEC4259 SEC4260	Personnet Quality Control Stocks Personnel Personnel	Zonal Establishment Quality: Control SILO EP Personnel Establishment	Active Active Active Active Active	8 8 8 8
District Master City Class Master City Master Office Type Master Zone Master Region Master	DO RO DO DO DO	DO NLP RO BHUBANESWAR DO KOTA DO CUDDALORE DO JABALPUR	SEC4256 SEC4257 SEC4258 SEC4259 SEC4260 SEC4261	Personnet Quality Control Stocks Personnel Personnel Qeneral	Zonal Establishment Quality:Control SILO EP Personnel Establishment Other	Active Active Active Active Active Active	8 8 8 8

#### Figure 4-54: New Section Added

#### 4.1.11.4 Edit Section

Click on <sup>CC</sup> to open Edit Region popup as shown in Figure 4-55

FCI HRMS				-	Aa es Mis	8 н. м	MITKUMAR
			Office Type *				
		Section I	но	~			
		Control Type	Office *		Section		
		-48		v .	N. N.		
	1	Is Active	Please select on item in the list.				
	~		Please select an item in the list.	~			
	~		Section Name *			No.	
	~	-	Sports Entertainment		Sources:		
	~	office D	Is Active *		CONTRACTOR OF		
		HQ.	Active	×	com: Entertainment.	Active	8
		po		Update Cancel	anai Estatziishmant	Active	a contraction of the second se
		50			- Many Control	Active	0
Oh Dive Marter							

Figure 4-55: Edit Section Master

Update

Enter the details and click on such that a success message will be shown in the Section Master Landing Page for updating the existing record in the table as shown in Figure 4-56

ortve:	Section Mast	QC	and an end of the					-
ber Manual	Office Type	Offic	*	Division		Section		
des Tutorial	All	~ All		✓ All	~	Alt		~
anager Dashboard	All	~ [	Ovet Results					
slent Management 🔍 😔								
1022							Ade	d Sectio
are HR 🔨 🔨								
Masters	Show 10 v i	entries Export to :	POF Pyye		Searc	chi		
WORLS	Show 10 v 1	10.100 2017 2017 2018 118 119 19 19 19 19 19 19 19 19 19 19 19 19	POF Pres	DIVISION	Searce EECTION NAME		IS ACTIVE \$	ACTION
Matters ~		10.100 2017 2017 2018 118 119 19 19 19 19 19 19 19 19 19 19 19 19		Personnel		ŧ.		
Masters A	OFFICE TYPE :	OFFICE	T SECTION NUMBER		8 BESTION NAME	e. ment	IS ACTIVE 5	ACTION
Masters A Organisation Management A Country Master	OFFICE TYPE I	office HQ-Delhi	8 SECTION NUMBER	Personnel	E SECTION NAME Sports Entertain	e ment sent	IS ACTIVE 5	ACTION
Masters ~ Organisation Management ~ Country Master State Master	OFFICE TYPE I HQ DO	HQ-Delhi DO KOKRAJHAR	SEC4560 SEC4566	Personnel	EECTION NAME     Sports Entertain     Zonal Establishm	e internt	IB ACTIVE 6 Active	ACTION 22
Masters A Organisation Management A Country Master State Master District Master	DO DO	DEFFICE HQ-Delhi DO KOKRAJHAR DO NLP	SEC4560 SEC4256 SEC4257	Personnel Personnel Quality Control	EECTION NAME     Sports Entertain     Zonal Establishm     Quality Control	ment	Active Active Active	ACTION 22 23 24

Figure 4-56: Existing Section Updated





## 4.1.12Cell Master

Cell Master will contain a list of all Cells as per different FCI divisions for all FCI offices which will allow the User to keep track, filter, and search and manage them.

## 4.1.12.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Cell Master

## 4.1.12.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.12.1 to reach the Cell Master Landing Page as shown in Figure 4-57

	Cell Master									
Manual	Office Type		Office		Division			Section		
	Ál.	~	All	~	Alt		$\sim$	Al		~
Tutorial	Cell		Is Active							
ger Dashboard	AB	~	,6JI	~	Get B	arsults.				
Managament 🗸									1	Add Cell
Rens 2 3 ^	Show 10 v en	ries Export to :	Estal PDF Paul				Se	arch:		
Signification Management	CELL NUMBER 1	OFFICE TWIE	OFFICE	DIVISION	1	SECTION	11/10	1 238	IS ACTIVE	ACTION
Country Master	CEL4351	DO	DO KOKRAJHAR	Personnel		Zonal Establishment	¢	Sther	Active	12
State Master	CEL4352	DO	DO NLP	Quality Cont	trol	Quality Control		Other.	Active	C2
District Master	CEL4353	ZO	ZO INORTHI - NOIDA	Legal		Legal	¢	ther	Active	(2)
City Class Master	CEL4354	RO	RO BHUBANESWAR	Stocks		SILO		Ither	Active	12
City Master	CEL4355	DO	DO KOTA	Personnel		EP		other	Active	18
Office Type Master						Personnel				
Zone Master	CEL4356	DO	DO CUDDALORE	Personnel		Establishment	0	Ither	Active	ß
Region Master	CEL4357	DO	DO JABALPUR	General		Other	0	Nher	Active	18
Office Satup Master	CEL4358	DD	DO BURDWAN	Storage & Contract		Other	¢	2ther	Active	12
Cadre Master	CEL4359	RO	RD PATNA	Personnel		RPI	· ·	Other	Active	œ
Category Master	CEL4360	zo	20 (NORTH) - NOIDA	Vigitance		Vigilance	0	Diber	Active	CZ.
Division Master	Showing 1 to 10 of 4	716 entries					201125		WI 15	
Section Master						Previous	10 4	3 4	9 - 4	72 Next

#### Figure 4-57: Cell Master

User shall be able to perform the following activities from the landing page:

**Get Results** 

Click on

•

to apply the available filters.



Click on Excel PDF Print to export the table records in Excel as per table columns.

 Search:
 to enter a search query that shall

search the table records.

- Click on to sort the table records in ascending order or descending order of entries.
- Click on
   Previous
   1
   2
   3
   4
   5
   ...
   472
   Next
   to
   navigate table records
   Add Cell
- Click on to add a new Cell in the table as mentioned in Section
   4.1.12.3 Add Cell
- Click on <sup>C</sup> to edit an existing Cell in the table as mentioned in Section 4.1.12.4

   Edit Cell

## 4.1.12.3 Add Cell

Click onto

open the Add Cell popup as shown in Figure 4-58

* 🙀 FCI HRMS						×	- Au	(188) <b>(</b> 100		AMILINUMAR	6
			Office Type *				1				
		Cell Mas	Select			× .					
		Office Type	Office *					Destin			
		24	Select			~		× 4			
		Cel	Division *								
		144	Select			20					
	~		Section *							Add Coll	
	× 1		Select			~				Procincial	
	÷.	3800w 10	Cell*					Descuta			
	÷.	COLUMN.	Enter Cell						S ACTIV	EI ACTON	
		CEL 4351	Is Active *					Ottor	Active	12	
		CB 411	Active			~			Active	128	
				-	Submit	Cancel					
City Class Master		CEL 4331		_		Contract (	•	Otter	Active	.08	
		CEL4354	80	BO GHUBANESWAR	Shicks			Cater	Active	Б¥	
		CEI,4355		DO KOTA	Terrestand			Otter	Active	12	E

#### Figure 4-58: Add Cell

#### Submi

Enter the details and click on such that a success message will be shown in the Cell Master Landing Page for addition of a new record in the table as shown in Figure 4-59

User Maria		2.2							. A. A.	2.10	
E 🙀 FCI HRMS						Aa — Aa — Aa	E	SS MSS	<b>P</b> 10	AMIT KUMAR	ą.
Home	Cell Master						_				
User Manual	Office Type		Office		Division			Section			1
	All	~	All	~	.A.t		×	A0.		~	
Video Tutorial	Cell		is Active								
Manager Dashboard	All	~	All	~	GetR	assister.					1
Talent Management 🗸 🗸										Add Cell	1
Core HR										Add Cell	
Masters ^	Show 10 v er	tries Export to :	Excas PDF Prim				3	Search			
Organisation Management	CELL NUMBER	OFFICE TYPE	OFFICE	DIVISION		SECTION		CELL	IS ACTIVE	ACTION	
Country Master	CEL4351	DO	DO KOKRAJHAR	Personnel		Zonal Establishment		Other	Active	12	17
State Master	CEL4352	DO	DO NLP	Quality Con	trol	Quality Control		Other	Active	8	
District Master	CEL4353	ZO	ZO (NORTH) - NOIDA	Legal		Legal		Other	Active	127	

Figure 4-59: New Cell Added

## 4.1.12.4 Edit Cell

Click on  ${}^{\fbox}$  to open Edit Cell popup as shown in Figure 4-60

- NE FOLKAMS	1		_		Au and Mark	P IICK	MITRUMAR 🍒
		Office Type *					
	Cell Mas	DQ		~			
	Office Table	Office *			Section		
	SAF:	DO KOKRAJHAR		~	Mi		÷
	Call	Division *					
	100	Personnel		~			
		Section *					Add Gut
		Zonal Establishment		~			AND COM
	Show 13	Cell *			- Sewichi		
	THE R. LOW	Other			P DEE P	INACTOR D	
	CEL4351	is Active *			Other	Active	or i
	CEL406	Active		×.	Conec	Allive	<b>1</b> 2
			Update	Cancel			
	CEL435				- Other	All the	œ.
	CC 435.4						100

#### Figure 4-60: Edit Cell Master

## Update

Enter the details and click on such that a success message will be shown in the Cell Master Landing Page for updating the existing record in the table as shown in Figure 4-61



1

Home	Contrast on the Owner Advant		Office				College -		
User Manual	Office Type		Office:		sion		Section		
video Tutorial	All	~	All	~ ^		~	. 43		
	Cell		Is Active		Construction and Construction				
Manager Dashbigarti	All	~	A3	~	Get Results				
Talent Management 🕓									
Dane MR									Add C
Mesters ^	Show 10 v e	intries Export to :	Emm PDP Prof			Sea	nch		
Organiestion Management	CELL NUMBER :	OFFICE TYPE 1	OFFICE	DIVISION	* section	1 CE		IN ACTIVE	ACTI
Country Master	CEL4351	60	DO KORRAJHAR	Personnel	Zonel Establishment	Ot	ther	Active	120
State Master	CEL4352	00	DO NLP	Quality Control	Quality Control	Ot	the/	Active	121
District Master	CEL4353	zo	ZO (NORTH) - NOIDA	Legal	Legal	ot	their	Active	CP.
							liter	Active	C.
City Class Master	CEL4354	RO	RO BHUBANESWAR	Stocks	SILO	01			
City Gass Master	CEL4354 CEL4355	RO	RO BHUBANESWAR	Stocks	SILO		ther	Active	C2
	CEL4355	DO	DO KOTA	Personniel		01	lthear		
City Master					EP-	01		Active	13 13
City Master Office Type Master	CEL4355	DO	DO KOTA	Personniel	EP Personnel	01	lthear		
City Master Office Type Matter Zone Master	CEL4355 CEL4356	00 00	DO KOTA DO CUDDALORE	Personnel Personnel	EP Peraonsel Establishment	or or ot	ther ther	Active	ß

#### Figure 4-61: Existing Cell Updated

## 4.1.13Cadre Master

Cadre Master will contain a list of all Cadres as per different FCI divisions for all FCI offices which will allow the User to keep track, filter, and search and manage them.

#### 4.1.13.1 Navigation

Left Navigation: Core HR >> Masters >> Organization Management >> Cadre Master

#### 4.1.13.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.13.1 to reach the Cadre Master Landing Page as shown in Figure 4-62



·*·					- 20
6	Cadre Master				
Manual	Cadre	Is Active			
Tutorial	As	× At	V Det Re	suits	
er Dashboard					Add Ca
Management 🗸	Show 10 v ent	ries Export to: Escal POP P	tert .	Search:	
<b>€ 1</b> ∩	CADREID	GADRE	_	IS ACTIVE	ACTION
2 3 ^	CADR16	RnD		inactive	21
ganisation Management	CADR9	Legal		Active	œ
Country Master	CADR16	Not Available		Active	₽.
State Master	CADR15	Technical		Active	128
District Master	CADR14	Quality Control		Active	18
City Class Master	CADR13	Personnel		Active	12
City Master	CADR12	Movement		Active	22
Office Type Master					
Zone Master	CADR11	Miscellaneous		Active	8
Region Master	CADR10	Medical		Active	œ
Office Setup Master	CADR1	Accounts		Active	08

#### Figure 4-62: Cadre Master

User shall be able to perform the following activities from the landing page:

**Get Results** Click on to apply the available filters. • Print Excel PDF Click on to export the table records in Excel as per table columns. Search: Click on to enter a search query that shall search the table records. Click on to sort the table records in ascending order or descending order of entries. Previous 2 Next to navigate table records Click on Add Cadre to add a new Cadre in the table as mentioned in Click on Section 4.1.13.3 – Add Cadre



Click on to edit an existing Cadre in the table as mentioned in Section
 4.1.13.4 – Edit Cadre

## 4.1.13.3 Add Cadre

	Add Click on	Cadre to oper	n the Add Cadre popup	as shown in Fi	gure 4-63	
= 🙀 FCI HRMS		Add Cadre			Aa ESS MSS	🖗 H AMITKUMAR 🌡
	Cadre M	Cadre *		×		
	Cadre	Hindi				
	AL	Is Active *		~		
		L	Submit	Cancel		Add Cadre
Talent Management	Show 10				Search:	
Core HR	Ac. 24					

## Figure 4-63: Add Cadre

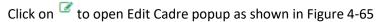
Enter the details and click on such that a success message will be shown in the Cadre Master Landing Page for addition of a new record in the table as shown in Figure 4-64

110	Cadre Master	Anti-Mand Successify/Ad			
ir Manuel	Cádre	is Active			
e Tutorial	AB	~ A1	~	Get Results	
ager Deshboard					Add Ca
nt Management 🛛 🗸 🗸	Show 10 v enti	vies Export to : Excel PDP P	itori	Sea	rch:
nt Management	Show 10 v ent	vies Export to : Excel PDF P CADRE	1701	Sea IS ACTIVE	ACTION
			m		
ня л	CADREID	E CADRE Hindi	mi	1 IS ACTIVE	ACTION
HR A	CADRE ID CADR8 CADR16	E CADRE Hindi RnD	m	e is active Inactive Inactive	ACTION CP
HR ^ sters ^ Organisation Management ^	CADREID	E CADRE Hindi	m	1 IS ACTIVE	ACTION
HB A	CADRE ID CADR8 CADR16	E CADRE Hindi RnD		e is active Inactive Inactive	ACTION CP





## 4.1.13.4 Edit Cadre



= W FCI HRMS		Edit Cadre		Ali ES 🚺	
Home	Cadre M	Cadre ID	×		
User Mercult	Cadre	CADR8			
Viden Tutuciat	1.00	Cadre Name *			
Manager Costracent		Is Active *			Add Cadry
Talent Management	Show 10	Inactive	~	Seaton	
Cone Hill in	EADHER		Update Gancel	TADAY	ACTION
Masters	CADRIE			Hactive	<b>1</b> 2
Organisation Management>-	CADRIN	ento		mactive	ar.

#### Figure 4-65: Edit Cadre Master

Enter the details and click on such that a success message will be shown in the Cadre Master Landing Page for updating the existing record in the table as shown in Figure 4-66

	Cadre Master					
	Summed Calife has been a	denimi successfully				
and .	Cadre	Is Active				
4	All	≫ All	~	Get Results		
board						
ement 🗸		ries Export to : Ecci PDF				
	Show 30 4 and	THESE EXPORTION ELECTION	Pant		Search:	
^	CADREID	CADRE	Part		Search:	ACTION
~			Parit			i Action
^	CADREID	E CADRE. Hindi	Part		Inactive	8
ion Management	CADREID	0 ( CADRE.	Park	4	I BACTIVE	
on Management 🔥	CADREID	E CADRE. Hindi	Pent		Inactive	8
	CADREID CADR8 CADR16	I CADHE Hindi RnD	Part		Inactive	C C C
on Management 🔥	CADREID CADR8 CADR16 CADR9 CADR16	CADHE     Hindl     RnD     Legal     Not Available	Part		I mactive Inactive Active Active	8 8 8
n Management 🦟 Master sster	CADREID CADR8 CADR16 CADR9	CADIE     Hindl     RnD     Legal     Not Available	Pent		I mactive Inactive Active	22 22 23





## 4.1.14Category Master

Category Master will contain a list of all Categories in FCI divisions for all FCI offices which will allow the User to keep track, filter, and search and manage them.

## 4.1.14.1 Navigation

Left Navigation: Core HR >>Masters >> Organization Management >> Category Master

#### 4.1.14.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.14.1 to reach the Category Master Landing Page as shown in Figure 4-67

ser Manual	Category	is Active	_	
deo Tutorial	Al 🗸	Al	😪 Get Rosulta	
anager Dashboard				Add Category
ent Management 🗸 🗸	Show 10 - entries Export to :	Extern PDF Prov		Search
<sup>m HR</sup> 1 ^	CATEGORYID	CATEDORY	II ACTIVE	ACTION
Masters 2 3	CATI	CATH	Active	CZ .
Organisation Management	CAT2	CAT-II	Active	2
Country Master	CATS	CAT-III	Active	Ø
State Master	CAT4	CAT-IV	Active	2
District Master		CANY	ACTIVE	18
City Class Master	Showing 1 to 4 of 4 entries			Prévious 1 Neut
Oty Master				
Office Type Master				
Zone Master				
Region Master				
Office Setup Master				
Cadre Master				
Category Master 4				

#### Figure 4-67: Category Master

User shall be able to perform the following activities from the landing page:

•	Click on	GetR	esults	to apply	y the available filters.
•	Click on table col	Excel umns.	PDF	Print	to export the table records in Excel as per
•	Click on search tł	Search:	ecords.		to enter a search query that shall



- Click on to sort the table records in ascending order or descending order of entries.
- Click on
   Previous
   1
   Next
   to navigate table records
   Add Category
- Click on to add a new Category in the table as mentioned in Section 4.1.14.3 Add Category
- Click on Click on click an existing Category in the table as mentioned in Section 4.1.14.4 Edit Category

## 4.1.14.3 Add Category

Add Category Click on to open the Add Category popup as shown in Figure 4-
---

= W FOLHRIMS		Add Category			a (645) (MEE) 4	
Home	Category	Category *		×		
User Manual	Category	Cat IV				
Video Tutorial	1411	Is Active *		~		
Manager Dashiboard		Aure.		bmit Cancel		Xill callogry/
Talent Management 💦 🗸	Thow 10			Cancer	Search:	_
(Garestill 🔊	CATHORNY	á (	a category	a setter		
Masters 🗠	CATT		CATH	Active	Q.	

#### Figure 4-68: Add Category

Submit

Enter the details and click on such that a success message will be shown in the Category Master Landing Page for addition of a new record in the table as shown in Figure 4-69

i l	Category Master					
	Second Category has been autorated	conduction and the second s				
Manual	Category	Is Active				
Tutorial	All	~ AI	×	Set Results		
er Dashboard						Add Catego
Management 🗸 🗸	Show 10 v entries Expo	rtto: Eccel POP Pave			Search:	
# ^	CATEGORY ID	CATEGORY		I IS ACTIVE		ACTION
ers A	CATS	Cat IV		Active		2
ganisation Management	CATI	CAT-I		Active		8
Country Master	CAT2	CAT-II		Active		2
State Master	(2002)	400.0		112117		
State Master	CAT3	CAT-III		Active		C2
District Master	CAT4	CAT-IV		Active		2

## Figure 4-69: New Category Added

## 4.1.14.4 Edit Category

# Click on <sup>C</sup> to open Edit Category popup as shown in Figure 4-70

= 🙀 FCI HRMS		Edit Category			a)) (855)	iss 🧬 👝 Amit	KUIMAR 🛔
Nolline :	Category	Category ID		× .			
User Monical	Catagory	CATS					
Video.Tutorial	) AR	Category*					
Manager Daubboard		Is Active *				Acces	triggers"
Talant Management 🛛 👾	Guree 10	Active		v	Search		
Com Hit	CATEGO		Update	Cancel			
Masteria (A)	CATE					2	
Organization Management 🖉							

#### Figure 4-70: Edit Category Master

#### Update

Enter the details and click on such that a success message will be shown in the Category Master Landing Page for updating the existing record in the table as shown in Figure 4-71

User Man	Serveral Califying that have submitted successfully				R. Carlos	
= 🙀 FCI HRMS				Aa Aa Aa	ess Mss 🤌 🙌 Amit Kut	MAR 🌡
Home						_
User Manual						
Video Tutorial	Ш	✓ All	~	let Results		
Manager Dashboard					Add Categ	ory
Talent Management 🗸 🗸	Show 10 ~ entries Expor	to: tical POF Part			Search	
Core HR 🔨	CATEDORY ID	CATEGORY		IS ACTIVE	ACTION	
Masters A	CATS	Cat IV		Active	Ø	
Organisation Management	CATI	CATH		Active	Ø	
Country Master	CAT2	CAT-II		Active	2	
State Master	CAT3	CAT-III		Active	2°	
District Master	CAT4				CZ CZ	
City Class Master	CA14	CAT-IV		Active	LE	

#### Figure 4-71: Existing Category Updated

# 4.1.15Pay Grade Master

Pay Grade Master will contain a list of all Pay Grades in FCI divisions for all FCI offices which will allow the User to keep track, filter, and search and manage them.

### 4.1.15.1 Navigation

Left Navigation: Core HR >>Masters >> Organization Management >> Pay Grade Master

# 4.1.15.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.15.1 to reach the Pay Grade Master Landing Page as shown in Figure 4-72



	Pay Grade Master					
e Nadres IV						
Aanual	Pay Orado	is Active		-		
torial	All 🗢	AX	~	Det Results		
lashboard					Add Pay G	irade
nagement. 🗸	Show 10 v entries Export to	Each PDF Port			Search	_
1 ~	GRADE CODE	PAY GRADE		IL ACTIVE	ACTION	1
2 3 ^	PAY30	EO		Inactive	C.	
ion Management	PAY47	S11		Active	CZ.	
laster	PAY25	LD-9		Active	08	
uter Aaster	PAY24	LD-8		Active	CP .	
Master	PAY20	LD-10		Active	128	
ar in the second se	PAY27	LD-11		Active	28	
Aaster	PAY28	LD-12		Active	<b>C2</b>	
iter	PAY29	LD-13		Active	02	
ister	PAY30	LD-13A		Active	08 -	
p Master	PAY31	LD-14		Active	08	
ster	Showing 1 to 10 of 46 entries			20	a b e c t zaciva	NUNT
Master						
Master						
Master'						
faster						
Grade Master 4 >						

### Figure 4-72: Pay Grade Master

User shall be able to perform the following activities from the landing page:

Click on	Get R	lesults	to appl	y the ava	ailable fil	ters.	
<ul> <li>Click on table co</li> </ul>	Excel lumns.	PDF	Print	to expo	ort the ta	ble recoi	ds in Excel as per
<ul> <li>Click on search t</li> <li>Click on entries.</li> </ul>	Search:		able reco	rds in as			h query that shall descending order of
<ul> <li>Click on records</li> </ul>	Previo	ous 1	2	3	4 5	Next	to navigate table



 Click on Add Pay Grade to add a new Pay Grade in the table as mentioned in Section 4.1.15.3 – Add Pay Grade

• Click on <sup>CC</sup> to edit an existing Pay Grade in the table as mentioned in Section 4.1.15.4 – Edit Pay Grade

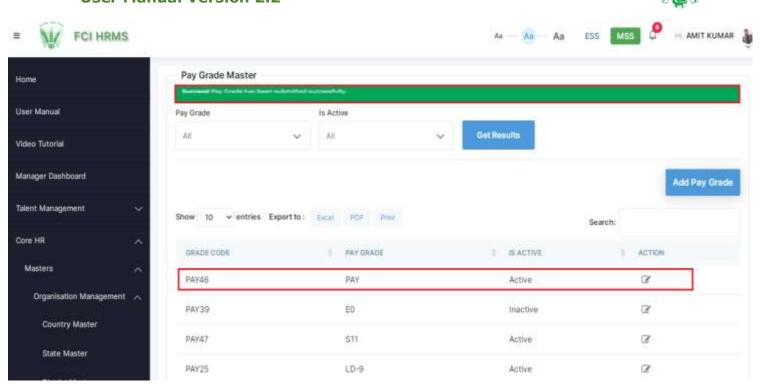
# 4.1.15.3 Add Pay Grade

Add Pay Grade Click on to open the Add Pay Grade popup as shown in Figure 4-73

E V FCI HRMS		Add Pay Grade		Aa	ESS MSS 🥐 11 AMIT KUMAR	10.00
Home	Pay Grad	Pay Grade *		×.		
User Manual	Pay Grade	РАУ				
Video Tutoriul	4.0	Is Active *		~		
Manager Deshboard			Submit	Cancel	Add Pay Grade	
Talent Management 🤟	Tibuw 10			and the second s	Search	
Core HN A	SAADE CODE		PAY GRADE	I RACINE)	ACTON	
Watters. Cox	PAY30		ED 11	Watthe	2	
Organisation Management 🔗	PATAT			Active	7	

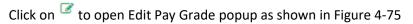
Figure 4-73: Add Pay Grade

Enter the details and click on such that a success message will be shown in the Pay Grade Master Landing Page for addition of a new record in the table as shown in Figure 4-74



#### Figure 4-74: New Pay Grade Added

# 4.1.15.4 Edit Pay Grade



= W FCI HRMS		Edit Pay Grade		An 655	S 🥙 — АМІТКЦІМАВ 🖕
Montes	Pay Grad	Grade Code	×		
Diver Manual C	Fey Orsche	рауан			
Video Tutoria	34.	Pay Grade *			
Manager Dashboard		is Active *			Add Pay Grade
Tatent Management	Show 10	Active	~		
Core Hill			Update Cancel	Search	
Mattin 📯	PENSO				Actory
Organization Management (	PAY20	60	mactive		
Country Menter	CPAVAT.		Active		2
State Mariar	84/25	LD-9	Active		2
Olatrid Madain	PRIZA	LD-8	Autor		2

#### Figure 4-75: Edit Pay Grade Master



# Update

Enter the details and click on such that a success message will be shown in the Pay Grade Master Landing Page for updating the existing record in the table as shown in Figure 4-76

	Pay Grade Master						
r Manual	Pay Grade	ls	Active				
o Tutorial	All	~	kai	~	Oet Results		
iger Dashboard						Add Pay	y Grade
rt Management 🔍 🗸	Show 10 v entries	s Export to :	al POP Print			Search:	
HR A	100000000000						
	GRADE COBE		PAY GRADE		IS ACTIVE	I ACTION	
stors 🔨	GRADE CODE PAY46		PAY GRADE PAY		Active	ACTION	
	PAY46		PAY		Active	CP	
			2 M9211-221			CP CP	
ganisation Management 🔗 🦟	PAY46		PAY		Active	CP	
rganisation Management 🕋	PAY46 PAY39		PAY E0		Active	CP CP	
rganisation Management 🔗	PAY46 PAY39 PAY47 PAY25		PAY E0 \$11 LD-9		Active Inactive Active Active	28 128 128 128	
rganisation Management 🔗 Country Master State Master	PAY46 PAY39 PAY47		PAY E0 \$11		Active Inactive Active	28 08 08	

### Figure 4-76: Existing Pay Grade Updated

# 4.1.16Item Master

Item Master will contain a list of all Items in FCI divisions for all FCI offices which will allow the User to keep track, filter, and search and manage them.

### 4.1.16.1 Navigation

**Left Navigation:** Core HR >>Masters >> Organization Management >> Item Master

#### 4.1.16.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.16.1 to reach the Item Master Landing Page as shown in Figure 4-77



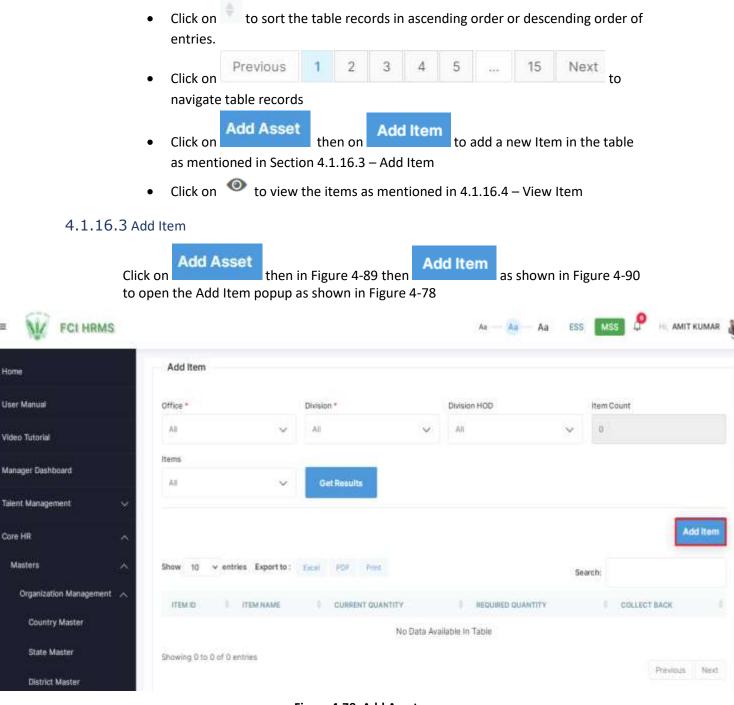
mu	Item Master								
er Manual	Office		Division		Division HOD		_		
eo Tutorial	All	~	Ali	~	All		~	Det Results	
nager Dashboard									Add Asset
ent Management 🗢	Show 10 v entri	es Export to :	Escari PDF Print	1			Search:		
еня 1 ~	ASSET ID	DIVIDION		1	DIVISION HOD	1. 10	COUNT	ACT	1014
dasters 2 3 ^	CIMI	Board Cell			D V PRASAD	325	a	1	œ
Organisation Management	CIM2	Engineering			D V PRASAD	325	0	œ	0
Country Master	CIM3	Finance			D V PRASAD	325	0	C2	0
State Master	CIM4	General			D V PRASAD	325	0	8	٠
District Master	CIM5	Hindi			D V PRASAD	325	ø	12	0
City Class Master	CIM6	Import & Esp	ort		D V PRASAD	325	0	ß	0
City Master	CIM7	Industrial Re	ations - Labour		D V PRASAD	325	0	Ø	0
Office Type Master	CIMB	Information 1	ectinology		D V PRASAD	325	i0	12	•
Zone Master	СІМӨ	Internal Audi			D V PRASAD	325	0	8	•
Region Mașter	CIM10	Legal			D V PRASAD	325	0	8	
Office Setup Master	Showing 1 to 10 of 14	8 entries							
Cadre Master						Previous	2 3	4 5 -	15 Next
Category Master									
Division Master									
Section Master									
Cell Master									
Pay Grade Master									
Designation Master									

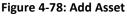
### Figure 4-77: Item Master

User shall be able to perform the following activities from the landing page:

•	Click on	Get R	esults	to apply	y the available filters.
•	Click on table col	Excel umns.	PDF	Print	to export the table records in Excel as per
•	Click on search tl	Search:	ecords.		to enter a search query that shall







	_	Division *		
tume:	Add Item	Select.	~	
iser Manual	Office 7	Division HOD *		Rem Court
Anna Tatarial		Select	~	· · · · · · · · · · · · · · · · · · ·
	Barra	item Name *		
Anniger Davidsond	OAK	Enter Item Name		
takiti Management 👘 🖓		Current Quantity *		
iana HR		Enter Current Quantity		Add freek
Mathins	Rhow 10	Required Quantity *		Sector 1
Orgánization Management		Enter Required Quantity		
Country Mester	ITTH C	Collect Back *		Y COLIFICT BACK
Daty Master		At the	~	
Damiet Masse	Showing (d.)	-	Submit Cancel	Downey New

#### Figure 4-79: Add Item

Submit

Enter the details and click on such that a success message will be shown in the Add Asset Page for addition of a new record in the table as shown in Figure 4-80

FCI HRMS			Au	Aa Aa ESS MSS	🥙 🕂 AMIT KUMAR 🦆
Home	Add Item	emitted auccessfully.			
User Manual	Office *	Division *	Division HOD	Item Count	
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#### Figure 4-80: New Item Added

# 4.1.16.4 View Item Master

Click on <sup>(O)</sup> in figure 4-89 to open Item details shown in Figure 4-81:



#### FCI HUMAN RESOURCE MANAGEMENT SYSTEM

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### Figure 4-81: View Item Master

# 4.1.17 Designation Master

Designation Master will contain a list of all designations as per different FCI offices and FCI Divisions which will allow the User to keep track, filter, search and manage different designations with a provision to mark designations as sensitive for sensitive nature of work.

### 4.1.17.1 Navigation

Left Navigation: Core HR >>Masters >> Organization Management >> Designation Master

# 4.1.17.2 SLA

1 Day

# 4.1.17.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.17.1 to reach the Division Master Landing Page as shown in Figure 4-82



	Designation Mas	ter							
inual	Office Type		Office		Cadre		Category		
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r Dashboard	Designation		la Activo		Status		-		
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<sup>ors</sup> 2 3	Show 10 v entrie	es Export to :	Deel Ppl Print				Search:		
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tate Master									
istrict Master	DES15518	Assistant Grade	2 - 111	Depot	CAT-III	DO	Active	Approved	0
Ity Class Master	DES15519	Assistant Grade	s - III	General	CATHI	DO	Active	Approved	12
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ction Master								-L'ENERALD	۲
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ay Grade Master	DEFAGOE	to be a second second		Allowed .	C 47.00	80	Kana -	(and the second	8
Resignation Master 4 >	DE516005	Assistant Grade	1 - 11	Hindi	CAT-III	RO	Active	Approved	Θ

### Figure 4-82: Designation Master

User shall be able to perform the following activities from the landing page:

Click on
 Get Results

to apply the available filters.

Excel PDF

Print to export the table records in Excel as per

Click on table columns.



Search:
 Click on
 to enter a search query that shall

search the table records.

- Click on to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on
   Previous
   1
   2
   3
   4
   5
   ...
   1585
   Next
   to

navigate table records

**Add Designation** 

- Click on to add a new designation in the table as mentioned in Section 4.1.17.4– Add Designation
- Click on for edit an existing designation in the table as mentioned in Section 4.1.17.5 – Edit Designation

# 4.1.17.4 Add Designation Master

Click onto 4-83

### Please ensure the following before creating a new designation:

- ✓ Office Setup Master is updated,
- ✓ Division Master is updated,
- ✓ Section Master is updated,
- ✓ Cell Master is updated,
- ✓ Cadre Master is updated,
- ✓ Category Master is updated,
- ✓ Pay Grade Master is updated,
- ✓ Salary Type Master in Compensation and Benefits Module is updated.



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asters ^	Applicable Division *		Category *			
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State Master	Select	~	DD/MM/YYYY		Ċ	
District Master	Job Description *		Designation Email*			
					.fcl@gov.in	
City Class Master			Pay Grade *			
City Master			Select		~	
Office Type Master	Eigibility *		Pay Scale *			
Zone Master	Elgiblity		Select		×	
Region Master			Start Basic	End Basic		
Office Setup Master	<u></u>					
Cadre Master	Abbreviated Designation *		Salary Type *			
	Enter Abbreviated Designation		Select		~	
Category Master	Office Order *		Selection Method *			
Division Master	Upload Document	Upload	Select		~	
Section Master						1
Cell Master				Submit	Cancel	

### Figure 4-83: Add Designation Master

# Submit

Enter the details and click on such that a success message will be shown in the Designation Master Landing Page for addition of a new record in the table as shown in Figure 4-84



FCI HRMS AMIT KUMAR Aa ESS Āa Aa. **Designation Master** Home User Manual Office Cadre Category Office Type 43 All AE All 6 0 Video Tutorial Designation Is Active Status Manager Dashboard Got Results All A,It A8 Talent Management Add Designation Core HR v entries Export to: Excel PDF Pres Masters Show 10 Search: Organisation Managem CADINE OFFICE TYPE DESIGNATION ID DESIGNATION CATEODRY ILLACTIVE 0 STATUS: ACTION Country Master 2 DE515517 Assistant Grado - III General CAT-III DO Active Approved 0 State Master R District Master DES15518 Assistant Grado - III Depot ÇAT-III DO Active Approved 0 City Class Master R DES15519 Assistant Grade + III General CAT-III 0.0 Active Approved • City Master C2 Office Type Master DES15520 Assistant Grade + III Depot CAT-III DO Active Approved 0 Zone Master R DES16000 CAT-III DG Assistant Grade - I Engineering Active Approved Region Master 0

Figure 4-84: New Designation Added

# 4.1.17.5 Edit Designation Master

Click on *constantial constantial constantico constantico constantico constantico constant* 

FCI HRMS



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Tutorial	DES15517		
	Full Designation *	Cadre *	
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R A	DO AGRA	Active	>
ters 📯	Reporting Designation *		
rganisation Management	Siried	la Sensitive	
Country Master	Applicable Division *	Category *	
State Master	Board Cell	CAT-III	6
	Applicable Section *	Effective Date *	
District Master	Administration	01/01/1965	Ê
City Class Master	Job Description *	Designation Email*	
City Master	NA	ne@na.com	fci@gov
Office Type Master		Pay Grade *	
Zone Master		a	
Region Master	Eligibility *	Pay Scale *	
Office Setup Master	NA	PAYS2	54
Cadre Master		Start Basic	End Basic
Environ Annalis		28200	79200
Category Master	Abbreviated Designation *	Salary Type *	
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Section Master	Office Order *	Selection Method *	
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Pay Grade Master	L		
Designation Master			Upilate

### Figure 4-85: Edit Designation Master

### Update

Enter the details and click on such that a success message will be shown in the Designation Master Landing Page for updating the existing record in the table as shown in Figure 4-85



Designation N	laster —						
SuccessI Desig	gnation he	is been saved i	successfully.				8
Office Type		Office		Cadre		Category	
All	~	All	*	All	*	All	

#### Figure 4-86: Update Designation Message

# 4.2 User Management

# 4.2.1 Initiator Access Mapping

The purpose of Initiator Access Mapping is to allow the nodal officer to assign MSS menu links to different employees of Personnel, Finance and Accounts and Vigilance Division for the purpose of executing duties on service matters of personnel administration.

### 4.2.1.1 Navigation

### For MSS – Manager Dashboard:

Left Navigation: Core HR >> Masters >> User Management >> Initiator Access Mapping

### 4.2.1.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.1.1 to reach the Landing Page as shown in Figure-87 below

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formence Management 🔍 👳	Showing 1 to 10 of 235 with								

#### Figure 4-87: Initiator Access Mapping Master

User shall be able to perform the following activities from the landing page:



<ul> <li>Click on search tl</li> </ul>	Search: ne table records.	to enter a search query that shall
<ul> <li>Click on entries.</li> </ul>	to sort the table	records in ascending order or descending order of
Click on	Previous 1 2	Next to navigate table records
Click on	Assign Access	to assign a new access for MSS.

- Click on <sup>(O)</sup> to view existing details in the table.
- Click on to edit existing detail in the table.

# 4.2.1.3 Assign Access



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5 Sutarit.								
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### Figure 4-88: Assign Access

#### Submit

• Enter the details and click on such that a success message will be shown in the Landing Page for addition of a new record in the table as shown below





E V FCI HRMS						Az Aa Aa	ess Mss 🥊	H, AMIT KUMAR
Hame	Initiator Access Mapp	ing Master						
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alent Management . 🗸 🗸	Show 10 v entries						Search:	
bertil ^	EMPLOYEE NUMER	EMPLOYEE NAME	OFFICE TYPE	oma	DIV/SIDN	E DESIGNATION	MODIFIED DATE	) ACTION
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User Management	276893	PURNIMA JAISWAL	но	HQ-Dehi	Personnel	Martager	18/12/2020	• 2
Multiple Role Assignment	141832	BISHAN SINGH	HQ	HQ-Dehi	Personnel	Manager	18/12/2020	@ @
DoP Master	295779	PRYANK DAHIYA	HQ	HQ-Dehi	Personnel	Assistant Grade - III	18/12/2020	0 (Y
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Reporta 🗸	105100	RAJVEER	но	HQ-Dehi	Personnel	Assistant Grade - I	18/12/2020	02
eve and Attendance 🗸 🗸	287487	ANULYA GAURAV	20	ZO (NORTH) - NOIDA	Personnel	Assistant Grade - II	18/12/2020	• 3
erformance Menagement 🗸 🗸	235431	AMT GOURAV	20	ZO (NORTH) · NOIDA	Personnel	Assistant Grade - I	18/12/2020	08
oncensation and Banefit 🗸 🗸	298466	SHUBHAM KARANWAL	RO	RO PANCHKULA	Personnel	Assistant Grade - III	18/12/2020	• 2
anoli v	Showing 1 to 10 of 236 entrie	5				Previous 3	2 3 4 5	24 Hint

### Figure 4-89: New Access Assigned

# 4.2.1.4 Edit Access

Click on to open Edit Access for editing existing detail of an employee for MSS access as shown in Figure below:



= 🙀 FCI HRMS	t.		o	a — Na — Aa ess Miss 🤌 10, amitromar 🦆
Home	Edit Access			
User Manuel	Employee ID	Employee Name/Number	Office	Office Type
Narage Dashboard	ENP17029	AMIT RUMAN 12805-72		HQ
	Shvision	Designation	Date Of Joing FCI	DOB
Taleri Managemeni	Personnel	Manager	06704/2015	04/04/1999
Core HR	Casm	Category	Section	Volid Fran *
Masters	C Seneral	CALH	Seteral	01/01/2020 1
Organisation Management	Vold TE *			
User Management	00003050 2			
Initiator Access Mapping	Enter Remarks(# Any) @			
Multiple Role Assignment DoP Master	Artist by Moration	3		
Transaction	Show 10 - entries			Search
Reports	PROCESSID	* MODULE HAME	I MOCESS NAME	1 3
Leave and Attendance	EBD001	Core HR	Employee Biometric Detail	<b>a</b> 4
	PRC001	Core HR	Office Setup Master	2
erformance Management	PRC002	Core HR	Division Master	2
compensation and Benefit	PRC003	Core HR	Section Master	-
word)	PRC004	Core Hill	Cell Master	
elent Acquisition	PRC005	Core HR	Designation Master	3
earning and Development	- PRCDDi	Concile	Cadro Master	9
	PRC007	Core HR	Country Master	
reployee Relation	PRC008	Core HR	State Master	8
	PRC009	Core HR	District Master	2
	Showing 1 to 10 of 290 entries			Previous 1 2 3 4 5 _ 2# Next
	Enter Document Name 5	Supportive Document	Upper Add	
	- crist sociality and - 3	CERTIFIC STOCKED	Entered States	
	Show 10 - entries			Search
	5.90	* DOCUMENT NAME	BUPPORTIVE DOCUMENT	1
			No Data Available in Table	
	Showing 0 to 0 of 0 entries			Monwood Name
				6 Update Cancet
		Copyright & 2010 Fair	t Corporation of India   Presented by Rowence Mailton	Techy

### Figure 4-90: Edit Access



• Enter the details and click on such that an update message will be shown in the Landing Page for updating an existing record in the table as shown below:

	Initiator Access Mappin	ng Muster						
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er Deshboard								Autoprofessor
Mengement 🗠	Store 10 - entries						Search	
* ×	UNITED TO DESIGN A	AMPLOTO AND	a unication a	0703	prister .	6 printed time	STOPPED DATE	-1 ACTION
ani Gal	200572	AMIT KUNANE	HQ	HG-Detri	Personnel	Manager	11/01/2021	• 3
rgenation Meragement 🧹	383630	ADITY SAURIYAL	HQ	HQ-Detri	Personnel	Assistant Gaharat Managar	HA/12/2020	• 3
ter Menagement	270893	PURINA JAKIWAL	HQ	HQ-Deltic	Descrete	Manager	18/12/2020	• 2
Wellater Access Meaning (2)	141832	BSHAN SINGH	HQ	HD-Dott	Personnat	Manager	17/01/2021	+ 37
Deff Maximi	296728	PRIVADE DAVITA	+iQ	HQ-Detti	Personnel	Assistant Grade - IR	18/12/2026	• 2
	208080	PREMICHANES SAVAR	1112	HQ-Delli	Fieurral	Assistant Drade - 18	18/12/2020	• 2
	10510.0	NAJVEER	HQ	HO-Delte	Personnal	Assistant Grado - I	18/12/2020	• 3
and Attentiance	307487	AMER VA DAURAN	20	20 INORTHE - NORDA	Personnal	Assistant Grade - H	10/12/2020	• 02
manice Management	238431	AMIT SIGNAGAY	zó	20 INDITHI - NDEA	Paincenter	Assistant Grade - 1	14/12/2020	• 2
erisation and Benefit	208406	SHUBHAMI KARAMMAL	80	RO FWNCHRUIL A	Personnel	Austatant Grada - 18	18/12/2020	• 7
	Showing 1 to 12 of 230 onthes					Preprint B	2 3 4 5	
5 X								
Anaddan 😪								

Figure 4-91: Access Updated

# 4.2.2 Multiple Role Assignment

The purpose of Multiple Role Assignment is to allow the nodal officer to assign additional charge of a specific designation to an existing employee on the grounds of vacancies or transfer where exigency of work is to be addressed through additional charge.

### 4.2.2.1 Navigation

#### For MSS – Manager Dashboard:

**Left Navigation:** Core HR >> Masters >> User Management >> Multiple Role Assignment

# 4.2.2.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.2.1 to reach the Landing Page as shown in Figure below:

W
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ame	Multiple Roles Access							
ker Mahual								Assign Access
Arager Derfboard	Show 10 - entries						Search	
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- HH	291278	GYANENDRA KUMAR YADAV	HQ-DeH	Personnel	Assistant General Manager	11/01/2021	31/01/2021	
Digerisation Management 😪	285479	SANDEEP MANN	IFS, OURDAON	Quality Control	Technical Assistant Grade - II	11/01/2021	24/01/2021	• 7
Deer Management	103821	NANDKUMAR ANKUSH PARKAB	IIC MUMBAL	Personal	Manager	1001/2021	29/01/2021	• 3
Industor Access Mapping	10.6878	KUNAL SHARMA	BO PANCHOJEA	Personnel.	Manager	11/01/2021	12/01/2021	• 3
Multiple Row Assignment	275851	NAVNEET SANDHU	HO-DelN	Deteral	General Manager	12/01/2021	31/01/2021	
Trenaction 🗸	290572	ANN'T KURANN	HQ-DeN	Personnel	Assistant General Manager	13/01/2021	31/01/2021	• 3 4
Reporta 🗸	146858	SHREE BRAJE SH	HQ-Delhi	Personnal	Manager	18/01/2025	31/01/2021	• 3
Loave and Attendance 🕓	Showing 1 to 7 of 7 entries							Testinin 1 Tiest

#### Figure 4-92: Multiple Role Assignment

User shall be able to perform the following activities from the landing page:

Search: Click on to enter a search query that shall • search the table records. Click on to sort the table records in ascending order or descending order of entries. Next Previous 2 1 to navigate table records Click on Assign Access Click on to assign a new access for MSS. to view existing details in the table. Click on Ľ to edit existing detail in the table. Click on

### 4.2.2.3 Assign Multiple Roles

	Assign Access	
Click on		to assign additional charge as shown in Figure below:

= 👿 FCI HRMS	5				Au — Au — Au ESS 🚾 SS 🥬	II. AMETIKAMAR 🎍	k
Nomi	Assign Multiple Roles						
User Mercuil	Employee Name/Number *		Office Type *		Office *		
Manager Dagrocovid	AMET KICHAR (276590)		112	~	HQ-CwiN	~	
Talent Management	Daridon *		Section *		Cadre*		
	Phanes	*	50	÷	Accounta	~	E
Con HT	Category *		Secondary Designation *		Effective From Date *		
Masters	CMT-4	×.	Manager		17/05/2021		
Orgenisation Management	Effective To Date *		Upland Document				
User Management	anor:2031		summy + 20250307084212-1-1-20201054042522-30	Uptool	Submit Cancel		
Billator Access Mapping							
Multiple Role Abdgrover	<i>4</i>						
DoP Master							

#### Figure 4-93: Assign Multiple Roles

# Submit

 Enter the details and click on such that a success message will be shown in the Landing Page for addition of a new record in the table as shown below

	Multiple Roles Access								
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ereger Georgeant								Assigna	Access
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Orgentaation Management	201228	IDVANESHDILA KUMANA KADAW	HQ-Delts	Paraonnel	Associant Demenal Marcager	1001/2021	3009/2021		18
Line Meragement (24)	285479	SANDEEP KONNY	113, 0040404	Geodetry Construe	Technical Assistant Grade - R	1001/2021	28/01/2029		18
Initiatur Accase Mapping	1010121	RANDRUMAR ANNUER PARKAR	RO WUMBAI	Personnei	Manager	11/01/2023	28/91/2021	÷	ar.
Addition Rom Annighments >	108828	KOMAL DIARMA	HO PANCHIULA	Personnel	Manager	1001/2021	12/01/2021		G#:
Could Martier		CANDENSATION N	26223	53	8. 201	121122025	60038360		æ
Nerraction 🐱	275853	NAVINEET CANENILI	HO Delti	General	Seneral Manager	12/01/2021	31/01/2021	*	
Reporte 🗸	590625	AAAT ICUMAR	HQ-Delti	Personnel	Austration Communit	13/01/2021	34/07/2021	-	128
nie and Attendance 🕓	tentos	SHREE BRAJESH	AND-Dentil	Persutated	Manager	10/01/2021	inoviani	40	Úr.
formance Management 🛛 😒			100000000					-	(#
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ert Acquitition 😪									
entrig and Development 😔									
unuyes Relation									

#### Figure 4-94: Multiple Role Assigned

# 4.2.2.4 Edit Access

Click on to open Edit Access for editing existing detail of an employee for additional charge as shown in Figure below:



= V FCI HRM	IS					Aa — Aa ESS MSS 🖉	AMERICAN &
theme		Edit Multiple Roles					
User Manual		Employee Name/Number *		Office Type *		Office *	
Variager Dashboard		GYANENDRA KUMARI YADAV (22/1278)	×	на	×.	HQ-Dains	~
Went Management	4	Division*		Section *		Cadre *	
		Personal	~	Personnel Establishment	~	Deneral	~
Xonu Hill	~	Cittagory *		Secondary Designation *		Effective From Date *	
Masters	<ul> <li>C</li> </ul>	CATH	ý.	Assistant General Manager	~	11-01-2021	
Organisation Management	e 🗢	Effective Te Date *		Upload Document			
User Management	1	25(01/2021		Uppend Descripted	Connel	Update Cercel	
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Multiple Role Assignme	et."						
DoP Manher							
Transaction	- 94						
Reports	~						
eave and Attendance	~						
eformance Management	÷						
compensation and Barrefit							

### Figure 4-95: Edit Multiple Roles

- Update
- Enter the details and click on such that an update message will be shown in the Landing Page for updating the existing record in the table as shown below:

FCI HRMS							104	- <u>Aa</u> - Aa	CES. MSX	<b>P</b>	AMRT KUMA	÷ ģ
Mane	Multiple Roles Access											
User Manual	Role has then submitted a	e-enduly.										
Manager Deshkileret											sign Acces	
Talarit Managamani 🕓	Show 10 - evenes								lin-weath.			
Cone Hell Sci	CHPLOTELINAMEN -	ENERGY ENABLE	<ul> <li>Investi</li> </ul>		DIVISION	INTERNATION		PHILINA BACHE	I TO DATE		ACTON.	
Metters A	291278	GYAMENDRA KUMAR YADAV	HQ-Delhi		Personnel	Assistant General Manager		1001/2021	25/09/2021		• 2	
User Management	285479	SANDEEP MANN	IFR, OUNDACH	N	Quality Control	Technical Assistant Gradic - II		10003021	34/01/2021		• 12	
Initiatus Accuss Mapping	1019621	NANDRUMAR ANRUSH NANGAIL	NO MUMBAI		Personniel	Managair		1000/2021	190012021		• 2	
Nullate Role Assignment >	10.000730	KUNAL SHARMA	HO PANCHKIA	UA	Presonnel	Manager		11/01/2021	12/01/2021		• 7	
-Torregetton 🕹	275801	NAVNEET SANDHU	HQ-Delhi		General	General Manager		12/01/2023	31/01(2021		* 8 * 8	
naan 👻	290972	AMIT KUMAB	HQ-Debi		Personnal	Assistant Coneral Manager		13/01/2021	3000/2021		• 9	
Leave and Atlantiania 👘 🗠	146856	SHREE BRAJESH	HQ-Dethi		Personiel	Manager		13/05/2021	31/01/2021		+ (r	
Performance Management 🗸 🗸	276340	AMET KOHAR	HG-Delhi		Finance :	Monager		17/01/2021	31/01/2021		• 9	
Compensation and Netwill 👘 🗠		10001000000	115, 6059		( Caracasi )			of the second	a second second			
Najmi 🗸 🗸	Showing 1 to 8 of 8 entries									Pierces	. A. Mari	2
Topert Administration												_





# 4.2.3 DoP Master

The purpose of DoP Master is to allow the nodal officer to set the delegation of power in terms of reviewing and approving authority for a specific process based on different categories for respective office.

# 4.2.3.1 Navigation

### For MSS – Manager Dashboard:

Left Navigation: Core HR >> Masters >> User Management >> DoP Master

# 4.2.3.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.3.1 to reach the Landing Page as shown in Figure below

	Process Workflow !										
Manual	Office Name *		Process Name		Is Active						
ger Dashboard	Select	Ŷ	AL	~	AC			~		_	
Management	- H									0	an Neadla
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ins 2	Show 10 - entries										
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Initiation Access Mapple	DO BORIVALI	523	Jaining Duty			1	01/01/2020		Active	60	
Multiple Role Assignme	HD-Dem	509	Generate Hall Ticket			3	01/07/2020		Active		₽ 4
DoP Master	> HD Deth	902	Decerate Offer of Appointment			8	01/01/2020		Active		12
number)	- HD-Detti	491	Advertisement Content			3	01/01/3050		Active		IF 4
orte)	- HO-Deihi	490	Publish Advertisement Status			3	01/01/2020		Attive	۰	
and Attendance	WD-Dethi	487	Phase Conduction			3	01/01/2020		Active		18 A
rance Management	- HD-Deth	485	Advertisement			3	01/01/2020		Active		∞ 4
ensation and Heriefit	HQ-Delti	483	Pre-Approval for Work on Huliday			2	01/01/2020		Active	.0	02.≜
	CHENINAL	463	Pre-Approval for Work on Holiday			2	20/01/2001		Active		18 <b>A</b>
Acquisition	S BO HYDEBABAD	483	Pre-Approval for Work on Huliday			2	20/01/2001		Attive		8 A
ış anlı Development	Showing 1 to 10 of 602 er	otes					Γ	Previous	2 3 4	(187) = 1	61
nee Relation	~									Additional P	eviewer

#### Figure 4-97: DoP Master

User shall be able to perform the following activities from the landing page:

Get Results

to apply the available filters.



Search:
Click on to enter a search query that shall
search the table records.
Click on to sort the table records in ascending order or descending order of entries.
Click on Previous 1 2 Next to navigate table records
Click on to create a new DoP.
Click on 🔴 to view existing details in the table.
Click on 🕼 to edit existing detail in the table.
Click on 🇯 to add dispatching managers based on different categories.
Click on to view list of added reviewers for different processes

# 4.2.3.3 Add Process Workflow Configuration

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PCI HAMAN							A	A.4		
	Add Proce	as Workflow Config	ration							
	Process 43			Office		44018.44		Process Nerva		
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			and the second second			Annual of Cales				
	minamia bila a	of Damittian			2020202020					

Figure 4-98: Add Process Workflow Configuration



Subm

• Enter the details and click on such that a success message will be shown in the Landing Page for addition of a new record in the table as shown below

		Process Workflow N	laster										
fanual		Workflow updated su	coessfully:									- 19	Ċ.
er Dashboard		Office Name.*		Process Name		is Active							
Matagement	~	Select	~	AL	v	AL		×.					
A.	~										Get Re	esuits	
ters	~									_			
rganisation Managame	nt 🗸										Add P	roces	s
er Management	~	Show 10 v entries							Search				
Initiator Access Mappi	ng	OFFICE NAME	PROCESSID (	PROCESS NAME		I SLA	EFFECTIVE DATE		IS ACTIVE	÷.	ACTION		
Mutiple Role Assignm	ent	DO BORIVALI	522	Joining Duty		2	01/01/2020		Active		• 2	4	
DoP Master	2	HQ-Dehi	509	Generate Hall Ticket		3	01/01/2020		Active		• 2	4	
action	~	HQ-Delhi	502	Generate Offer of Appointment		3	01/01/2020		Active		• 2	4	
<b>t</b> .	~	HQ-Dehi	491	Advertisement Content		3	01/01/2020		Active		• 2	4	
nd Atlendance	~	HQ-Delhi	490	Publish Advertisement Status		3	01/01/2020		Active		0 2	۵	
ance Management	~	HQ-Delhi	487	Phase Conduction		3	01/01/2020		Active		• 2	4	
sation and Benefit	~	HQ-Delhi	485	Advertisement		3	01/01/2020		Active		0 2	4	
	~	HQ-Delhi	483	Pre-Approval for Work on Holiday		2	01/01/2020		Active		• 2	4	
quisition	×	20 (SOUTH) - CHENNAI	483	Pre-Approval for Work on Holiday		2	20/01/2001		Active		02	4	
and Development	÷	RO HYDERABAD	483	Pre-Approval for Work on Holiday		2	20/01/2001		Active		• 2	4	
e Relation	~	Showing 1 to 10 of 603 ent	ries										
								Previous	1234		al Review		4

Figure 4-99: Process Workflow Created

# 4.2.3.4 Edit Process Workflow Configuration

Click on to open Edit Process for editing existing detail of a DOP as shown in Figure below:



Alexander and Renet) end	V FCI HRM	3									Au :Ad	AA ESS MEET	AMIT RUMAR
ad kdadi moge handel			Edit Proces	un Workf	low Configurat	lon							
And Description   And Description <td>a sector a</td> <td></td> <td>Process (D)</td> <td></td> <td></td> <td>Office</td> <td></td> <td></td> <td></td> <td>Admin # &gt;</td> <td></td> <td>Process Norme</td> <td></td>	a sector a		Process (D)			Office				Admin # >		Process Norme	
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Figure 4-100: Edit Process Workflow Configuration

Update

• Enter the details and click on such that an update message will be shown in the Landing Page for updating the existing record in the table as shown below:



Statustical         Deficit	how 10 - entries						Search		
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275051         NAVNELT SANDHU         HO-DelN         General Manager         10/01/2021         3/001/2021         ***           280572         AMIT KUMAR         HO-DelN         Persennel         Assistant General Manager         13/01/2021         3/001/2021         ***           146856         SHREE BRAJEIM         HO-DelN         Persennel         Manager         13/01/2021         3/001/2021         ***           270000         AMIT KUMAR         HO-DelN         Persennel         Manager         13/01/2021         3/001/2021         ***	101021		IND MILWIGH	Personnel	Manager	1909/2021	28/01/2021	+ (2	
275831         MAXHELT SANCHU         HO-Delle         General         General Manager         10/01/2021         3/00/2021           390572         AMIT KUMARI         HO-Delle         Personnel         Assistant General Manager         13/01/2021         3/00/2021         ****           140856         SHREE BRAJETH         HO-Oelle         Personnel         Manager         13/01/2021         3/00/2021         ****           270000         AMIT KUHARI         HO-Oelle         Personnel         Manager         13/01/2021         3/00/2021         ****	300878	KUNAL SHABAA	BO PANCHKULA	Persunnel	Manager	10002021	12/07/2021	• 22	
2005/2         AMIT KUMAN         Pol Cent         Personnel         Manager         13/01/2021         3/00/2021         3/00/2021         4/01/2021         3/00/2021         4/01/2021         3/00/2021         4/01/2021         3/00/2021         4/01/2021         3/00/2021         4/01/2021         3/00/2021         4/01/2021         4/01/2021         3/00/2021         4/01/2021         4/	276891	NAVNEET SANDHU	HQ-Deltri	General	General Manager	12/01/2021	31/01/2021		
274500 AMIT KOHAR INC-Tailed Feature Monaner (27050201 310012021 * 3	290572	AMIT KUMAR	HQ-Dethi	Personne		13/01/2021	31/01/2021		
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Contraction of the second statement of the second stat	276590	AMIT KOHAN	HQ-Detti	Feance	Manager	12/04/2023	30002621	* 2	
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Figure 4-101: Process Workflow Updated

### 4.3 Upload Policy

The purpose of Policy Upload is to allow the concerned division of Headquarters to upload various circulars and policies for notification purposes to various employees in FCI.

### 4.3.1.1 Navigation

### For MSS – Manager Dashboard:

Left Navigation: Core HR >> Requests >> Policy and Alerts >> Upload Policy

### 4.3.1.2 Landing Page

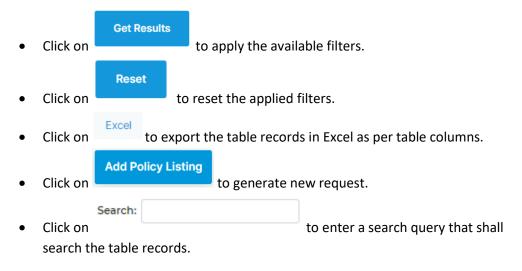
User shall traverse the navigation as mentioned in Section 4.2.1.1 to reach the Policies and Circulars Landing Page as shown in Figure below



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and a second	* 12	CRICO	Approved	Active	Circular No. WR-13- 2021-08	TA, CA	Daily Altowance Admissible On Tour For Executives. And Non-Executives.	16/04/3021
entertry 13st And Promotionery	+ 2	CR98	Approved	Actus	CIRCULAR-WE-13- 2021-04	TA/DA	Local Journey Expenses To The Employees Of The Corporation Deputed On Tour For Official Purposes.	16/04/2021
Are and Alerts a							Notice Regrating House Rant Altomatice (As Per	
thermol Coppy 🔰 🗲	÷ 2	CROS	Approved	Active	2(1)(2021-E-I0Cel-II	HRA/CCA	Guidelines In CCS Rule Position	09/04/2021
contribution of VerRoation	• 2	CAR?	Approved	Active	EP-03-2021-06	Posting & Transfer	Transfer Policy Guidelines, FAQ	at/00/2021
nutoyee Prufile	e (2	CR96	Approved	Active	87-03-2021-00	Pointing & Transfer	New Transfer Policy	22/02/2021
ngkyes Necords 🗸 🗸	.e. (2	CR95	Αρμαικα	Active	EP(17380/2012-Val 8	Ex-Solvicemati Matters	Pay Protection / Fination To The Ex- Servicemen Re- Employed Under DR Quota	22/10/2019
eraters and Englishee 🤟 oversett	• 2	CR94	Approved	Active	EP-12-2021-05	Medical Balerburastront	Issue Of Madicines in Case Of OPD Treatment From Ether FCkimpsonial Hospital's Cort. Hospital For Philanged Diseases	11/03/2025
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epping Lip Apprival	• D	CR93	Approved	Active	01/2021	Positing & Transfer	Guidetines Far Transfera/Pestings Of Divisional Managers/ADMs (GCI, Sensitive Poets And Joant/Reation Of Sensitive Registre Regarding,	29/02/2021
ation of Pay	+ 2	CR92	Approved	Active	EF-25-2020-10	Miss: Matters	FCI TRAINING LEARNING AND DEVELOPMENTI POLICY 2020	01/02/2020
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unce Management (								

Figure 4-102: Policy Listing

User shall be able to perform the following activities from the landing page:





- Click on to sort the table records in ascending order or descending order of entries.
- Click on <sup>(O)</sup> to view existing details in the table.
- Click on to edit existing detail in the table.

			_			
		Previous	1	2	Next	
•	Click on		1 C.	-		to navigate table records

# 4.3.1.3 Upload Circulars/Policy

Add Policy Listing

to upload a new policy using upload policy form as

shown in Figure below:

= FCI HUMAN R	ESOURCE MANAGEMENT SYSTEM	😗 🗛 — 🔕 — Aa 🛛 ESS MISS 🤗 III. AMAT KUMAA 🜉
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Video Tutorial	Circuits Namker	
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Talent Menagement	Crissdar filmi-*	
Care HB A	Create Tite	
Begani A	Date Of Issue 1	
Serietly List And Pronotione-	DDAWA/YYYY	
Policy and Alerts	Uptional Potrcy/Clinuclus *	
Alamad Policy	United Decadents	(answer
Appointment and Verification~	in Active *	
Employee Profile	765	V
Employee Decords Management		Summit Cancel

### Figure 4-103: Add Circulars/Policy

#### Submit

• Enter the details and click on such that a success message will be shown in the Landing Page for addition of a new record in the table as shown below

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Policy and Alerta	6.2	5 0.254A		Active	Circular No. WR-13-	2722	Revision Of Rates Of Dally Altowarce / Composite Dally			- 1
Liptual Policy >		CRIOD	American	Active	2021-03	TA/DA	Allowance Astrolasible On Tour Fo Executives And Novi Executives	5	16/04/2021	- 1
Appointment and Verification ~					CROULAR WE-12		Local Journey Expension To The Employees Of The Corporation			-1
Employee Profile	4 (j	CR99	etholog .	Active	2021-04	TA/DA	Deputed On Tour For Official Furposes		96/04/2021	_
Employee Records	• 2	CRDB	Approved	Active	2(1)/3021-0-(UCut-0	HRAICCA	Notice Regrading House Rent Allowance Gas Per Guidelines In		08/04/3031	

Figure 4-104: Policy Listing – Policy Uploaded

• The uploaded policies shall reflect in the ESS: E-Notice section as shown in below figure:

= 👿 FCI HRMS		an 🐴 An ESS MSS 🤌 H ANITKUMAR 💺
Hame	# E-Notice	I My Pending Requests
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My Destricent >	test b uptooded	NOCRESSING NOC For Pesapert

#### Figure 4-105: Policy Notice

# 4.3.1.4 Edit Policy

Click on to open Edit Process for editing existing detail of a policy as shown in Figure below:





- AMIT KUMAN

= V FCI HUMAN RESOURCE MANAGEMENT SYSTEM

•

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Policy and Alerta	Date Of Issue -	
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Engineer Profile	Lanar Transver	line of the second s
Employee Records	Ny Active *	
Wangement	795	~
Transfers and Employee 🧠		Lipsdate Constant

#### Figure 4-106: Edit Circulars/Policy

Enter the details and click on

Update

such that an update message will be

shown in the Landing Page for updating the existing record in the table as shown below:

No.2007       The important is a set of a se	ne	Policy List	ing								
Type:         Type: <th< th=""><th>rklanar</th><th>Policy Lint</th><th>ing up defect accounted</th><th>ey.</th><th></th><th></th><th></th><th></th><th></th><th></th><th>14</th></th<>	rklanar	Policy Lint	ing up defect accounted	ey.							14
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Enclose Records Measurement       • 12       CRBH       Assesse       Astrace       Still 2027 C-9/Car-1       FRACCA       Notice Regulating House Ref. Advanced (As Perl       GAUGEDING         Traceber Land Enclose       • 12       CRBH       Active       SP-32-2021-06       Posting & Trauster       Transfer Policy Guidalese, FAQ       31/03/0021         Traceber Land Enclose       • 12       CRBH       Active       SP-32-2021-06       Posting & Trauster       New Transfer Policy Guidalese, FAQ       31/03/0021         Traceber Approach       • 12       CRBH       Active       SP-32-2021-06       Posting & Trauster       New Transfer Policy Guidalese, FAQ       31/03/0021         Traceber Approach       • 12       CRBH       Active       SP-32-2021-06       Posting & Trauster       New Transfer Policy Guidalese, FAQ       31/03/0021         Traceber Approach       • 12       CRBH       Active       SP-32-2021-06       Posting & Trauster       New Or Measurement Rescord Of OPD Trausterent Posting       32/10/2219         Feature of Perl       • 12       CRBH       Active       SP-12-2021-05       Medical Reinteursement       Notice Rescord Of Measurement Approach		• 2	CROW	Approval	Active			TA/DA	The Corporation Deputed On Tour For Official		16/04/2021
Tradeduct and Englights       • D*       CR97       Approval       Active       EP-03-2021-06       Posting & Transfer       Transfer Policy Guidekees, FAQ       3100/2021         Tradeduct and Englights       • D*       CR90       Approval       4-date       EP-03-2021-06       Posting & Transfer       New Transfer Policy Guidekees, FAQ       3100/2021         Trade for Approval       • D*       CR90       Approval       4-date       EP-03-2021-06       Posting & Transfer       New Transfer Policy Guidekees, FAQ       3100/2021         Descripting for Approval       • D*       CR90       Approval       4-dates       EP-03-2021-06       Posting & Transfer       New Transfer Policy Guidekees, FAQ       3100/2021         Descripting for Approval       • D*       CR90       Approval       Address       EP-03-2021-06       Posting & Transfer       New Transfer Policy Guidekees, FAQ       3100/2021         Posting (P-PA       D*       CR90       CR90       Address       EP-12-2021-05       Medical Raintput served       Instant Of Medical National Managerial Address       100/2021         Servers Book Addit       D*       D*       CR90       CR90       CR90       CR90       Posting & Transfer       Posting	Ersitive fectors	• 2	CRIM	Alternet	Antiop	2011/2027-0-0/Cat-0		FRANCIA		r	09/04/3021
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Francescol Relations              • UP OR64             Account Active             EP-12-2021-05             Medical Reinstauroment             Prioritical Reinstauroment             Reinstein Reinstein             Reinstein		• 7	0895	Approved	Action	EP.17/80/2012-WM #		Ex-Servicement Matters		e.	22/10/2018
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AND AND DEVELOPMENT OF TRANSPORT	Service Book Auff	+ 12	CRES	Approval	Active	CRCULAR No. 002021		Posting & Transfer	Offices-Guidelines For Transfers/Postings Of Divisional Managem/4GMb (GCI, Senative Posts And identification Of Senative Regime		25/02/2021
	Naparta y	+ (r	0892	Agener	Athe	EP-25-2020-10		Misc. Motore		n.	06/02/2020

Figure 4-107: Policy Updated

# 4.4 Appointment & Probation

# 4.4.1 Cardex Assignment

To assign CARDEX form in the place of first posting for the selected candidate.

### 4.4.1.1 Navigation

**Left Navigation:** Core HR >> Request >> Appointment and Verification >> CARDEX Assignment

# 4.4.1.2 SLA

2 Days

4.4.1.3 Landing Page



me	Employee CAR	DEX Assignment					
er Manual	Parent Zone	Regi	on	Office Type		Joining Office	
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ient Management 🛛 🕹 🗸							
NHR 1						Add Cardex	Assignment
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Request 2	POSTINO ID \$	CANENDATE NAME	# INDUTTION APPILIED	CADRE 1	PARENT 22HE	JOINING OFFICE #	ACTION
Seniority List And Promotions-/	POS135	HIMANSHU GAUTAM	Assistant Grade - III	Depat	North Zone	DD AGRA	0
	POS134	PRIYANKA DHAKA	Assistant Grade - III	General	North Zone	DO AGRA	Θ
Policy and Alerts 🗸 🗸	S 0.3 4 -5 0.5 4					HQ-Dehi	
Policy and Alerts ~	P0S133	MAHESH YADAV	Assistant Grade - III	General	HEADQUARTER	THE LICEN	
Non-	POS133 Showing 1 to 3 of 3		Assistant Grade - III	General	HEADQUARTER	Previous	1 Next

### Figure 4-108: Landing Page

User shall be able to perform the following activities from the landing page:

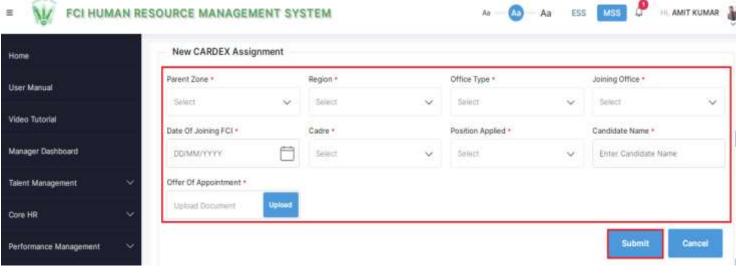
•	Click on	Get Re	sults	to apply	the available filters.
•	Click on table col	Excel	PDF	Print	to export the table records in Excel as per
•	Click on	Search:			to enter a search query that shall
•	Click on	to sor		ble record	ds in ascending order or descending order of
•		Status, to routing o	•		istory in a popup that describes the action
•	Click on	Previou	s 1	Next	to navigate table records
•		0	-	-	ecord in the table.
•	Click on	to vi	ew an o	letails in t	ne table.

# 4.4.1.4 New CARDEX Assignment



Add Cardex Assignment

to open Add detail form as shown in Figure below



#### Figure 4-109: New CARDEX Assignment

Submit

Enter the details and click on And a new request will be generated and added into ESS landing page with success message as shown in Figure below:

NO:	Employee C/	ARDEX Assignment					
r Manuat	Parent Zone	e salestid secondata	Region	Office Type		Joining Office	
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						and the second se	
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isters  v insaction Policy and Alerts v	POSTINO (D 1	CANDIDATE NAME	POSITION APPLIED		A.200,792,27-640	Search:	ACTION
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sters   insaction  Policy and Alerts  Appointment and Verification	POSTINO ID 1 POST38 POST33	CANDIDATE NAME I ANKIT SINGH ASHU	POSITION APPLIED 3 Assistant General Menager Monager	Accounts	South Zone	Search: JONING OFFICE 2 RO BENIGALURU DO SHAKTINAGAR	ACTION CO
Appointment and Verification	POSTINO ID 1 POS138 POS133 POS137	CANDIDATE NAME I ANKIT SINGH ASHU VIJAY	POSITION APPLIED  Assistant General Menager Monager Assistant Grade - Til	Accounts General General	South Zone North Zone North Zone	Search: JOHING OFFICE : RO BENGALURU DO SHAKTINAGAR RO LUCKNOW	ACTION O O

#### Figure 4-110: Employee CARDEX Listing - Successful Message

# 4.4.2 CARDEX Processing

To fill Detailed Information of Employee in HRMS for further processing.



# 4.4.2.1 Navigation

**Left Navigation:** Core HR >> Requests >> Appointment and Verification >> Cardex Processing

4.4.2.2 SLA

2 Days

# 4.4.2.3 Landing Page

User shall be able to initiate the CARDEX process for the selected candidate by navigating the landing as per the navigation mentioned in Section 4.4.2.1 as shown below.

40);	Employee	e Cardex Listing	2							
r Manual	Offica Type			Znne			Region		Office	
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ager Dashboard	Category			Designat	tion	1	Status			
nt Management 🗸 🗸	Až		~	All		~	A3	~		
ormance Management 🗢	Ost Res	uno:								
ve and Altendance 🗸 🗸										
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HR 1 Appointment and Verification Appointment and Verification Appointment and Verification Appointment Addition Addition Addition Addition Addition Addition Addition	ACTION © ©	BIATUS Approved Penting Review Penting Review	POS142 POS142 POS149 POS149	J XID   D 2 N N 2 2	200008 4ct Generated 4ct Generated	NEERAJ KUMAR PAWAN KUMAR NEERAJ KUMAR	CAT-38 CAT-1 CAT-18	Assistant Grade - III Assistant General Manager Assistant Grade - III Technical	09/12/2020 22/12/2020 22/12/2020	MODE OF JOHANA () Direct Recruitment Direct Recruitment Direct Recruitment

### Figure 4-111: Employee CARDEX Listing

User shall be able to perform the following activities from the landing page:

Click on Get Results to apply the available filters.
Click on Excel to export the table records in Excel as per table columns.



to enter a search query that shall

Search:
 Click on

search the table records.

- Click on to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on
   Previous
   Next
   to navigate table records
- Click on for edit an existing detail in the table.
- Click on <sup>(O)</sup> to view a detail in the table.

## 4.4.2.4 Add CARDEX Details

	Add Cardex Listing	
Click on below:		to open Add Listing detail form as shown in Figure

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Enter the details and click on such that the CARDEX form shall be

submitted based on self-approval with a success message as shown below.







Figure 4-113: Successful Message

# 4.4.2.5 View CARDEX Details

Click on <sup>(1)</sup> to open View detail form as shown in Figure below:

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		and the second se			
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		Destared Property			
		13-1			
					Attende Australia Constanty

Figure 4-114: View CARDEX Details

Further the User can:

•



View Action History Click on

to open the Action History which reflects the

approval routing for the specific transaction.

Click on to na

to navigate to Landing page.

# 4.4.2.6 Edit CARDEX Details

Click on to open Edit Process for editing existing detail of CARDEX form as shown in Figure below:

-	Edit CARDEX Fo	em					
Menual	Posting ID						
- Martual	P0/5142						
e Tutorer	Mode Of Johning *						
ager Daebhard	Direct Recuitment	1					
nt Management	Candidate Name						Marat Bhotes
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ve and Attendance	Cofficial Inform	ation					
initi i	Zone		Region		Offica		Office Code
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	Calle		Category		Position Applied		Date Of Joining PCI
Appointment and Verificat	Deriveral		CA1-19		Assessment trade - N		nersionan
GARDEX Assignment	Direct Recrui	tment					
GARDEX Processing	Official Email ID *		Caste+		Pult/Part Time +		Reserved Category
Work Dientbullion	neeringhtil.com		Derival	~	Full Toria	~	Gronoscond
nem Adocetion	Grade *		Selary Type *		Tentative Confirmation Date		
Department Verification	8.9	~	KDA .	~	09/12/2021		i in EX50
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Transfers and Employee Movement							
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hiportu							
npensation and Benefit	- M						
	*						
ming and Dovolopment						Г	Update Next Cancel
ployee Relation	~					L	

Click on
 to update CARDEX details based on self-approval.

# 4.4.3 Work Distribution

This process is used to allocate Work to Employees.



## 4.4.3.1 Navigation

**Left Navigation:** Core HR >> Requests >> Appointment and Verification >> Work Distribution

4.4.3.2 SLA

2 Days

4.4.3.3 Landing Page

User shall traverse the navigation as mentioned in Section above to reach the Landing Page as shown in Figure below:

	Employee Wor	k Distribution									
r Manual											
eo Tutonal	Office			Division		Section		Caire			
sager Dashboard	AH		4	- Select	~			~ A1			÷
e Managament 🛛 🛹	Designation			Status							
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ve and Atlandance		utries. Export to	_	***	~ [	Coll Hermit	1	Berr		ki Work Distributi	lon
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e ansi Attendance	Show 10 - ar	whies Export to	e We	]	L		BECTION Personnel Establishment		nuthi a		
e and Atlandance v fill 1 v recent 2 3	Show 18 - an Action	STATUS Perstroj	e we	Denie 10 - Spier Davez (	KUMBER ( DMPLOYEE W	AME I DOVENCIN	Personnel	i cho	nutri HE a sortal	DESIGNATION Assistant Grade	
e and Atlandance	Show 18 - an Action	STATUS Ferting Review	e we	) Hen to a selectives to Desire 200000	RUMBER I EMPLOYEE IN SUREEH NEERAJ	AME I DOVESON Personnel	Personnel Establishment	e cho Qen	nchi i nchi i ncali ercali	DESIGNATION Assistant Grade - III Assistant Grade	

Figure 4-116: Employee Work Distribution

User shall be able to perform the following activities from the landing page:

- Get Results to apply the available filters. Click on Excel Click on to export the table records in Excel as per table columns. Search: Click on to enter a search query that shall search the table records. Click on to sort the table records in ascending order or descending order of entries. Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction Previous 1 Next Click on to navigate table records
- Click on to edit an existing record in the table



 $\square$ to download joining letter. Click on •

Add Work Distribution

Click on <sup>(IIII</sup>) to view an existing record in the table.

## 4.4.3.4 Add Work Distribution

Click on to below:

open Add new Listing detail form as shown in Figure

m	ſ	Create Work Allocation							
er Manual		Employee Number +		-					
		377708		GetResute					
and Tuttorial		Parent Zone		Region		Office		Office Type	
nager Deshibsard		Oxfeat		Default		HQ-Dami		на	
ent Management	~	Position Applied		Division *		Bection *		Cell	
formance Management	~	Technical Associant drade - 8		Digital pressail.	÷	Permitted Extabilities	~	AH .	~
		Category *		Cadre *		Salary Type -		Pay Level *	
ve and Attendance	- <b>2</b>	GAT-0	$\sim$	Clamented	Y	ETA.	4	5.5	¥
e HR	~	Joining Designation.*		Primary Reporting Manager		Date Of Joining FOI		Date Of Reporting For Duty *	
inquest	1	Associant Grade - III	$\sim$	AMUTARH RUBAN	1	2012-12-06		38/02/2027	$\square$
Appointment and Verificat	inn.e.	Atternate Reporting Manager							
CARDEX Assignment		Select Employee		Select Office		Select Division		Select Designation	
CARDEX Processing		JYOTSHA BARJAH(124866)	$\sim$	20 INDETH EASTI - DUWAHATI		Dually Control		Assistant General Managar	
Work Distribution									
Tem Allocetion		Controlling Authority							
		Select Employee *		Select Office *		Select Otetaion *		Select Designation *	
Document Verification		DEVESH #LMAN VADAVTNERNET)	~	HD-DuH		Personnel		General Manager	
Employee Records Management	$\sim$	Link Officer I							
Transfers and Employee		Select Employee *		Select Office *		Select Olvision *		Select Designation +	
Movement	~	mentable (Mencal296778)	$\sim$	HO-Delta		Persurreit		Assistant Gradu - 18	
Device Elevation Approval		Link Officer 8							
Steeping Up Approval		Select Emproyee		Select Office		Select Division		Relect Designation	
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#### Figure 4-117: Add Work Allocation



Enter the details and click on .And a new request will be generated and added into ESS landing page with success message as shown in Figure below:



Employee Work D	Distribution			
Successi Work Alle	ocation has been saved successfully.			.8
Office	Division	Section	Cadre	
All	*Select	*Select	* All	*

Figure 4-118: Successful Message

## 4.4.3.5 View Work Distribution



Click on <sup>(IIII</sup>) to open View detail form as shown in Figure below:

	View Work Distribution	
Marian	Work ID WCK88	Attenuate Reporting Manager
n Tuttoriae	Employee Namber 200000	NA • Divesion
ager Daußberent	Employos Name	PLA
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mance Management 🗢	Default Region	+ Employee NA
a and Attendance 🧹 🗸	Defaul Office	Controlling Autority - Office
HR. 2	HO-Dette Office Type	HQ-Debi = Division
	HQ	Personnei • Disignition
CARDEX Assignment	Position Applied Assistant Grade - It	Assistant General Manager = Einglasyon
GARDER Processing	Division Personel	AMITABH KUMAR
Work Distribution	Section Personnel Establishment	Link Officer I e Office HO-Detre
Num Allocation	Cult Seniority Deak	= Division
Dolumen VerReation	Category CAT-B	Personnel Designation
Employee Records 🛛 😪	Cadra	Assistant Grade - III « Employee
Transfers and Employee	Salary Type IDA	EPRIVANK DAHEYA Lank Officer II
Device Senction Approvel	Pay Level S-5	= Office DO HISAR
Steeping Up Approval	Animing Designation Assistant, Orade - III	+ Division Other
Fination of Pag	Status Ponding Roview	e Designation A.M.C.O
Employee Separation 😪	Primary Reporting Manager MCHIT	= Employees SATISH KUMAN
eerta 🗸 🗸	Dure Of Jorning PCI 2007/1/2020	Job Description Not Available
emation and Benefit	Date Of Reporting For Duty	Office-Onder View Attachment
• *	.38/02/2021	
ing and Development 🧼		View Action History Back
iyee Relation 😔		

Figure 4-119: View Work Distribution

Further the User can:

•



View Action History Click on

to open the Action History which reflects the

approval routing for the specific transaction.

• Click on Back to navigate to Landing page.

## 4.4.3.6 Edit Work Distribution

Note – A request which was approved previously can be updated. The updates shall also go for approval process.

Click on

to open edit detail form as shown in Figure below:

nc i	[	Edit Work Distribution							
er Manual		Work ID		Employee Number					
		WORKS		200000					
eo Tutorial		Parent Zone		Region		Office		Office Type	
nager Deshboant		Hurth Zone		Haryana		OO KARMAL		00	
ent Managament	~	Position Applied		Division *		Section *		Cell	
formance Management		Availant Grade - W		Personnel		¥.11		Other	~
		Category *		Cettre 1		Salary Type.*		Pay Level *	
ve and Attendance	~	CAT-III	~	Germini	~	STA .	~	2.5	~
	~	Joining Designation *		Primary Reporting Manager *		Date Of Joining FCI		Date Of Reporting For Duty	
equest	$\sim$	Assistant Grade - III	-	SUNDEEP KOMAR CHIRKASIA	4	12/09/2020		09/12/2020	Ċ
Appointment and Verificat	ion	1220030200780224008							
CARDEX Assignment		Atternate Reporting Manager		Belect Office		Select Division			
CARDEX Processing		All	5	Bender Unice		SPREEL CHAISION		Select Designation	
Work Distribution			8						
		Controlling Authority							
ttem Allocation		Selact Employee *		Select Office		Select Division		Select Designation	
Document Verification		SUNDEEP RUMAR CHHRARAI	2267311~	DO KANNAL		Personnal		Manager	
Employee Records Management	~	Link Officier I							
Transfers and Employee		Select Employee *		Select Office		Select Division		Select Designation	
Movement	~	SUNDEEP KUMAB CHHIKABAI	276730 ~	DD KAIMAL		Personnel		Marager	
Device Sanction Approver		Link Officie II							
Shepping Up Approval		Select Employee		Select Office		Select Division		Select Designation	
Flaation of Pay		Al	×						
Employee Separation		Job Description							
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in a second s	~	Stylinal Document	Upload						
ning and Development								2 Update	Cancel
loyee Relation									

Figure 4-120: Edit Work Distribution



Update

Enter the details and click on such that a success message will be shown on the Landing Page for updating the existing record in the table as shown in Figure below:

4.4.3.7		Figure	A-121: Edit Suc				
4.4.3.7	7 Disastala Marda Dia		4-121. Luit Suc	cessful of	Request		
	7 Dispatch Work Dis	stributio	on				
	To Dispatch the navigate to Reviev	•		•		ewing authority shall	
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		¢ work		SURESH		onnel Establishment General As	SIGNATION
re HR ^  Nequest ^ Appointment and Verification  Work Distribution	ACTION STATUS	¢ work				Åe	

#### Figure 4-122: Employee Work Distribution Review

Click on to open the Review form as shown in Figure above:

## **Core HR User Man**

nual Version 2.2	2		Ŵ
Assistant Grade - III Status Pending Réview Primary Reporting Manager MOFET Date Of Joining FCI 28/11/2020 Date Of Reporting For Duty 28/02/2021		Uther * Designation A.M.C.O * Employee SATISH KUMAR Job Description Not Available Office Onter View Attachment	
Dispetch To SHEELA EDLINE TIGG&	~ 1		View Action History
Dispatcher Remarks *	2		
Document Name Enter Document Name	Bupportive Document	Upices Add	
8.HC. DOCUMP	IT NAME	BUTPORTIVE DOCUMENT	4 3
	Coppright © 2021	Food Corporation of Natia [ Provident by Remejor	



Enter the relevant details and perform one of the following actions as a reviewing authority:

#### **View Action History**

Click on to open the Action History which reflects the . approval routing for the specific transaction.

Add

- to attach a new document in PDF format with a document Click on name of not more than 5 MB
- Add Reviewer link to open the additional reviewer popup where the Click on . existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1 please refer.

#### Dispatch

Click on button to submit the review with details to the concerned reviewer selected as shown in **DISPATCH TO field** such that the transaction is forwarded to the next selected reviewer in the reviewing



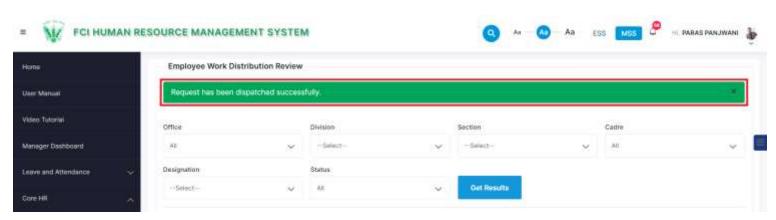
authority final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

Revert

Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

Click on Cancel

to navigate back.



#### Figure 4-124: Employee Work Distribution Review - Successfully Dispatched

#### 4.4.3.8 Review Work Distribution

Once the request is Dispatched by the user, the selected user will receive the request for review as a part of reviewing authority as shown in Figure 4-120 and shall click on



to open the Review form as shown in Figure above:

Index     Job Description       Date Of Joining FCI     Job Description       28/11/2020     Not Available       Office Order     View Attachment				
Reviewer Remarks *	Date Of Jeining FDI 28/11/2020 Date Of Reporting For Duty		Not Available Office Order	
Reviewer Remarks *	28022021			-
				24
Document Name Supportive Document	Reviewet Remarks	Supportive Document		Sult

Figure 4-125: Review Work Distribution

Enter the relevant details and perform one of the following actions as a reviewing authority:

- View Action History
- Click on to open the Action History which reflects the approval routing for the specific transaction.
- Click on to attach a new document in PDF format with a document name of not more than 5 MB
- Click on Add Reviewer link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on Selective Revert link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality 5.1.2, please refer.

#### Review

Click on button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.



Revert

• Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

## 4.4.3.9 Approve Work Distribution

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval page as shown in Figure below:

		Employee	Work Distribution	n Approve								
herr Marnad		Office			Division	,	Section		Castre			
ideo Tutonal		44		×:	Salissi	~	-Selari-	. <b>X</b>	Alt		ę	×
lanager Deshtoent		Designation			Status		0					
aent Management	-	Satisci		~	AI	~	Oet Results					
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ave and Attendance	199	Астюн	STATUS	() (WDB)	KID I CHPCOYDE HUMBER	EMPLOYEE NAM	e prosion :	SECTION	+	CADIE	DEIIIGNADOH	
ee HR	~	* -	Peruting Approval	WOR	66 200006	SURESH	Personnel	Personnel Establishment		General	Assistant Grade - III	÷.
Hirguins?		Shawing 1 to 7	experience (									

Figure 4-126: Employee Work Distribution Approve

Click on  $\checkmark$  in above figure to open the Approval page as shown in Figure below



TIT MILLON	0	140		Personnel	
Appaintment and Verification	m.~.	Publics Applied Assistant Grade - II		<ul> <li>Designation</li> <li>Assistarit General Manager</li> </ul>	
CARDEN Processing		Division		* Employee	
Work Deminution		Personnel		AMSTABH KUMAR	
nem Alexation		Bession Personnel Establishment		Link Officer I n Officer HG-Defhi	
Transfers and Employee Movement	÷	Cell Semicity Desk		n Diversion Personnel	
Device Sanction Approval		Calingory CAT-III		Designation     Assistant Grade - III	
Stassong Up Approval		Cash e Oeneral		a Employee	
Pleation of Pay		Balacy Type IDA		DRIVANK DALIYA Link Officer N	
Englissen Separation Management	×	Pay Lovel 5-5		# Office EXC HELAN	
Componention and Moneth	Ψ	Joining Designation Assistant Grade - H		<ul> <li>Deviamon</li> <li>Other</li> <li>Designation</li> </ul>	
Payrot	~	Blatus Pending Approval		A.M.C.O	
Employee Delation	~	Primary Reporting Manager MOHIT		I Engloyee SATISH KUMAR Job Decorption	
		Date Df Joining FCI 28/11/2020		Paol: Annalistation	
		Data Of Reporting Far Duty 28/02/2021		Office Order View Atsactivisers	
		Approve Bernarks *			View Action History
		Approve Remains			
		Document Name	Supportive Document		
		Eriter Document Harres	Applicati Decomment	Liphani Adal	
		KHO. BOOM	DAT MAKE	summaring socialises?	incrioni-
				Add.fineinwar Entrolien Revert	React Cancel

#### Figure 4-127: Approve Work Distribution

Enter the relevant details and perform one of the following actions as a reviewing authority:

#### **View Action History**

• Click on to open the Action History which reflects the approval routing for the specific transaction.

## Add

- Click on to attach a new document in PDF format with a document name of not more than 5 MB
- Click on Add Reviewer link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on Selective Revert link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had



previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

	Δ			٢O	v	E
		-	-			

 Click on to give approval on the transaction and On Approval Landing Page status of the transaction changes from Pending Approval to Approved as shown in Figure below.

Reject

Cancel

- Click on to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected.**
- Click on

to navigate back to Approval Listing Page.

<ul> <li>Employee Work D</li> </ul>	listribution Appro	ve				
Successi Request	has been approved	I successfully.				
Office		Division		Section	Cadre	
All	₹.	Select	7	Select	All	

#### Figure 4-128: Employee Work Distribution Approve – Success Message

## 4.4.4 Item Allocation

This process is used to allocate Items to Employees.

4.4.4.1 Navigation

Left Navigation: Core HR >> Requests >> Appointment and Verification >> Item Allocation

## 4.4.4.2 SLA

2 Days

4.4.4.3 Landing Page

User shall traverse the navigation as mentioned in Section above to reach the Landing Page as shown in Figure below:



)	Item Allocation Listi	ng					
tanual	Office Type		Office		Division		
Tutoriai	AL	\$	-Sulect-	~	-Select-	~	
er Dashboard	Designation		Status				
	Select	~	AL	~	Get Results		
nance Management 🗸 🗸		Export 10 : Expert	PEF Perr				Add Rem Allocatio
nance Management 🗸 🗸				E NUARDER   EN	UPLOYEE NAME I D	FICE DIVISION	Add Rem Allocatio
nance Management 🔍	Show 10 v entries	ALL	OCATION ID BAINLOVE			Hice Drivesom	Search: OESIONATION
iance Management v Ind Attendiance v	Show 10 v entries	ALL	OCATION ID BAINLOVE				Search: OEBIONATION
ance Management   Ind Attendance  Est  pointment and Vertication	Show 10 v entries ACTION STATUS Pending	ALL	OCATION ID BAINLOVE				Swareh: CEBIONATION of Assistant General Manager

## Figure 4-129: Item Allocation Listing

User shall be able to perform the following activities from the landing page:

	Get R	esults
٠	Click on	to apply the available filters.
•	Click on Excel	to export the table records in Excel as per table columns.
	Search:	
٠	Click on	to enter a search query that shall
	search the table	records.
٠	Click on to s	ort the table records in ascending order or descending order of
	entries.	
٠	Click on Status, t	o open the action history in a popup that describes the
	approval routing	g of the entire transaction
•	Click on	s 1 Next to navigate table records
٠	Click on 👘 to	edit an existing record in the table
•	Click on to	generate joining letter with eSign.
•	Click on <sup>(1)</sup> to	view an existing record in the table.



## 4.4.4 Add Item Allocation

Click on to open Add new Listing detail form as shown in Figure below:

me		Add Allocation			
er Manual		Employee Number * 1	Get Results		
leo Tutorial		6 C			
		Employee Name	Office	Division	Cadre
ager Dashboard		SURESH	HQ-Duhi	Personnel	Deneral
nt Management	- W.	Category	Designation	Date Of Joining	Floor Number 2
formance Management		7.67-19	Assistant Grade - III	2020-19-28	
		Cabin/Seat Number	Blood Group Of Employee *	Transfer Order/Joining Order	
e and Atlendance	- 98 s.	102	0+ ~	Schemeinfo (2).pdf	et :
HR.	$\sim$	items *			
pensation and Benefit	*	* Tape Brown 2 * Tape Write 1 * Tam * Blapter Fly Small	unin Glass ( # Ting) (# Scare / Autor)	3	
ull.	~	Remarks *			
		Romo allocated :			
ning and Development	×.				
loyee Relation	- W.				
					4 Submit Cancel

#### Figure 4-130: Add Allocation

Enter the details and click on and a new request will be generated and added into MSS landing page with success message as shown in Figure below:

Office Type	Office	Division		
All	*Select-+	*Select-+	*	

#### Figure 4-131: Successful Message

## 4.4.4.5 View Item Allocation

Click on <sup>(IIII</sup>) to open View detail form as shown in Figure below:

er Manual		
	Allocation ID	Designation
Tutorial	ALLS1	Assistant Grade - III
	Employee Number	Date Of Joining
er Deshboard	200006	28/11/2020
	Employee Name	Floor Number
Management.	SURESH SURESH	3
	Office	Cabin/Seat Number
mance Management	HQ-Dethi	102
and Attendance:	Division	Transfer Order/Joining Order
rand Attendance.	Personnel	View Attachment
HR	Cadre	terms.
	General	» Tape Brown 2
sensation and Bonefit	Category	* Tape White 1
	CAT-III	= Tumbier Glass
		o Tag
		<ul> <li>Scale / Ruler</li> </ul>
ing and Development	· · ·	<ul> <li>Stapler Pin Small</li> </ul>
		Remarks
oyee Relation	~	Remailcailed
		Herris annuales

Figure 4-132: View Item Allocation

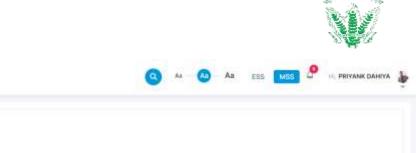
Further the User can:

- View Action History Click on to open the Action History which reflects the • approval routing for the specific transaction.
  - Back Click on to navigate to Landing page.

## 4.4.4.6 Edit Item Allocation

Note – A request which was approved previously can be updated. The updates shall also go for approval process.

Click on to landing page to open edit detail form as shown in Figure below:



ome	Edit Allocation			
sor Manual	Attocation ID			
idee Tutorial	ALLES			
	Employee Number	Employee Name	Office	Division
eneger Dashboard	200006	SLIRESH	HQ-Deth	Personnal
dent Mahagement	Cadre	Category	Designation	Date Of Joining
erformance Management	Deneral	CA7-0	Assistant Grade - H	26/11/2020
save and Attendance	Floor Number	Cabin/Seat Number	Blood Group Of Employee *	Transfer Order/Joining Order Vide Attachment
		192	0+	Vibioal Document
ni HR	- Sec.			
npensation and Benefit	A Tune Brown 2. La Tana	White 1 a Tumbler Ginss a Tag. a Scale / Rider	~ .	
m	Remarks *			
aming and Dovelopment	terns silocated			
ployee Relation				
				Update Cancel
	-			

#### Figure 4-133: Edit Allocation

#### Update

Enter the details and click on such that a success message will be shown on the Landing Page for updating the existing record in the table as shown in Figure below:

<ul> <li>Item Allocation List</li> </ul>			2			
Successi Item Alloca	ition has been se	ved successfully.				
Office Type		Office		Division		
All	•	Select	•	Select	-	

Figure 4-134: Item Allocation Listing - Updated Item Allocation

## 4.4.4.7 Dispatch Item Allocation

To Dispatch the request submitted by HRMS user the reviewing authority shall navigate to Reviewer landing page as shown in Figure below:

cine:	Item Allocation Review Listin	9						
er Manail	Office Type	om	ce		Division			
ieo Tutorial	Alt		Select	.~	Select	~		
	Designation	Sta	tas					
ager Dashboerd	Seriect	9 3	ii ii	÷	Get Results			
e and Attendence 🔍 🗸								
	Dhow 10 ∨ entries Export to :	Kaunt P	DA Anire				Search:	
# ^	Dhow 10 - entries Export to : ACTION STATUS			e wuxanenji i	EMPLOYEE NAME	F OFEICE - E	Saarch.	DEMONSTRON
ore Hill				F NUMBER	EMPLOYEE NAME SURESH	e oreice e		DESIGNATION

Figure 4-135: Item Allocation Review Listing

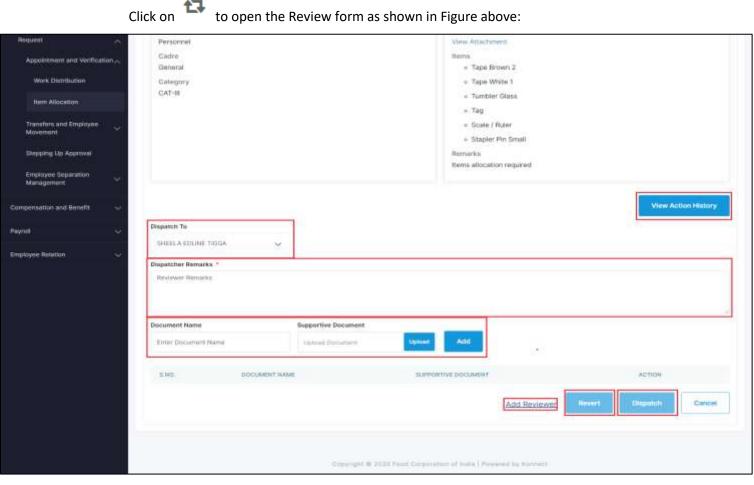


Figure 4-136: Dispatch Item Allocation

Enter the relevant details and perform one of the following actions as a reviewing authority:

a ant A



View Action History

Click on to open the Action History which reflects the approval routing for the specific transaction.

Add

Click on to attach a new document in PDF format with a document name of not more than 5 MB

Add Reviewer link to open the additional reviewer popup where the Click on existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.

#### Dispatch

button to submit the review with details to the Click on concerned reviewer selected as shown in DISPATCH TO field such that the transaction is forwarded to the next selected reviewer in the reviewing authority final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

## Revert

Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from Pending Review to Reverted in case any reviewer or approving authority had reverted the transaction back to the initiator.

# Cancel

Click on to navigate back.

User Manual	Request has bee	n dispatched succes	sfully,					*
Video Tutorial	Office		Division		Section		Cadre	
Manager Dashboard	All	~	Select	~	Select	~	AE	~
Leave and Attendance	Designation		Status					
Core HR	Select	×	All	v	Get Results			

#### Figure 4-137: Item Allocation Dispatched

## 4.4.4.8 Review Item Allocation

Once the request is Dispatched by the user, the selected user will receive the request for review as a part of reviewing authority as shown in Figure 4-136 and shall click on

to open the Review form as shown in Figure above:

Date Of Joining FCI		Job Description		
28/11/2020		Not Available		
Date Of Reporting For Duty		Office Order		
28/02/2021		View Attachment		
				1 marine and
				View Acts
Reviewer Remarks *				1.1
Reviewer Remarks * Reviewer Remarks				SII:
				- 20
Reviewet Remarks				- 516
Reviewet Remarks	Supportive Document			adi .
Reviewet Remarks				
ert Name	Supportive Document	Upload Add		50
Reviewer Remarks. 1 Document Name Enter Document Name	Upleed Document			
Reviewer Remarks. 1 Document Name Enter Document Name	1.770 CONTRACTOR	Upreed Add	2	ACTION
Reviewer Remarks 1 Document Name Enter Document Name 5.40. DOCU	Upleed Document		2	ACTION
Reviewer Remarks 1 Document Name Enter Document Name 5.40. DOCU	Upleed Document			ACTION

Figure 4-138: Review Item Allocation

Enter the relevant details and perform one of the following actions as a reviewing authority:

- View Action History
- Click on to open the Action History which reflects the approval routing for the specific transaction.
- Click on to attach a new document in PDF format with a document name of not more than 5 MB
- Click on Add Reviewer link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on Selective Revert link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

#### Review

Add

• Click on button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.



Revert

Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

#### 4.4.4.9 Approve Item Allocation

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval page as shown in Figure below:

FCI HUM	AN RES	OURCE MANAGEMENT	SYSTEM	A			<u>a</u> .	u — 🙆 — Aa	ESS MSS	H, RAJESH KUMAR 🧔
Home		Item Allocation	Appro	ve L	isting					
User Manual		Office		Division	n		Section		Cadre	
Video Tutorial		Al	Ý	~:56	lect-+	Ŷ	Select	~	AL	×
Manager Dashboard		Designation		Status		~	Get Results			
Talent Management	( <b>.</b>	- States -	Y	104		Ŷ				
Performance Management	÷	Show to - entries Expor	t to : Eacel	POF	Print				Sourch:	
Leave and Attendance	<del></del>	ACTION STATUS	ę wo	RK ID ()	EMPLOYEE NUMBER ()	EMPLOYEE N	AME () DEVISION ()	SECTION	0 CADRE 0	DESIGNATION 0
Core HR	~	Pending     Approval	WO	K65	200006	SURESH	Personnel	Personnel Establishment	General	Assistant Grade III
Request Appointment and Verifical	c .	Showing 1 to 1 of 1 entries.								Previous 1 Next

Figure 4-139: Item Allocation Approve Listing

# Click on <sup>×</sup> in above figure to open the Approval page as shown in Figure below

Approver Remarka * Approver Remarka * Approver Remarka Document Name Supportive Document	Approver Remarks Bocument Name Supportive Document	Approver Remarks * Approver Remarks Document Name Emiar Document Name Uptive Document Emiar Document Name Document	Approver Remarks * Approver Remarks Approver Remarks Bocument Name Supportive Document Enser Document Name Opward Decument	Date Of Reporting For Duty 28/02/2021		Office Order View Attachment	
Approver Hemarks Bocument Name Supportive Document	Approver Remarks Document Name Supportive Document	Approver Hemarks	Approver Remarks  Document Name Enser Document Name Upword Decument  s.Ho. DOCUMENT HAME SUPPORTIVE DOCUMENT Add				View Action Histo
Document Name Supportive Document	Bocument Name Supportive Document	Sacument Name Supportive Document Emiar Document Name Optical Decument Support Vipoet Add	Bocument Name Supportive Document Emisr Document Name Optioned Decumining Add action action	Approver Remarks *			
		Enter Document Name Upwel Document Add	Enser Document Name Upward Decument Upbert Add	Approver Remarks			
Enter Document Name. Upward Occument Upbert Add	Enter Document Name Upward Decument Add	S.HO. DOCUMENT NAME SUPPORTIVE DOCUMENT ACTION	S.HO. BOOLMERT NAME SUPPORTIVE BOOLMERT ACTION	Document Name	Supportive Document		
		SHO. DOCUMENT NAME SUPPORTIVE DOCUMENT ACTION	S.HO. BOOLMERT NAME SUPPORTIVE DOCUMENT ACTION	Errier Document Name	Upward Denumerer	Upicent Add	
		Add Bryinwert Selective Revent Anorrea Revent Cance				COMPLEXIBILITY AND	Contraction of the second
		Add Bayinwas Eelastiva Bayant Advance Bayers Cance					

Figure 4-140: Approve Item Allocation



Enter the relevant details and perform one of the following actions as a reviewing authority:

## View Action History

• Click on to open the Action History which reflects the approval routing for the specific transaction.

Click on to attach a new document in PDF format with a document name of not more than 5 MB

Add Reviewer

- Click on C
- Click on Selective Revert link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

#### Approve

 Click on to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.

#### Reject

Click on to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from Pending Approval to Rejected.

Cancel

Click on

to navigate back to Approval Listing Page.

- Item Allocation	Approve Listing			
SuccessI Request ha	as been approved successfully.			×
Office	Division	Section	Cadre	
All	*Select	*Select	- All	Ŧ

#### Figure 4-141: Item Allocation Approve Listing – Success Message

# 4.4.5 Document Verification

This process is change status of Employee who are on probation based on document verification.



## 4.4.5.1 Navigation

**Left Navigation:** Core HR >> Requests >> Appointment and Verification>> Document Verification

4.4.5.2 SLA

2 Days

4.4.5.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.4.5.1 to reach the Landing Page as shown in Figure below:

one.	Employee Prot	aation Listing						
ser Manual	Office Type		Office		Division		Section	
deo Tutorial	Alt	~	4.4	~	Až	×	Alt	~
mager Dathboard	From Date		To Date		Designation		Probation Status	
	DDAMMOVYTE		DOMMA/YYYYY	Ċ	44	~	40	Ý
ent Management	Approval Status							
formance Management 🛛 🗸	A1	×.	Get Results					
we and Attendance								
	CORRECTION WAR							
ang 1	Show 10 v er	itries. Export to the	hDig bound				Search:	
HIR 2		itries Export to the	PDF Pres	6 ( . DIVI	NON   DATE OF JOINING	PROBATION		ACTION
	10-11-10-10-10-10-10-10-10-10-10-10-10-1	itries Export to the			Sormel 28/11/2020	Prosition		ACTION
energianist 2 A	PECENTION D	thinks Export to the face of the second seco	OFFICE & OFFICERATION				RTATUS ( APPROVAL STATUS Pending	R
Antitication /	Pending	thinks Export to the face of the second seco	OFFICE & OFFICERATION				RTATUS ( APPROVAL STATUS Pending	
And Annual Control of	Pending	thinks Export to the face of the second seco	OFFICE & OFFICERATION				RTATUS ( APPROVAL STATUS Pending	R
Antitication /	Pending	thinks Export to the face of the second seco	OFFICE & OFFICERATION				RTATUS ( APPROVAL STATUS Pending	R
Request 2 Appoint 2 CARDEX Assignment CARDEX Proceeding	Pending	thinks Export to the face of the second seco	OFFICE & OFFICERATION				RTATUS ( APPROVAL STATUS Pending	R

## Figure 4-142: Employee Probation Listing

User shall be able to perform the following activities from the landing page:

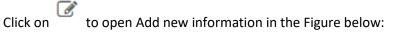
•	Click on	Get R	esults	to apply the available filters.
•	Click on	Excel	to exp	ort the table records in Excel as per table columns.
•	Click on search th	Search: ne table	record	to enter a search query that shall s.
•	Click on entries.	🔶 to s	ort the	table records in ascending order or descending order of
•	Click on 9	t suitet2	o onen	the action history in a nonun that describes the

• Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction



- Click on
   Previous
   I Next
   to navigate table records
- Click on to start request of confirmation or extension of probation.

## 4.4.5.4 Verify Documents and Probation



ar Moduli er Ditorell er Dito		Document Review And Pro		2011/1	Statistics.	
ee Tatridal  and Addandance  biolog and Edeologic ment  and Edeologic ment  biolog and Edeologic ment  biologic ment  bio	er Manual	Employee Number	Employee Name	Office	Division	
nger Darboard versener Establisherment Aussistent Grade - II CAT-III CAT-III 20/11/2022 and Management Manage	eo Tutoriel	200006	SURESH	HO Delhi	Personnel	
Int Management.     Prinary RM     Caster     MOHAT     Deneral     No     MOHAT     Deneral     No     MOHAT     Deneral     No     Deneral <td></td> <td>Section</td> <td>Designation</td> <td>Category</td> <td>Date Of Joining</td> <td></td>		Section	Designation	Category	Date Of Joining	
termance Management we and Attandance a+R cert representant and Biorefit representant and Biorefit rep	ager Dashboard	Parsonnet Establishment	Assistant Grade - III	CAT-0	28/11/2020	
demande Manugemant   We and Attondance   e HR     Image: All Devolopment     Image: All Devolopment     Note: File     Image: All Devolopment     Probation Status    Effective Date   Continued     Image: All Devolopment    Probation Status   Effective Date     Continued     Image: All Devolopment     Probation Status    Effective Date   Continued     Image: All Devolopment     Probation Status    Effective Date   Continued     Image: Devolopment    Probation Status Effective Date Continued      Image: Devolopment     Probation Status    Effective Date      Image: Devolopment    Probation Status     Effective Date     Devolopment And Corrier And Velia As Pare CARIDEX Denails	nt Management	Primary RM	Caste	PwBD	Home Town	
S.NO. DOCLMENT NAME     I     normagiand Development     proved Ficialion     Probation Status        Probation Status        Probation Status        Probation Status        Probation Status        Probation Status              Probation Status   Status                 Probation Status <td>formance Management</td> <td>монят</td> <td>General</td> <td>No</td> <td>DELHI</td> <td></td>	formance Management	монят	General	No	DELHI	
SA0_OCCLANENT NAME       NVESHED_DOCLANENT STAZUS       RDA4Bas       PROOF OF VEHICLETON       VEW DOCUMENT         momensation and Ronalit       1.       Old Service Book       Approved       Schemminfo (21.Pdf       upand       %         well       .       .       Old Service Book       Effective Date       . </td <td>we and Attandance</td> <td></td> <td>-</td> <td></td> <td></td> <td>1</td>	we and Attandance		-			1
ncernsettun and Ronaft V 1. Old Service Book Approved V Schemelinfo (21. Pdf Uppand V) well V V V V V V V V V V V V V V V V V V		S.NO. DOCUMENT NAME	19 VERIFIED DOCUMENT STADUE	REMARKS	PROOF OF VEHICATION	VIEW DOCUMENT
real mining and Development soyce Relation	e HR	×	1	Approved		
reling and Development  Soyee Relation	rpensation and Benefit	1. Old Service Book	Approved 🧹		Scheminio (2).Pdf Upond	
proyee Relation Continued Continued as Per CARDEX Details. 2	vali	× .		2		
Details Submitted By New Joinee Are Corrisof And Velid As Per CARDEX Details.	ming and Development	Probation Status	Effective Date			
	stoyee Relation	Confirmed	→ 28/02/2021	ti -		
		Details Submitted By New Join	we Are Correct And Valid As Per CARDEX Details.	2		
The Candidate Has Adhered to The Eligibility Criteria As Per PCI Recruitment Norms.				22.0		
		The Candidate Hus Adhered 1	a The Esgenery Criteria As Per PCI Recruitment No	ma.		3

Figure 4-143: Document Review and Probation

Submit

Enter the details and click on and a new request will be generated and added into MSS landing page with success message and the status changes from **Pending** to **Pending Review** as shown in Figure below:

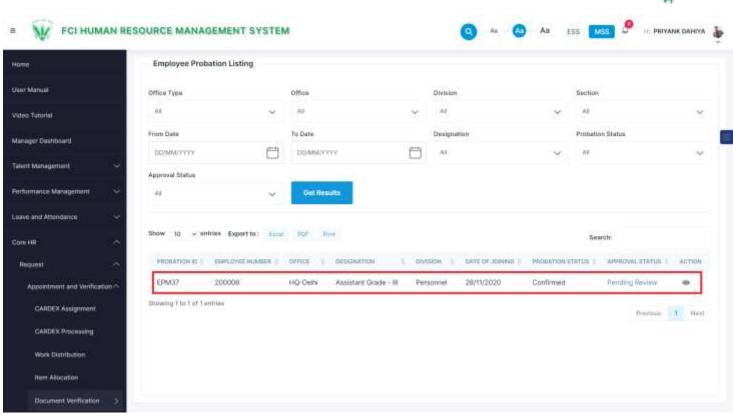


Figure 4-144: Verification Initiated

# 4.4.5.5 View Documents and Probation

Click on <sup>(O)</sup> to open View detail form as shown in Figure below:

= W FCI HUN	IAN RESOURCE M	ANAGEMENT SYST	TEM		<b>(3)</b> A	🙆 An ess Mss	🤌 👳 PRIVANK DAHIYA 🛔
Norme	View En	nployee Probation Details					
Uper Mariual	Protoctio	et ID			Category		
Video Tutoriał	EP9/437				CATHI		
Manager Dashboard	Employe 200006	e Number			Date Of Joining 28/11/2020		
Takent Management	- Employe				Primary RSA MOHIT		
Performance Management	<ul> <li>Office</li> <li>HQ-Deit</li> </ul>				Gastra General		
Leave and Attendance	Division Personn				Pw8D No		
Core HII	Section Persons	el Establishment			Humm Tennis Ninw Detfu		
Compensation and Benefit	Construction Construction	tion t Gradu - III					
Payroll	~						
Learning and Development	× ((8.00)	DOCUMENT NAME	IN VERIFICE	DOCUMENT STATUS	00/M/00/00/3	PROGEDE VERIFICATION	VIEW DIDCUMENT
Employee Relation	с (т.)	Old Service Book	Yes	Approved	Approved	80	*
	Probation S Confirmed	Natur.	Effective Date 38/102020				
	Derais	Gunnitted By New Joinee Are	Connet And Valid As F	Per CARDEX Details.			
	The Ca	undictates Hase Adherted To The &	Eligibéity Criteria Ao Pe	r FCI Secruitment Norms.			
						View A	ction Hatory Back
						Contract of the second s	TU

Figure 4-145: View Employee Probation Details

•



Further the User can:

View Action History

Click on to open the Action History which reflects the approval routing for the specific transaction.

Back Click on

to navigate to Landing page.

## 4.4.5.6 Dispatch Documents and Probation

To Dispatch the request submitted by HRMS user the reviewing authority shall navigate to Reviewer landing page as shown in Figure below:

me	Employee Probation I	isting						
er Mehual	Office Type		Office		Division		Section	
seo Tutorial	All	~	All	~	At	×	AL	~
inager Dashboard	From Date		To Date		Designation		Probation Status	
we and Attendance 🕓	OD/MM//YYY		DD/MM/YYYY		Až	~	Al	Ŷ
	Approval Status		-					
re Hill 🖉	At	~	Get Results					
lequest >>								
Appointment and Verification	lihow 10 ~ entries E	export to : Excer	FOF Pint				Search	
Work Distribution	PROBATION ID EMPLI	OVER NUMBER	OFFICE   DESIGNATION	e pro	DON   DATE OF JOR	NING PROBATION	STATUS APPROVALS	GATUS   ACTION
Item Allocation	EPM37 2000	06	HQ-Deihi Assistant G	ade - III Per	sonmei 28/11/2020	Confirmed	Pending Re	daw 🖪
Document VerRicetion	Showing 1 to 1 of 1 entries						- Pr	ndoan 1 Next
Transfers and Employee								
Stepping Up Approval								
Employee Separation								
pensation and Benefit.								
operaation and Benefit	-							

Figure 4-146: Employee Probation Review Listing

Click on to open the Review form as shown in Figure above:



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

a add tolboomt Heandonces Heandonces Attraction Attraction Attraction Attraction Attraction attraction	Probation ID EPM32 Enginyee to 200006 Enginyee to 200006 URESH Office HO-Dutation Personnel En Designation Assistant Or EM6 1. Probation State Confermat	stablishment rade - III DOCUMDIT HAME Cild Barvice Blook	IS VERFICE Vice.	DOCUMENT STATUS Approved	Galegory GAT-B Date Of Joining 2030-11-38 Primary IIM MCH/T Garde Owned Part0 No Home Town New Della	PROOF OF VEBILICATION	WOW DOCUMENT
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Hamidance	200006 Employees M SURESH CHIDE HC-DEH Distann Personnel Er Designation Assistant Or Estis 1. Probation State	stablishment rade - III DOCOMDIT HAME Old Service Book	Yars.		2020-11-28 Primary IIM MCHT Cambe Cambe PadD No Home Town Now Delhi		
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					the sector	td Reviewer Revert	Dispatch

Figure 4-147: Dispatch Document Verification and Probation

Enter the relevant details and perform one of the following actions as a reviewing authority:

**View Action History** 

Click on to open the Action History which reflects the approval routing for the specific transaction.

Add

Click on to attach a new document in PDF format with a document name of not more than 5 MB

## Add Reviewer

link to open the additional reviewer popup where the Click on existing reviewing authority can add another reviewer in the line of approval



routing. Functionality explained in common functionality section 5.1.1, please refer.

Dispatch

Click on button to submit the review with details to the concerned reviewer selected as shown in **DISPATCH TO field** such that the transaction is forwarded to the next selected reviewer in the reviewing authority final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

Revert

Cancel

- Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.
- Click on

<sup>j</sup> to navigate back.

User Manual		Request has been d	lispatched succes	sfully.					×
ideo Tutorial		Office		Division		Section		Cadre	
anager Dashboard		All	~	·· Select	. v	Select	~	AE	~
lave and Attendance	~	Designation		Status					
ore HR		Select	~	All	~	Get Results			

Figure 4-148: Dispatched Document Verification

## 4.4.5.7 Review Document Verification and Probation

Once the request is Dispatched by the user, the selected user will receive the request for review as a part of reviewing authority as shown in Figure 4-136 and shall click on



to open the Review form as shown in Figure above:



Date Of Reporting For Duty 39/03/2021			View Mitachment		
					<b>r</b>
					View Acts
Reviewer Remarks. *					-
Revision Remarks					
1					
1					
1 Document Name	Supportive Document.				
1 Document Name Entit/Opcument Name	Sugportive Document	Manual	Add		
Enter Opcoment Name		Upwat	Add,		
Enter Opcument Name			Action .		Actions
Enter Oscument Name	Golden Thereinert			2	Acture
Enter Occument Name	Golden Thereinert	surrowity		2 Information	ACTORN

#### Figure 4-149: Review Document Verification and Probation

Enter the relevant details and perform one of the following actions as a reviewing authority:

to open the Action History which reflects the

- View Action History
- Click on to open the approval routing for the specific transaction.

Click on
 Click on to attach a new document in PDF format with a document name of not more than 5 MB

- Add Reviewer
- Click on Link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
  - Selective Revert
- Click on Link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

#### Review

Click on button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

#### Revert

 Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any



reviewer or approving authority had reverted the transaction back to the initiator.

- Employee Probation	n Listing					
Successi Request ha	s been reviewed successfully.					
Office Type	Office		Division		Section	
All	- All	•	All	•	All	-

Figure 4-150: Document Verification and Probation Reviewed

## 4.4.5.8 Approve Document Verification and Probation

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval page by following the navigation as mentioned in

section 4.4.5.1 and click on 💙 to open the Approval page as shown in Figure below

Date Of Reporting For Duty 28/02/2021		Office Onter View Attachment	
			View Action History
Approvet Bumarka *			
Document Name	Supportive Document		
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		Mexical Add	ALTHON
Erriter Document Harrie	Internet Descent		Althous Augurerer Desect Cancel

Figure 4-151: Document Verification and Probation Approval

Enter the relevant details and perform one of the following actions as a reviewing authority:

Click on approval routing for the specific transaction.

Click on to attach a new document in PDF format with a document name of not more than 5 MB

• Click on Add Reviewer link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.



# Selective Revert

 Click on link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

#### Approve

• Click on to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.

Reject

• Click on to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected.** 

Cancel

Click on

to navigate back to Approval Listing Page.

Employee Probation	Listing	2			
Success! Request has	been approved successfully.				*
Office Type	Office	Division		Section	
All	* All	* All	*	All	*

#### Figure 4-152: Document Verification and Probation Approved

## 4.5 Employee Records Management

# 4.5.1 Employee Portfolio Detail

The purpose of Employee Portfolio Detail is to allow the Establishment Section of Personnel Division to view employee portfolio details in the MSS.

#### 4.5.1.1 Navigation

## For MSS

**Left Navigation:** Core HR >> Transaction >> Employee Records Management >> Employee Portfolio Details

For ESS

Left Navigation: Core HR >> My Portfolio

## 4.5.1.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.3.1.1 to reach the Employee Portfolio Landing Page as shown in Figure below



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Employee Public Design	3							
Employee Profile Update								

## Figure 4-153: Employee Portfolio Detail

• Apply the filters and click on shown in Figure below:

<b>Get Results</b>	

to fetch the records as

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Employee Profile Update	104738	GORAL KRISHAN CHAWLA	HQ-Dehi	Personner	Other	Assistant General Manager	۰
Errpinyee Master	185811	RAVI KUMAR YADAV	HQ-Dehi	Personnet	OWISS	Manager	÷
Employee Service Rooks	1162213	RAM RAJ MEENA	HQ-Dehi	Personnel	Other	Assistant General Manager	
hansken and Engloyee 🧼 Viziement	276212	ANGHU BAXENA	HQ-Dehi	Personnel	101	Manager	
Anagement	297265	ANR, KUMAR	HQ-Dehi	Parazerai	Parsonnel Establishment	Typeut	•
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yee Relation 😔						Previous 1 2 3 4	5 _ 20 he

Figure 4-154: Employee Portfolio Detail



- Click on search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on <sup>(I)</sup> to view portfolio details of the employee as shown in below Figure:

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ier Mariat	1.000	k Information								
anager Dantscent And Management · · ·			Employee Name : SHSHR LARDA Soction : ZE Designation : Deputy General Menager Shaft Code: SHS127250 Employee State: : Pentarent Shift Type:	Office : HG-1 Cadre 1 Gual Mode of Join CPF Number Solary Type Solary Type	Ny Control Ning : Promotion 1: 167125 1: 164				874	
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	5	RO; Petna	Manager	28/12/2002	07/01/2003					
	0	Journey/Holiday	Select	06/07/3003	08/01/2003					
	7	DO, Saharsa	Manager	06/07/2003	07/11/2006					
	- 1	Journey/Holiday	Select	06/1//2008	03/12/2008					
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	2		Vide Reference No. AMJ/5/150/2004 Dat		n Of Pay By Th	ree Stages in M	t Time Scale Of Pay F	or A Period Of Three Yes	rs With Further Direct	tion

Figure 4-155: Employee Portfolio Report



# 4.5.2 Employee Profile Edit

This process will allow the nodal officer to update employee information based on My Profile edit requests raised by employees.

## 4.5.2.1 Navigation

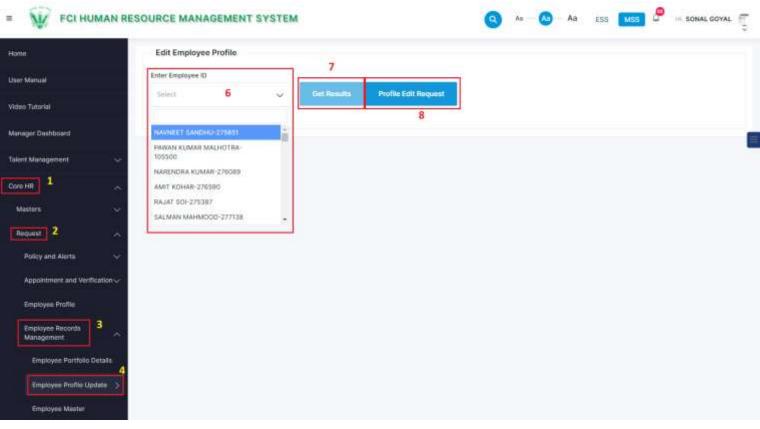
Left Navigation: Core HR >> Requests >> Employee Records Management >> Employee Profile Update

## 4.5.2.2 SLA

Not Applicable

4.5.2.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.5.2.1 to reach the Landing Page as shown in Figure below:



#### Figure 4-156: Edit Employee Profile

User shall be able to perform the following activities from the landing page:

Click on
 Click on
 to fetch the profile and portfolio details of the selected
 employee.

#### Profile Edit Request

• Click on to view the profile edit requests raised by the employees from ESS-My Profile.



## 4.5.2.4 Edit Profile and Portfolio Details

User will navigate to the selected employee's profile and portfolio details based on the employee number filtered as shown below:

	Edit Employee Pro	ofile			
and a second	Koter Employee ID				
	SAVUET SANCHU-2	78881	Get Heautta Profile Edit Regus	<b>**</b>	
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#### Figure 4-157: Edit Employee Profile - Update



### Submit

Enter the details and click on to update the portfolio or profile details of the employee which is then reflected in the ESS – My Profile and My

Portfolio. Nodal officer will then click on  $\checkmark$  to mark the request as **Completed.** 

## 4.5.3 Employee Master

This process will allow user to update master details related to pay and various statuses for an employee.

#### 4.5.3.1 Navigation

Left Navigation: Core HR >> Requests >> Employee Records Management >> Employee Master

#### 4.5.3.2 SLA

Not Applicable

#### 4.5.3.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.5.3.1 to reach the Landing Page as shown in Figure below:

	Employee Master						
r Morsual	Office Type	Office		Division		action	
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ager Dashboard	Category	Designation		<b>1</b>			
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Englayer Palle >							
Employee Records 3	184667	DEVESH KUMAR YADAV	CA7+1	General Manager	Personnel	Approved	*
Employee Portfolio Detaile	141881	SANJAY PANDEY	CA7-00	Manager	Personnei	Approved	07 •
Employee Profile Update							e.
Emphyses Master	167012	ITAO MOOL BHARTI	CAT-III	Assistant Grade - II	Other	Approvent	60-
Emproyen Service Baoks	295215	PARVESH	CAT-III	Assistant Grade - II	General	Approved	Ø. ⊕
Employee Biometric Detail	2766.32	SHALINE RASTOGE	CAT-II	Manager	Personnel	Approved	CP*
Transfers and Employee	2700.32	SHALLINE HIGH LOCK	621-11	Manager	Personal	Approved	۰
Movement	306555	ARTIRA MANDAL	CAT-III	Assistant Grade - III	Personnel	Autoroved	8
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Management	Shawing I to 10 of 718 em	Tine			-		_



#### Figure 4-158: Employee Master

User shall be able to perform the following activities from the landing page:

- Click on
   Click on
   Excel to export the table records in Excel as per table columns.
  - Search:

to enter a search query that shall

- Click on search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on Previous 1 Next to navigate table records
  Click on to edit an existing record in the table
  - Click on <sup>1</sup> to view an existing record in the table.

### 4.5.3.4 Update Employee Master

Click on to open the employee master detail page as shown in Figure 4-153. The user shall enter the details and perform one of the following:

- Click on
   Click on
   Click on
   Click on
   Click on
- Click on to add reason for updating employee detail in employee master.

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

=



Aa. ESS MSS

An

Edit Employee Master Information

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Click on

to update employee master details based on self-approval.

#### FCI HUMAN RESOURCE MANAGEMENT SYSTEM III SONAL DOVAL ESS Employee Master Employee R User Manual cord has Video Tutorial Division Office Type Office Section Manager Deshboard 44 All At Alt Category Designation Taint Management M All Cut Res Core Hi Export to : Excel PDP Print Show 10 Search CATEODRY STATUS ACTIC EMPLOYCE NUMB EMPLOYEE NAU DESIGNATION **Policy and Alerts** 3 CAT-III 200006 SURESH Assistant Grade - II Personnel Approved itment and Verificat . picyce Profile 12 145006 RASHI SINHA CAT-II Hindi Manager Actoroved ŵ 8 184667 DEVESH KUMAR YADAV CAT-1 General Manager Personnel Approved •

#### Figure 4-160: Employee Master – Success Message

### 4.5.3.5 View Employee Master

Click on to view employee master details of the employee in read only mode as shown below:

FCI HUM	AN RESOURCE MANAGEMENT SYSTEM	🔍 AH 🙆 AB EES MESS 🖓 HE SONAL BOYAL
	View Employee Mester Information	
eer Manuar	Employee Work Information	
eee Tutorial	Employee Number 200000	in Generalitive No
nager Dastrowns	Employee Name SURCEH	Binal Cover N/A
ent Management	Officer HG-Detry	Bausperscheid From Onter N/A
en 148	Division Personnel	Suspensed Upts Date: 14/A
Maxters Results	Baction     Personnel Establishment	Linder Penality
Pointy and America	Cell Seriestly Deve	Penality Fron Date
Appointment and Vertical	STRATE STRATES	Prevaility To Date N/A
Erentingun Profilm	Category CAT-0	EP5 Humber 1334567
Employee Records Management	Cavite General	PP5 Humber 122456
Transfers and Employee Movement	Date Of Josewry FCI 28/11(2020	http://www.hor
Device Senction Approvel	Date Of Birth 01/01/1969	NeHS Stature N/A
Timpong Up Approval	Performer Date Of Betty 01/01/1988	izan N/A
Product of Pay	Primary Reporting Manager MOHET	in Colfregue
Management	Adlemate Reporting Manager	Provinsis Reporting Manager N/A

#### Figure 4-161: View Employee Master Information



### 4.5.4 Employee Service Book

The purpose of Employee Service Book is to allow the Establishment Section of Personnel Division to view employee service details in the MSS.

#### 4.5.4.1 Navigation

For MSS

Left Navigation: Core HR >> Requests >> Employee Records Management >> Employee Service Books

For ESS

Left Navigation: Core HR >> My Service Book

## 4.5.4.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.5.4.1 to reach the Employee Service Book Landing Page as shown in Figure below

	Service Bool	k Listing									
Manual	Office Type		Office			Division			Section		
eser.cov	All		~ Až		~	ALL		~	.Ak		-
o Tutional	Category		Employe	e Number/Name		Date Of Joining			Date Of Bi	rin	
iger Deshboard	44		🗢 Timplo	yee Number®mpin	yee Nome	DDAMMAY		Ē.	00/1414	****	Ċ
d Managament	×										
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2 3	69	SUDEEP SINGH	CAT-1	Executive	Sales	Quality Control	а	15/11/19	99	12/11/1966	
Analgement	327	BUAY KUMAR SINCH	CAT-1	Executive Director	Personnel	Personnel Establishment	#P5240	14/11/20	19	23/09/1067	•
Employee Service Books	100	SHREE BRAJESH	CAT-1	Assistant General Manager	Personnel	E.1	93506	22/03/3	985	14/12/1963	
Movement				Chairman &							
Device Sanction Approval	146	D V PRASAD	CAT-1	Managing Director	Other	Other	(A\$364	01/01/25	210	15/11/1960	•
Employee Separation Management	~ 60	HARIGH KUMAR	CAT-1	Deputy General Manager	Personnel	ĒP	113170	15/01/20	902	28/05/1971	
ensation and Benefit	- 04	SANGEET VERMA	CAT-1	Assistant Oonerai Manager	Personnel	WRC	98982	01/07/2	205	30/01/1990	æ
e ywe Harathan	- 125	RAJKUMAR KATARIA	CAT-1	Deputy General Manager	Engineering	Other	87132	01/10/15	184	01/05/1962	٠
	138	LAGDISH	CAT-1	General Manager	Finance.	Funds	95888	24/05/2	011	01/10/1976	
	8.7	SYAM KUMAR G R	CAT-1	Deputy General Manager	Board Cell	Other	90348	25/03/3	98.7	04/05/1968	۰
	159	OM PARKASH GOYAL	CAT-1	General Managir	Engineering	Other	00200	23/63/2	020	10/03/1962	

#### Figure 4-162: Service Book Listing

User shall be able to perform the following activities from the landing page:



Click on     Get Results     to apply the available filters.
Click on     Excel     to export the table records in Excel as per table columns.
<ul> <li>Click on to enter a search query that shall search the table records.</li> </ul>
<ul> <li>Click on to sort the table records in ascending order or descending order of entries.</li> </ul>
Click on     Previous     1     Next     to navigate table records
<ul> <li>Click on <sup>(I)</sup> to view an existing record in the table.</li> </ul>
4.5.4.3 View Service Book
Click on 🔷 to view the service book of the selected employee as shown below

attail.		Employee Service Book			
er Manual		Employee Number	Employee Name	Office	Division
seo Tutorial		305559	OM PARKASH ODYAL	HQ-DelN	Engineering
EMMANN		Designation	Reporting Manager	CPF Number	Staff Code
nager Dashiboard		General Manager	BUAY KUMAR SINGH	99389	SHOOBSESC
ent Management	~	From Data	To Date		
formance Management	*	0	Ċ	Get Results	
ve and Attendance	~				
o HAR	*	Show 10 v entries Export to: Expo	FDF Print		Search.
opensation and Benefit		TRANSACTION ID TRANSACTION T	ANE RECORDED DV	TE ACTION HISTORY ORDER	VERFY SERVICE / ACTION
104	4	CCS120 CPF Composite Showing 1 to 1 of 1 entries	e Claim Request 24/02/2021		<b>_</b>
koyee Relation	~	and and a contract and an			Province 3. his

#### Figure 4-163: Employee Service Book

User shall be able to perform the following activities from the landing page:

• Check the details and mark the service as verified for each transaction

appended in the service book occurring in HRMS. On clicking the button to mark the transactions as verified service transactions.





Click on to add service and audit remarks towards an HRMS transaction or attach additional documents for the same as shown in Figure 4-158

Service Remarks		Audit Remarks	6
Enter Service Remarks	1	Enter Audit Remarks	Save
Upload Date	Document Name *	4 Supportive Document *	5
DD/MM/YYYY	3 Enter Document Name	Upload Document. Upload	Add
S.NO. UPLOAD	DATE DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
	No	Record Found	

#### Figure 4-164: Upload Document

#### 4.6 HR Letters and Reports

## 4.6.1 Predefined Letters

This process shall allow Personnel Division users to issue orders based on predefined templates.

#### 4.6.1.1 Navigation

Left Navigation: Core HR >> Reports >> Letters and Reports >> Generate Predefined Reports

### 4.6.1.2 SLA

Not Applicable

#### 4.6.1.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.6.1.1 to reach the Landing Page as shown in Figure below:

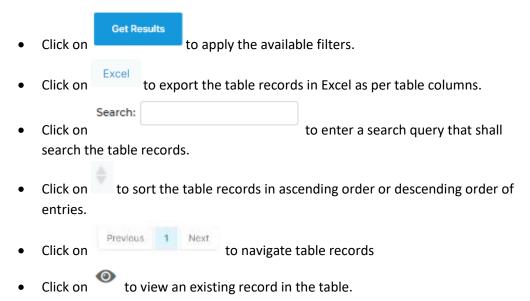


= V FCI HUMAN RESOURCE MANAGEMENT SYSTEM

	0.9							
	Letter Temp	late Master						
	Office Type		Office	D	He taken		Zone	
	AN	5	Au	~	.41	~	A4	4
	Region		besignation		etter Type		From Date	
ahboerd	AL	2	All	4	Ak		BRAMAYONY	Ć
gement >	To Date							
<b>1</b>	DDMM/YTTY	<b></b>	Get Results					
	Select Otder		-					
	Adhoc Latter	5						
2	- Harloo Latter.	~						
3							6	Generate Orde
and Reports	5bow 10 -	entries Export to :	PEP: Part					
erate Productionad 4 3	anna 10 -	The second secon	THE CHIL				Boarsh:	
erate Adhoc Latter	CRIDEN ID	B BARN, DYRE MUNIERY	EMPLOYEE NAME	DIVIDUM	DEBONÁTION	LETTER TYPE	TRTTER DATE	ACTION
erate Adhoc Report	HRL200	284318	PRAVITHA K	Movement	Assistant Grade - III	Med, ID Card Letter	25/02/2021	-
ite Adhos Report	HRL206	104300	MAINA RAJBONDSHI KAKATI	Personnel	Assistant Oracle	MedA. Serving Letter	23/02/2021	
e Management	HRL264	152770	AMITABH KUMAR	Personnel	Assistant General Manager	MedA. Serving Letter	23/02/2021	•
ion and Hamefit	H8L201	296630	MALOTH BALA.8	Other	Watchman	Med, ID Card Letter	22/02/2021	٠
	HRL259	184867	DEVESH KUMAR YADAV	Personnel	General Manager	Med. ID Card Letter	22/02/2021	
	HRL257	290572	AMIT KUMAR	Personnel	Manager	Med. ID Carts Letter	22/02/2021	-
dattim -	(08.255	299111	LODI RAMA KRISHNA	Finance	Watchman	Med. ID Card Letter	22/02/2021	
	HRL242	276613	SHYAM SUNDER	Finance	Munager	Pleation Order	22/02/2021	
vitendance S					Deputy General			
ittendance	HRL238	159525	RAJKUMAR KATARIA	Engineering	Manager	Fisation Order	22/02/2021	-
	HBL257 (08.255	290572 299111	YADAV AMIT KUMAR LODI RAMA KRISHNA	Personnel Finance	Manager Watchman Manager	Letter Med. ID Carth Letter Med. ID Card Letter Pisation Order	22/02/2021 22/02/2021 22/02/2021	

#### Figure 4-165: Letter Template Master

User shall be able to perform the following activities from the landing page:





#### 4.6.1.4 Generate Letter

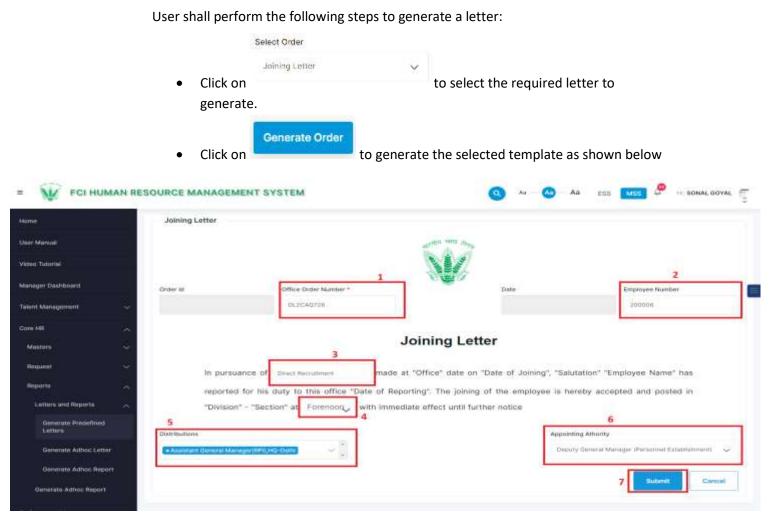


Figure 4-166: Example – Joining Letter

**Submit** Enter the details and click on and the page shall redirect for eSign page as shown below. Provide the credentials and click on **GET OTP** 

Environmenter et unter	Digital India	सी डेक Developeration Attachment of Attachment Computing
	You are currently using C-DAC eSign Service and have been redirected from	
	C Extended and a contract	
	Aadhaar Baned e-Authentication	
	Cri Virturi ID	
	View Document. Information	
	Get OTH Cancel Nut Received OTH Resolut OTH	

Figure 4-167: Provide eSign Credentials





Figure 4-168: Non Validated eSign

To validate the eSign, download the letter and open in any PDF Reader. Right click on the signature and validate the signature.

### 4.6.2 Generate Adhoc Letters

When organization must suddenly issue an order, it can be done using this function in HRMS.

#### 4.6.2.1 Navigation

Left Navigation: Core HR >> Reports >> Letters and Reports >> Generate Adhoc Letter



### 4.6.2.2 SLA

Not Applicable

### 4.6.2.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.6.2.1 to Landing Page as shown in Figure below

ome		Adhoc Letters	Listing				
er Manual		Purpose		From Date	To Date		
eo Tutorial		Sal	~	DD/MM//YYYY	DD/MM/YYYY	Get Results	
nager Dashboard						1	New Ord
ent Management		ORDER ID	DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	PURPOSE	ACTION
eHR 1		HRL220	0402(2020	141636	BHIM HAM	Transfer Cancellacion	
Asters							
ransaction	-						
Reports 2	$\sim$						
Letters and Reports	~						
Generate Predefined Letters	ŝ						
Generate Adhoc Letter							

#### Figure 4-169: Adhoc Letters Listing

User shall be able to perform the following activities from the landing page:

- Click on Get Results to apply the available filters.
   Click on New Order to add a new letter
- Click on <sup>(I)</sup> to view an existing adhoc letter

#### 4.6.2.4 Generate Adhoc Letter

Click on Click on to Generate a new Speaking Order/Ad hoc Letter as shown in Figure below

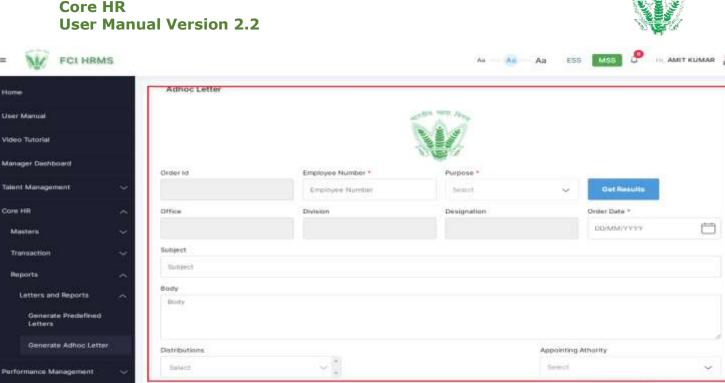
**Core HR** 

Core HR

Masters

Reports

and Attendance nsation and Benel



#### Figure 4-170: Adhoc Letter

Submit

Enter the details and click on such that a success message will be shown in Landing Page with addition of a new record in the table as shown in Figure below

	Adhoc Letter	_						
		er Listing created i						
inual	Purpose		From Date	II Canadia II	To Date	144404		1
orial	AS	~	DD/MM/YYYY		DD/MM/YYYY		Get Results	
shboard								
enoord								New Ord
vigement 🗸 🗸	ORDER ID	DATE	EMPLOYEE NUMBER		EMPLOYEE NAME		PURPOSE	ACTION
1 ~	H95,220	0962/2020	343836		IDAM RAM		Transfer Cancellace	an 💽
· · · ·								
i ~								
s v ction v								
ns v								



1

1



**Note** – Adhoc Letters shall also be verified based on eSign whose process is mentioned as per Figurer 4-160 and Figure 4-161 in Section 4.6.1.4

#### 4.6.2.5 View Adhoc Letter

Click on to open and view an existing Order, and order will open as shown in Figure below

<b>1</b> 93		View Adhoc Letter				
er Manuel				A 4		
eo Tutorial						
nager Daafiboard	0	Inder id	Employee Number	Purpose	Office	
ent Management	- 14 I	HRL303	200006	General	HQ-Dem	
= HR	Di la	(Vision	Designation	Ordiar Data		
Aasters		Persannel	Assistant Grade - 8	01/63/2021		
	54	ubject				
iquest.		Confirmation on Orientation Tr	anna			
eportá		ody				
Letters and Reports	- 1947 1947	This is to inform that the cono	erned employee has completed the orientation se	ssion as a part of direct recruitment in FCI.		
Generate Prodefined Letters						
		Distributions	¥ .		Appointing Albority	
Letters		Assistant General M	anager(RPI),HQ-Dethi		Appointing Althority Assettant General Manager (Dither)	
Letters Generate Adhoc Lette Generate Adhoc Repo	oit	Assistant General M	anagar(RPI),HQ-Delhi anagar(Other),HQ-Delhi			
Letters Generate Adhoc Lette Generate Adhoc Repr	oit	Assistant General M Assistant General M Assistant General M Delhi	anager(RPD),HQ-Dethi anager(Other),HQ-Dethi anager(Computer ),HQ-			
Letters Generate Adhoc Latta Generate Adhoc Repo Generate Adhoc Report	oit	Assistant General M     Assistant General M     Assistant General M     Defn     Assistant General M     Assistant General M	anagar(RPI),HQ-Dethi anager(Computer),HQ- anager(Computer),HQ- anager(Other),HQ-Dethi anager(Other),HQ-Dethi			~
Letters Generate Adhoc Lette Generate Adhoc Report Generate Adhoc Report rmance Management	oit	Assistant General M     Assistant General M     Assistant General M     Defn     Assistant General M     Assistant General M     (SOUTH) - CHENNAI     Assistant General M	anager(RPD),HQ-Dethi anager(Computer),HQ-Dethi anager(Computer),HQ- anager(Other),HQ-Dethi anager(Other),HQ-Dethi			2
Cenerate Adhoc Lette	ort 1	Assistant General M     Assistant General M     Assistant General M     Defn     Assistant General M     Assistant General M     (SOUTH) - CHENNAR	anager(RPD),HQ-Dethi anager(Computer),HQ-Dethi anager(Computer),HQ- anager(Other),HQ-Dethi anager(Other),HQ-Dethi		Assetant General Manager (Dther)	↓ Jack



Further the User can:



## 4.6.3 Generate Adhoc Reports

#### 4.6.3.1 Navigation

Left Navigation: Core HR >> Reports >> Generate Adhoc Reports



#### 4.6.3.2 SLA

Not Applicable

# 4.6.3.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.6.3.1 to reach Landing Page as shown in Figure below

ma	Adhoc Report L	isting			ESS MSS 🦨 🗮 SONAL DOYAL
er Manual	Purpose	From Date	To Date		
teo Tutorial	Select	C DDWMMPYYY	DO/MM	1YYYY 🗇	Get Results
meger Dashboard					Generate Adhoc Report
ent Management	Show 10 v ent	tries Export to ; Excen			Search:
<sub>e HR</sub> 1	OF THOMS	BATE .	PURPOSE	BEPORT TITLE	ACTION
lasters	AD0001	23/12/2020		Ew	60-
quest	~ AD0002	25/12/2020		Just Testing	
ports 2	Showing 1 to 2 of 2 e	ntries			Previous t Next
Letters and Reports	1997 - C.				
Generate Predefined Letters					
Generate Adhoc Letter	4				
Generate Adhoc Report	2				
Generate Adhoc Report					

#### Figure 4-173: Adhoc Report Listing

User shall be able to perform the following activities from the landing page:

•	Click on	Get Re	sults	to ap	ply the	e availa	ble filters.
•	Click on	Excel	to exp	ort the	e table	record	ls in Excel as per table columns.
•	Click on search tl	Search:	record	s.			to enter a search query that shall
•	Click on entries.	to se	ort the	table	record	s in aso	cending order or descending order of
•	Click on	Previou	6 1	Next	to na	vigate	table records
•	Click on	💿 to	view a	n exist	ing req	ord in	the table.

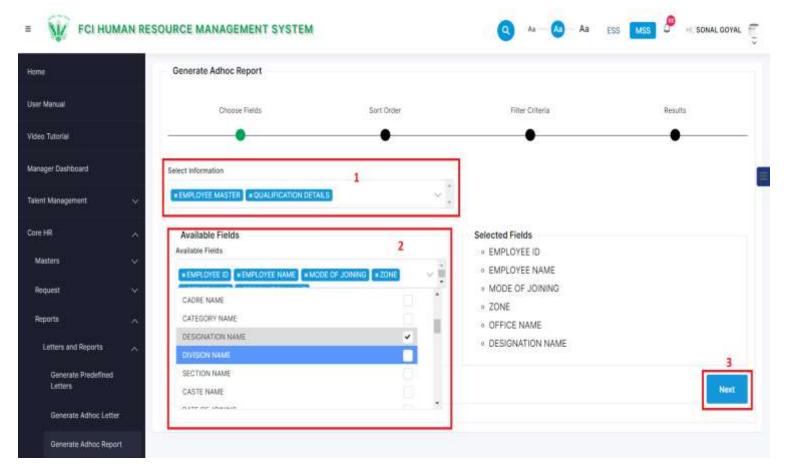


### 4.6.3.4 Create Adhoc Report

Generate Adhoc Report

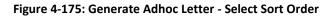
to open the adhoc report creation page as shown

Click on below:



#### Figure 4-174: Generate Adhoc Letter - Select Fields

Next Click on to proceed with sorting order as shown below FCI HUMAN RESOURCE MANAGEMENT SYSTEM Aa ESS SONAL GOYAL Home Generate Adhoc Report User Manual Choose Fields Sort Onte Filter Criteria Results Video Tutorial Selected Fields Sorting Fields Manager Dashboard 1 Selected Fields . MODE OF JOINING ZONE Talent Management + MODE OF JOINING + ZONE ŵ. Masters Bac Reques

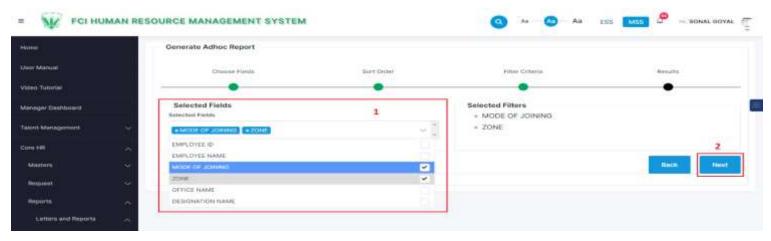


Next



### Click on

to proceed with filter criteria as shown below:





Click on

Next

to proceed and generate the adhoc report as shown below:

		Generate Ad	hoc Report				
Mercual		3	Choose Pleida	Sight Onder	Filtur Crita	rta	Reports
o Tyronial			•	•	•		•
ger Dashilisent	9	eport Tille *					
d Managament	- C	Zone Wroe Mor	in of Junisg Report				
	~ *	eport Descriptio					
Marina (		Carranatine 2104	e Wilse Julideg Report				
dente .	- S						
eerta.		ODE OF JOININ	Kr		ZONE		
etters and Reports		(aner)		~	Canadia		
Genorate Produtiesd Letters							2 Get Results
Generate Adhoc Latter		10 v	antrites			Sear	chu la
Generate Adhes Report	•	EMPLOYEE .	EMPLOYEE NAME	MODE OF JOINING	ZONE	OFFICE NAME	DESIDINATION NAME
enerate Adhad Report		ø	ENDLOTER HANK	active of accession	2046	CITY ICE INCOME	
mance Management		50	DISPATCHER	Direct Recruitment	Default	HQ-Delte	Assistent General Manager
mation and Monetti	~	100005	DURGADAS BHAWANIDAS BHORE	Promotion	South Zone	80 HYDERABAD	Assistant General Manager
		101664	SHANIF S.M.	Promotion	Default	HQ-Deini	General Manager
Acquisition	- 20	101666	S L ULY 2	Premolion	South Zone	RO CHENNIAI	General Manager
		101747	MINE REMESH KUMAR	Promotion	South Zone	DO TRIVENDRUM	Martinger
sg and Development		101810	SWATI NARENDRA HIRE	Promution	West Zone	RO MUMBAL	Assistant General Manager
nen Historikans	- X	101917	NAMRATA MAHENDRA MOHITE	Promotion	West Zone	DO BORIVALI	Managen
erut Attendances	~	101921	NANDRUMAR ANKURH PARKAR	Promotion	West Zone	RO MUMBAI	Manager
		101933	NANDA PRABHAKAR LOKHANDE	Promotion	West Zone	DO BORNALI	Manager
		101967	RANJAN ANIL BAVASKAR	Pramotion	Data.A	20 IWESTY - NUMBAI	Deputy General Manage
	5	howing I to 10 a	t 1,425 writtles.				

Figure 4-177: Generate Adhoc Letter - Generate Adhoc Report

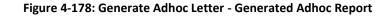
Save



Click on

to generate the read only view of the Adhoc Report as shown below:

Norme:		Adhoc Repor	rt View							
User Manual		Report Title								
Video Tutorial			an at Juliang Report							
Manager Dashboerd		Report Descriptio	an ar What Johning Apport							
Talorit Managorierit	æ		a constantion and a subject of the							
Conta April	~									
Masters	~ _ 5r	10 - 10 - 10	ntrina Export to : Error . His	50 E			Se	aron		
Preparat	× .	EMPLOYER ID 0	AMPLAYER MAKE	animite of activity of	1 2016		OFFICE NAME	4	DEBRINATION HARE	
Reports	~	300026	SANJIV KUMAR	Deputation	Default		HQ-Dethi		Chairman & Managing Director	
Latters and Reports	~	10,000		2004000	11007		WEERS		1917 Manuella maria	
Generate Predefined Letters		305629	RABINDRA KUMAR AGARWAL	Deputation	Detaun		HQ-Delhi		Executive Director	
and a state of the second state of the		300027	BUAY KUMAR SINGH	Deputation	Default		HQ-Deihi		Executive Director	
Generate Adhos Letter	- 1 C	200006	ISURESH	Deputation	Default		HQ-Delhi		Assistant Grade - It	
Generate Adhes Report	0	297241	OM PRAKASH	Deputation	North Zone	÷	RO PANCHICULA		General Manager	
Generate Adhoc Report		207414	NAZEEM RD	Deputation	South Zone		ZO (SOUTH) - CHENNAI		Executive Director	
orformance Management		141952	KAILASH CHAND	Direct Recruitment	Detault		HQ-Delhi		Driver Mechanic	
	8	305559	OM PARKASH GOYAL	Deact Recruitment	Defeut		HQ-Delhi		General Manager	
ompensation and Beriefit	~	105001	LAXME NARAYAN	Direct Recruitment	Default		HQ-Dethi		Manager	
ayente	~	182873	VANDNA CHANDRA	Direct Recruitment	Default		HQ-Delhi		Manager	
want Acquisition	3 5	owing 1 to 10 of 1	476 mmma							



#### 4.7 Sanction of Telephone

This function is used to get section of telephone sanction from manger.

### 4.7.1 Navigation

#### For ESS – Employee Dashboard:

Left Navigation: Core HR >> Telephone Sanction Request

#### For MSS – Manager Dashboard:

Left Navigation: Core HR >> Requests >> Device Sanction Approval

#### 4.7.2 SLA

2 Days

### 4.7.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.7.1 to Landing Page as shown in Figure below



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

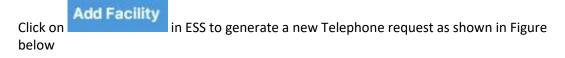
e	Telephones Fac							
Manual	Request Date		Sanction Type		Status			
Selvelora.	DD/MM/YYYY	$\Box$	Alt	$\sim$	All	~	Get Results	
o Tutorial								
Dashboard							Add	Facility
2001 (1000	Show 10 v ent	ries Export to	Ezel PDF Pri	aut -				
ttory 🗸						Search	4	
HR 1 2 ^	ACTION	STATUS		+ THEO	AEQUEST DATE	1	BANCTION TYPE	
lephone Sanction Request	⊕ x	Pending I	lawiew	TEL22	17/01/2021		cua	
ansfer Request	0	Withdraw	ń	TEL18	02/01/2021		CUG	
ep Up Request	Showing 1 to 2 of 2 e	entries						
area a construction (							Previous	Nest

Figure 4-143: Telephone Facility Request - Employee

User shall be able to perform the following activities from the landing page:

**Get Results** to apply the available filters. Click on to export the table records in Excel as per table columns. Click on Add Facility Click on to generate new request. Search: Click on to enter a search query that shall search the table records. to sort the table records in ascending order or descending order of Click on entries. to view the request. Click on Click on to withdraw the request. 1 Next Previous Click on to navigate table records

## 4.7.4 Add Device Sanction Request





AMIT KUMAR

M55

FCI HUM	AN RESOURCE	MANAGEMENT
---------	-------------	------------

=

Home	New Device Sanction Reques	t		
User Manual	Request Date 2021/01/20	Sanction Type +	~	
Video Tutorial	Construction of the second sec			
My Dashboard	CUG Employee Mobile Number *	Allowance *		
Directory 🗸	Enter Mobile Number	Enter Allowance		
Core HR 🗸 🗸				
Compensation and lienefits $\sim$	I want to request a telephone ext	tension/CUG for official work po	arpose only.	
Performance Management 🗸 🗸	I declare, that any previous sanct			
Leave Management 🤍			ed subject to availability and requirement. extension or misuse of CUG shall be recoverable from me by FCI.	
Payrol 🗸	Remarks *	ages of asses of the templority of	province of antipology of solid chain on recording and recording of the	
Employee Relations	Remarks			
Talent Management				
Learning and Development 🗸 🗸	Supportive Document * Upland Document Upland	1		
Connect +				
Policies and Circulars			Sur	bmit Cancel

SYSTEM

Figure 4-179: New Device Sanction Request

#### Subm

Enter the details and click on and a new request will be generated and added into ESS landing page with success message as shown in Figure below

STATE AND	Request Date	Sanction Type	í	Status		
ser Manual	DD/MM/YYYY	All	~	A.0.	🖌 🖌 Get Rosults	
deo Tutorial						
/ Dashboard					Add	Facility
ectory 🗸	Show 10 v entries	Export to : Deal PDF	Print		Search	
					494950	
re HR	ACTION	STATUS	I TILLEID	8 REQUEST DATE	SANCTION TYPE	- 9
	0	Withdrawn	TEL18	02/01/2021	CUG	
elephone Sanction Request	142					

#### Figure 4-180: Telephone Facility Request – Employee – Success Message



## 4.7.5 View Device Sanction Request

Click on <sup>(O)</sup> to View detail of request as shown in Figure below:

Arrund       TELE 10       Employee Name         Tretorial       TEL2 10       AMT KUMAR         Inhoard 1       Sequest Date       Sequest Date         Solorid 2       Sequest Date       Sequest Date         Solorid 3       Sequest Date       Sequest Date         Solorid 4       Sequest Date       Sequest Date         Solorid 4       Sequest Date       Sequest Date         Solorid 5       Sequest Date       Sequest Date         Solorid 4       Designation       Sequest Date         No       Mobile Brand       Designation         Model Number       Remarks       Supportive Document         Wartagement       I want to request a takephone extension/CUG for official work purpose only.       Supportive Document         View Attachment       I declare, that any previous sanctioned telephone extension / CUG has been returned to FCI.       I understand that the telephone extension or misuse of CUG shall be requested to FCI.         I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCL.       I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCL.		Employee Request View	
Tutofal Request Date   anboard 2021-01-17   Sanction Type Division   CUG Mobile Brand   Mobile Brand Disignation   Model Number Model Number   Management Maring    Remarks   Anagement Image Instand that the telephone extension/CUG shall be assigned subject to availability and requirement.	enual	TELE ID	Employee Name
Analogement     Analogement <td>Nitorial</td> <td>TEL22</td> <td>AMIT KUMAR</td>	Nitorial	TEL22	AMIT KUMAR
Incodes       Samption Type       Division         ry       CUG       Personner         Mobile Brand       Disignation         Mobile Brand       Mobile Brand         Mobile Brand       Manager         nance Management       MRP         Imagement       Imagement		Request Date	Employee Number
v CLid   Nobite Brand   Mobite Brand   Mobite Brand   Mobite Brand   Mobite Brand   Mobite Brand   MBP     MBP     Remarks   xyz   Supportive Document   Vew Attachment   Vew Attachment   Vew Attachment   Vew Attachment   Vew Attachment   Vew Attachment     Vew Attachment	hboard	2021-01-17	999999999
Mobile Brand Model Number MBP Meter Number MBP Meter Number MBP Meter Number MBP Meter Number MBP MBP MBP MBP MBP MBP MBP MBP			
n       Model Number       Manager         nance Management       MBP       Remarks         variagement       Verv Attachment	ry ~	oua	Personnet
Model: Number Management MBP MBP MBP MBP MBP MBP MBP MBP	5 W	Mobile Brand	
Analogement values a telephone extension/CUG for official work purpose only.	* *	Model Number	Manager
nance Management       kyz         Management       Supportive Document         Vew Attachment       Vew Attachment         V       I want to request a telephone extension/CUO for official work purpose only.         View Attachment       I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.         View Attachment       I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.         View Attachment       I understand that the telephone extension/CUG shall be assigned subject to availability and requirement.	asation and Benefits	MRP	
Aunagement  Aunage			xyz
Management	nance Management 🛛 🗸 🗸		
ee Relations I declare, that any previous sanctioned telephone extension/CUG has been returned to FCI.			View Attachment
ee Ralutions I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.	vlanagement 🗸 🗸	1	
ee Relations	e) 🗸	I want to request a telephone extension/CUG for official	I work purpose only.
Management		I declare, that any previous sanctioned telephone exten	sions / CUG has been returned to FCI.
Aanagement V	ee Relations 🔍 🔍		
Annopennet I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCI.	1925334445 CO	I understand that the telephone extension/CUG shall be	assigned subject to availability and requirement.
	wanagement 🤟	I declare, that in the event of damages or loss of the teld	phone extension or misuse of CUG shall be recoverable from me by FCI.



#### In MSS:

In MSS- Dashboard landing page of "Device Sanction Approval" Manager can view request Raised by other employees and review it if they have authority as shown in figure below

		ion Review Listing						
ser Martuil	Office Type		Office		Тури		Status	
	48	~	All		<ul><li>₩</li></ul>	×	AU	$\sim$
den Tutoriai								
anager Dashboard	Get Rosults							
iert Moragement 💦 🗸 🗸	Shew 10 -	antries Export to : Grow	PDF Print				Seanth	
A Rem	action	ITATUI	THUR	REQUELT DATE	TVH	OFFICE LOCATION	EAPLOYEE HURSE	
Maintern 😪	A STATUTE -							2
Request A	(P) []	Pending Review	TEL30	01/01/1970	Telephone	HQ-Delhi	152770	

Figure 4-182: Device Sanction Review Listing

Click on <sup>(O)</sup> to View detail of request as shown in Figure below:

•	Employee Request View	
Manual	TELETD	Employee Name
	TEL22	AMIT KLMAR
Tutorial	Request Date	Employee Number
ger Dashboard	2021-01-17	0999999999
ger cashooaro	Sanction Type	Division
t Management	CUG	Personnel
	Mobile Brand	Designation
HR 😪	Model Number	Manager
	MRP	Remarka
mance Management	NUMP.	куз
and Attendance		Supportive Document
and Attendance 🗸 🗸		View Attachment
ensation and Benefit 🔍 🗸		
. ~	V want to request a telephone extension/CUG for official w	vork purpose only.
	I declare, that any previous sanctioned telephone extension	ons / CUG has been returned to FCI.
Acquisition 🕓		
ng and Development 🔍	I understand that the telephone extension/CUG shall be a	asigned subject to availability and requirement.
ing and Development 🔍	I declare, that in the event of damages or loss of the telepi	hone extension or misuse of CUG shall be recoverable from me by FCI.
yee Relation		

#### Figure 4-183: Employee Request View

Further the User can:

#### View Action History

Click on to open the Action History which reflects the • approval routing for the specific transaction.

to navigate to Landing page • Click on

## 4.7.6 Dispatch – Device Sanction Request

Back

To Dispatch the request submitted by HRMS user the reviewing authority shall click on

17 to navigate to detail page as shown in Figure below:



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Home			
and the first of t	Telephones_facility / Approv	e	
User Manual	( Second and Second an		
Video Talorial	TELE ID TEL50		yee Warne Bri KUMAR
Manager Dashbuard	Hequest Date 2021-03-01	kingday Divisio	yeer Nuentson
Taient Management	Sinction Type Telephone	Person Distign	
Core HEI	Mulate Brand	51.54/1975	ant Denetal Manuger
Masters	Model Number Mill	- Remark OK	kin .
Request			reve Document Ifachment
Policy and Alerta	× .		
Appointment and Wolffood	i want to request a telephone ex	tension/CUG for official work purpose only.	
Employees Profile	🛃 İ declare, that any previous same	tioned telephone extensions / CUG bas been returned to FCI.	
		성명의 방법을 잘 못했어야 않아? 동물 관람은 단하는 것이 가슴다. 그는	
Employee Records Management		extension/CUG shall be assigned subject to availability and requirem	
		extension/CUG shall be assigned subject to availability and requirem magns or loss of the telephone extension or misuse of CUG shall be re	ecoveratile from me by FCI.
Management Transfers and Employee	I declare, that in the event of the	nages of loss of the telephone extension or misuse of CUG chall be m	
Management Transfors and Employee Movement	I declare, that in the event of da	nages of loss of the telephone extension or misuse of CUG chall be m	ecoveratile from me by FCI.
Management Transfers and Employee Movement Device Sanction Approva	I declare, that in the event of de Dispetch Te	mages of loss of the telephone extension or misuse of CUG chall be m	ecoveratile from me by FCI.
Menagament Transfors and Employee Movement Device Sensition Agencient Stepping Up Approvel	Dispatch To Dispatch To	mages of loss of the telephone extension or misuse of CUG chall be m	ecoveratile from me by FCI.
Nerragement Transfors and Employee Movement Device Sensition Approvel Stepping Up Approvel Fiscation of Pay Englisher: Separation	I declare, that in the event of da  Dispatch Ye  Dispatcher Remarks +  Dispatcher Remarks +  Dispatcher Remarks +	nages of loss of the telephone extension or misuse of CUB chall be m	ecoveratile from me by FCI.
Alemagement Transfors and Employer Alcovenant Device Senction Approval Simpling Up Approval Flamiton of Pay Employer Separation Management	Dispatch To Dispatch To Dispatch To Dispatcher Remarks *	mages of loss of the telephone extension or misuse of CUG chall be m	ecoveratile from me by FCI.
Management Transfors and Employer Movement Device Sensition Approved Simpling Up Approved Feation of Pay Englisher Separatelist Management Reports Performance Management	I declare, that in the event of da      Dispatch Ye     Think Julian      Dispatcher Remarks +     Os      Decament Remer	nages or loss of the telephone extension or misuse of CUG shall be n 2 Supportive Documents 3	ecoveratile from me by FCI.
Menagement Transfors and Employee Movement Device Sensition Approve Stepping Up Approve Frantion of Pay Englishes: Separation Management	I declare, that in the event of de  Dispatch Ye  Dispatch Ye  Dispatcher Remarks *  Os  Decement Remarks  Roter Decement Reme	nages or loss of the telephone extension or misuse of CUG shall be n 2 Supportive Documents 3	ecoverable from me by FCI.

#### Figure 4-184: Telephone\_facility / Approve

Enter the relevant details and perform one of the following actions as a reviewing authority:

#### View Action History

• Click on to open the Action History which reflects the approval routing for the specific transaction.

#### Add

 Click on to attach a new document in PDF format with a document name of not more than 5 MB

# Add Reviewer

Click on Link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.

#### Dispatch

• Click on button to submit the review with details to the concerned reviewer selected as shown in **DISPATCH TO field** such that the transaction is forwarded to the next selected reviewer in the reviewing



authority final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

#### Revert

Cancel

 Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

Click on

\_\_\_\_\_ to navigate back.

= W FCI HU	JMAN RES	OURCE MA	NAGEMENT SY	STEN	4					0	Aa — 🔕 — Aa	ESS 🚺	iss 🖉 н. so	ONAL GÖYAL	5
Home:		Device Sar	nction Review Listin	g											
User Manual		Request ha	as been dispatched su	uccess	tully.									*	
Video Tutorial		Office Type			Office				туре			Status			
Yost talone		All		$\times$	.841			8	✓ A8		Y	AB		×	
Manager Dashboard		-													=
Talent Management	~	Get Resul	ta .												
Core HR	×.	Show 50	- antries Export to :	Excel	FOF	Print						Searc			
Masters	~	( Alexand			-		and the second second		-					8	
Request	×	ACTION .	STATUS Pending Review		TELE ID		01/01/1970		Telephone	14 1	HQ-Delts		IMPLOYEE NUMBE 152770		

Figure 4-185: Device Sanction Review Listing – Success Message

## 4.7.7 Review Device Sanction Request

To review the request reviewing authority shall navigate to MSS-landing page as shown in Figure below

FCI HUMA	N RESOURCE MAN	AGEMENT SY	STEM		Aa 🚺 Aa	ESS MSS	PANKAJ JAIN
Home	Device San	ction Review Listin	ng				
With Walking	Office Type		Office		Туре	Status	
User Manual	All	~	AU	~	All	V AIC	~
/ideo Tutorial		-					
Manager Dashboard	Get Result						
falent Management	Show 10	entries Export to :	Expel			Search:	
Performance Management	ACTION	STATUS	TELE ID 1	REQUEST DATE	туре	DEFICE LOCATION	EMPLOYEE NUMBER
Leave and Attendance	~ ® 🖽	Pending Review	TEL23	01/01/1970	Mobile Device	HQ-Dethi	300027
Learning and Development	~ 0	Pending Review	TEL21	01/01/1970	Telephone	HQ-Delhi	146856

Figure 4-186: Device Sanction Review Listing



Click on <sup>1</sup> to open the Review form as shown in Figure 4-149

	Telephones_facility / Re	sview		
Manual				
	TELE ID		Employee Name	
Tutorial	TEL23		BIJAY KUMAR SINGH	
ger Dashboard	Request Date 2021-01-20		Employee Number Division	
t Management	Sanction Type Mobile Device		Personnel	
mance Management	Mobile Brand		Executive Director	
	Samoung		Remarks	
and Attendance	Model Number		Romacka	
	S2D		Supportive Document	
ing and Development.	5000		View Attachment	
HR				
Fixation of Pay			stension or misuse of CUG shall be recoverable from me by FCI.	
Employee Separation			View Actio	n History
Employee Separation			View Actio	n History
Management	Reviewer Remarks *		View Actio	n History
Management	The second se		View Actio	n History
Management	Reviewer Remarks *		View Actio	n History
Management	Reviewer Remarks *	Supportive Document	View Actio	n History
Management	Reviewer Remarks *			n History
Management	Reviewer Remarks *	Supportive Document Upload Document		n History
Management	Reviewer Remarks * OK Document Name Enter Document Name	Upload Document Uploa		n History
Management	Reviewer Remarks * OK Document Name Enter Document Name	Uptoe Uptoe Uptoe	d Add	n History
Management	Reviewer Remarks * OK Document Name Enter Document Name	Uptoe Uptoe Uptoe		Cancel

Figure 4-187: Telephone\_facility/ Review

Enter the relevant details and perform one of the following actions as a reviewing authority:

#### View Action History

Click on to open the Action History which reflects the approval routing for the specific transaction.

Add

- Click on to attach a new document in PDF format with a document name of not more than 5 MB
- Click on Add Reviewer link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval

•



routing. Functionality explained in common functionality section 5.1.1, please refer.

- Selective Revert
- Click on link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

Review

Click on button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from Pending Review to Pending Approval once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

Revert

Click on

button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

= W FCI HUN	AAN RES	OURCE MAI	AGEMENT SY	STEN	A			3	An 🕓 A	a	ESS	MSS 🤌 🕫	PANKAJ JAIN	
Home		Device San	ction Review Listin	g										
User Manual		Request ha	s been reviewed suc	ceselu	ly,								×	
Video Tutorial		Office Type			Office		Туре				Status			
And a finite set		AE		$\sim$	A0		<ul><li>→ All</li></ul>		3	×:	A0		×	
Manager Dashboard		_												
Talent Management	~	Get Result	<b>u</b> .											
Performance Management	¥.	Show 10	entries Export to :	Eanel	eter Pos	8					Searc	ih:		
Leave and Attendance	~	ACTION	BTA7UE		TELEIO	REQUEST DATE	TYPE	1	OFFICE LOCATION			EMPLOYEE NUM	NR I	i.
Core HR	~		Pending Review		TEL30	01/01/1970	Telephone		HQ-Delhi			152770		
Request	~		Withdrewn		TEL29	01/01/1920	Telephone		HQ-Delhi			152770		

Figure 4-188: Device Sanction Review Listing – Success Message

## 4.7.8 Approve Device Sanction Request

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval landing page as shown below:



. BLIAY KUMAR SINGH

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Home		Device Sanc	tion Approval Lis	ting					
User Manual		Office Type		Office		Туре		Status	
		All	~	All	~	All	~	IA	~
Video Tutorial									
Manager Dashboard		Get Results							
Talent Management	÷4	Show 10 ~	entries Export to :	Excel			Searc	-bi	
Performance Management	~	ACTION	STATUS	TELE ID	REQUEST DATE	TYPE 6	OFFICE LOC	P.0.	0.000
Leave and Attendance	÷	•	Pending Approva		01/01/1970	Mobile Device	HQ-Delhi	300027	and the second se

Figure 4-189: Device Sanction Approval Listing

Click on to open the page as shown below, where approving authority can perform one of the following actions:

Click or

View Action History

Click on approval routing for the specific transaction.

Add

 Click on to attach a new document in PDF format with a document name of not more than 5 MB

## Add Reviewer

- Click on Link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on Selective Revert link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

#### Approve

 Click on to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.

#### Reject

• Click on to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval



Landing Page status of the transaction changes from **Pending Approval** to **Rejected.** 

		Cancel
•	Click on	
-	CHER OIL	

ſ

<sup>1</sup> to navigate back to Approval Listing Page.

User Manual TELE ID TEL23	Employee Name
	Employee Name
TEL23	
	BLIAY KUMAR SINGH
anager Dashboard 2021-01-20	Employee Number
Sanction Type	Personel
ent Management V Mobile Device	Designation
rformance Management	Executive Director
Samsung	Remarks
ave and Attendiance V Model Number	Remarks
520	Supportive Document
NRP	View Attachment
Transaction A	
Stepping Up Approval	re extension or misuse of CUG shall be recoverable from me by FCI.
Fication of Pay	View Action History
Employee Separation Approver Remarks *	
Approver Remarks	
mpensation and Benefit. 🗸 🗸	
ployee Relation Cocument Name Supportive Document	
Enter Document Name Upload Document	ptoal Add





LITTLE C		Device San	iction Approval List	ting										
aar Marnadi		Request for	is been approved ex	consta	94-									
inter Texture in		Отное Туря			Office			Tep	ê 3			Status		
mager Dashbrunit		- 44		8	.44			< 8			~	At .		$\times$
			-											
writ Managemant	~	Out Result												
we and Attendence	~	Show 30	- ontrine Export to :	-Cover	60.6	1000						Beirst		
formance Management	~	ACTION	STATUS.	1.	10.4.0		REQUEST DATE	TYPE		OFFICE LOCATION			EMPLOYES HUMBER	
6 600 L	- 22		Atamment		TEL30		91/01/1970	Telephon		HQ-Dethi			152770	

#### Figure 4-154: Device Sanction Approval Listing – Success Message

#### 4.8 Stepping Up Pay

When a senior employee draws lesser pay than his junior promoted after him, the pay may be stepped up to the extent of pay of his junior from the date of promotion of junior subject to following conditions. In this case, the senior employee can raise a request to step up his pay to Personnel division.

#### 4.8.1 Navigation

ESS Navigation: Core HR >> Step Up Request

MSS Navigation: Core HR >> Request >> Stepping Up Approval

4.8.2 SLA

2 Days

#### 4.8.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.8.1 to reach the Step Up Request Landing Page as shown below:

me	Step Up Request Listing				
or Moruai	From Date	To Date			
ea Tutorial	DDMMOYOY	DD/MM/YYYY	Get Results	Read	
Dechboard.					Request Stepping Up Pay
etary	Show 10 - untrins Expor	tto: Exam POF. Port			
100		the net		Search	
	ACTION	STOP UP 10	E. STATUS	I REQUEST DATE	
ransfer Request		SFX74	Pending Review	11/01/2021	
lep Up Harpiesf	•	SFX73	Pending Review	04/01/2021	
eparation Request	Showing 1 to 2 of 2 entries				
y Service Rook					Prendous T Next





User shall be able to perform the following activities from the landing page:

- Click on
   Get Results
   to apply the available filters.
- Click on Excel to export the table records in Excel as per table columns.

Click on	Request Stepping Up Pay	to generate new request.
chek on	Search	

Click on
 search the table records.

• Click on to sort the table records in ascending order or descending order of entries.

to enter a search query that shall



# 4.8.4 Step Up Request

User shall raise a step up request from ESS by clicking the button to open the Step Up Request Form as shown below:

= V FCI HUMAN	RESOURCE MANAGEMENT SYSTEM	м	🔕 As 🕼 AB 📲	ESS MSS 🧬 🕕 PRIYANK DAHIYA 🛔	þ
Home	Stepping Up Pay Request				
User Menual	Name Of Employee Who Draws More 1	Office	Division	Designation	
Video Tutorial	JOYASHREE PARKAY-285122 🗸 🗸	DO HOOGHLY	Stocks	Assistant Grade - III	
My Dashboard	Remarka *				E
Directory	OK C	2			
Core HR	n				
Transfer Request	Declare That As Per FCI Staff Regulation	n The Employee Mentioned is Drawing More Sala	ry In Junior-Capacity: *		
Step Up Request	>			3 Sutanit Crincel	
Separation Request					

#### Figure 4-192: Step Up Pay Request

Submit

Enter the details and click on and a new request will be generated and added into ESS landing page with success message as shown in Figure below

#### **Core HR User Manual Version 2.2** FCI HUMAN RESOURCE MANAGEMENT SYSTEM PRIYANK DAHIYA Step Up Request Listing Step Up has been subri User Manual Video Tutorial To Date From Date Out Res My Dashboard DOMM/YYYY 8 DD/MM/YYYY Ħ Director Request Stepping Up Pay Core HR :10 \* Export to : Imm) PDP min Search STATUS REQUEST DATE STEPUPE Shop Up Required SFX75 Pending Review 01/03/2021 Separation Reques SFX74 Pending Review 11/01/2021

Figure 4-193: Step Up Request Listing – Success Message

## 4.8.5 Review Step Up Request

To review the request submitted by HRMS user the reviewing authority shall navigate to Reviewer landing page as shown in Figure below:

tome	Step Up Request Review Listing					
Iser Manual	From Date	To Date	Office		Division	
ideo Tutorial	DDIMMYYYYY	DD/MM/YYYY	Ali Ali	×	All	
anager Dashboard	Status					
ive and Attendance 🔍 🗸	AI ~					
ore HR 🔋	Get Results Reset					
Acquest	Show 10 v entries Export to: Exp	iii PDF Print			Search	
2 C C C C C C C C C C C C C C C C C C C			AE I OFFICE	I DIVISION	A ROVEST DATE	
Appointment and Verification $\checkmark$	ACTION STEP UP ID	ETATUS EMPLOYEE NAM				
Appointment and Verification	ACTON STEPUPED	Pending PRIVANK DAH		Personnel	04/01/2021	

Figure 4-194: Step Up Request Review Listing

click on to open the Review form as shown in Figure above:

Date Of Joining FDI 28/11/2020 Date Of Reporting For Outy 28/02/2021		Job Description Not Available Office Order View Attachment	
			View Act
Reviewer Remarks *			
Reviewet Remarks			
and a second sec			
Document Name	Supportive Document		

Figure 4-195: Review Step Up

Enter the relevant details and perform one of the following actions as a reviewing authority:

- View Action History
- Click on to open the Action History which reflects the approval routing for the specific transaction.
- Click on to attach a new document in PDF format with a document name of not more than 5 MB
- Click on Add Reviewer link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on Selective Revert link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

#### Review

Click on button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.



Revert

Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

## 4.8.6 Approve Step Up Request

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval page by following the navigation as mentioned in

section 4.4.5.1 and click on 🕺 to open the Approval page as shown in Figure below

Date Of Reporting For Duty 28/02/2021		Office Order Wew Attachment	
			View Action History
Approver Remarks *			
Approve Remarks Bocument Name	Supportive Document		
Enter Document Name	Upwad Decument	bbA hereigt	
з.на. роси	MERT NAME	SUPPORTIVE DOCUMENT	ACTION
		Add Beviewer Selective Revent	Approve Reject Cancel

#### Figure 4-196: Approve Step Up Request

Enter the relevant details and perform one of the following actions as a reviewing authority:

View Action History

Add

Click on to open the Action History which reflects the approval routing for the specific transaction.

to attach a new document in PDF format with a document Click on name of not more than 5 MB

Add Reviewer link to open the additional reviewer popup where the Click on existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.



## Selective Revert

 Click on link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.1, please refer.

#### Approve

• Click on to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.

Reject

Cancel

• Click on to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected.** 

Click on

to navigate back to Approval Listing Page.

Step Up Request Review Listing							
Successi Request	has been approved	d successfully.					*
Office		Division		Section		Cadre	
All	*	Select	*	Select		All	*

#### Figure 4-197: Step Up Request Review Listing – Success Message

#### 4.9 Fixation of Pay

At the time of promotion or increment, Personnel division performs a pay fixation to ensure that increments and revised pay scales as per Ministry order or pay commission are included and updated to employee salary. Hence, the system shall have the provision that allows Personnel division to update pay scales as per fixation guidelines.

### 4.9.1 Navigation

MSS Navigation: Core HR >> Requests >> Fixation of Pay

4.9.2 SLA

2 Days

#### 4.9.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.9.1 to reach the Pay Fixation Landing Page as shown below:



BYANK DAHIYA

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ortvell	Pay Fix	ation Listing							
or Manual	Office Typ			Other		Distaion		Firstion Status	
ns Tutorial	All			A8	0	All	50 S	A4.	~
ager Dashboerd	Compensa	tion Processing Stat	-	Source Of Changes		From Date		Tu Bate	
ni Managamani	All		Y	A1 -	~	DOMMINYYYY	0	DD/MM/2004V	C
		Out Results	Handt						
formance Management			-						
vo and Altendance	× .								itiala Flaation
	Show st	i – entries Exp	ort to : Emmi	]				Search.	
ngalist (	C ACTOR	******	PERMIT	US.) EMPLOYEEMAME	(stylings)	errective same (	поменнытон енос	annen nywydy i minaed	OF CRAMMENTS
Appointment and Verificat	non	PFX1210	Pandeng	ABHUIT ASHOK AHIRRAO	General	27/01/2021	Unprocessed	less news	ent
Erraioyee Records Management	×	P#X5220	Perinting	RICHA	Finance	27/01/2021	Unprocessed	incourt	
Transfers and Employed Movement		C. COMMENT	Bandrane		110.000000	ACCOUNTED TO			
Device Sanction Approval		PEX3213	Parkbridg Renview	KAUSHAL KISHOR PALIWAL	Finance	27/01/2021	Unprocessed :	Increm	erit.
Stepping Up Approval		P#X1214	Pending Berriew	OM PARKASH GUYAL	Engineering	27/01/2021	Unprocasaad	Increm	est :
Fination of Pay	> •	PEX1215	Pending Bindow	SANDEEP DEORA	Other	27/01/2021	Unprocessed	WICHT	ent)
Employee Separation Management	8	P#X1216	Panding Bertew	MACHU BALA ATREJA	Personnel	27/01/2021	Unprocessed	Increme	int.
aparta	8	PFX1212	Pending	GOPAL KOUSHAN CHAWLA	Personnei	27/01/2021	Unprocessed	increm	prot.
persetion and Benefit		PFX1218	Peodisg Review	RAM RAJ MEENIA	Personnel	27/01/2021	Unprocessed	increin	ent
all		PFX1206	Pending Review	SAMEER KUMAR VERMA	Information Technology	27/01/2021	Unprocessed	Incremo	orit
loyee Metation		PEX1207	Pending Review	BANDEEP KUMAR SHARMA	Legal	27/01/2021	Unprocessed	Increm	ent
	Showing 1	to 10 of 539 entras					Prestour.	E 3 4 9	54 Net

#### Conversion & 2000 Fund Corporations of India ( Pressand by Komme)

Figure 4-198: Pay Fixation Listing

User shall be able to perform the following activities from the landing page:

Get Results Click on to apply the available filters. • Excel to export the table records in Excel as per table columns. Click on • Search: Click on to enter a search query that shall • search the table records. Click on to sort the table records in ascending order or descending order of . entries. Click on Status, to open the action history in a popup that describes the • approval routing of the entire transaction

Click on Previous 1 Next to navigate table records



- Click on to download joining letter.
- Click on <sup>(IIII</sup>) to view an existing record in the table.

# 4.9.4 Initiate Fixation of Pay

Click on the Initiate Pay Fixation page as shown below:

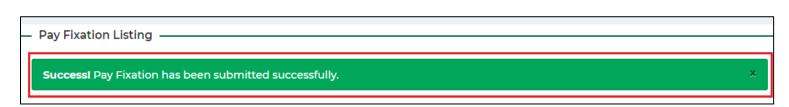
FCI HUMAN RESOURCE MANAGEMENT SYSTEM

9774E		Pay Fixation Proposal					
see Adamual		Employee Namo/Number	1.		Revised Pay Scale		
deo Tutorial		ILONAL GOVAL (277705)	~ 1		S-0	~ 2	
anager Dashboard		Employee hiame			fitort Banic		
amt Managommi		SONAL GOVAL			30500		
		Designation			Ervel Barsho		
rformanzis Management	- C	Technical Assistant Grade - II			88100		
eve and Attandance	~	Current Pay Scale 9-6			Barrisset Basic *	3	
	- a	Current flasic 34350					
Request	~	Current DA 6320			Coloutate: 4		
Appendencerit and Verific	atten 🗠	Current HRA 11244			Hevined DA 11040		
Employee Records Management	~	Caletoria Adosrances 8931			Bernard Current HISA 14400		
Transfers and Employme Moviment	e 😐	Total Earnings 57845			Revined Cafetoria Allow 15600	ances	
Device Sanction Approv	2 - C	31043			Revised Tirtal Earnings 101040		
Shassing Up Approval					Orms Earning Difference 43195		
Floation of Pay					Effective Date +		
Engenyee Separation Management	4				01/05(2021	<b>5</b>	
Reports	0						
	1	Exiter Recourse 7					
impensation and Benefit	~	OK.					
	4			6			
arring and Development	~	Source Of Changes *		Attach Order -		Date Of Reporting	
spicyeus Balation	- 31	Instantion 1	Ş.	Schwaladow (21 patt	Option Discovert	ov/oazzozi	

Figure 4-199: Pay Fixation Proposal

### Submit

Enter the details and click on and a new request will be generated and added into ESS landing page with success message as shown in Figure below



#### Figure 4-200: Pay Fixation Listing – Success Message



## 4.9.5 Dispatch Fixation of Pay

To Dispatch the request submitted by HRMS user the reviewing authority shall click on

17					
_	to navigate to	detail page	as shown	in Figure	below:

Request	X	Personnel		View Attachment	
Appointment and Verificati	ion.~	Cadro General		e Tape Brown 2	
Work Distribution		Category		+ Tape White 1	
Nem Allocetion		CAT-III		<ul> <li>Tumbler Glass</li> <li>Tag</li> </ul>	
Transfers and Employee Movement	÷			= State / Ruter + State Pin Small	
Sheeping Up Approval				Remarks	
Employee Separation Management	~				
Compensation and Benefit	~				View Action History
Payrol	~	Dispatch To			
		SHELLA SULINE DOGA			
Employee Relation	~	Dispatcher Remarks *			
		Reviewer Remarks			
		Document Name	Supportive Document		
		Enter Document Neme	Optimit Document	Liptone Add	
		stivo. Documenta	IANE	SUPPORTIVE DOCUMENT	АСТЮН
				Add Revie	Hereit Dispolith Cancel
			Crise/ight @ 2000.0	tion Composition of Italia   President by Robert	a.)

#### Figure 4-201: Dispatch Fixation of Pay

Enter the relevant details and perform one of the following actions as a reviewing authority:

- Click on to open the Action History which reflects the approval routing for the specific transaction.
- Click on to attach a new document in PDF format with a document name of not more than 5 MB
- Click on Add Reviewer link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.



Dispatch

Click on button to submit the review with details to the concerned reviewer selected as shown in DISPATCH TO field such that the transaction is forwarded to the next selected reviewer in the reviewing authority final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

Revert

 Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

Cancel

Click on

\_\_\_\_\_ to navigate back.

= 🙀 FCI HUMAI	N RESOURCE MANAGE	MENT SYST	EM		Q A O	Aa ESS	MSS 🖉	H, PARAS PANJWANI	ĵ.
Home	Pay Fixation Revi	ew Listing							
User Manual	Request has been	dispatched succ	essfully.					8	
Video Tutorial	Office Type		Office		Division		Fixation Status		
Manager Dashboard	Al	~	AI	~	441	×	All	×	

Figure 4-202: Pay Fixation Review Listing – Success Message

## 4.9.6 Review Fixation of Pay

To review the request submitted by HRMS user the reviewing authority shall navigate to Reviewer landing page as shown in Figure below:

(CETHE)	Pay Fixation Review Listing			
uer Mariaal	Office Type	Office	Division	Finalion Status
keo Tutorial	ΔII	~ All ~	A8 🗸	All ~
nager Dashboarit	Source Of Changes	From Date	To Date	
net Managament 🕓				
rformance Management 🛛 🕹	Show 10 - entries Export to	o Gaussi PEP From		Search
we and Atlandance				
e Idi	ACTION PPRIO I	POLATION STATUS	BIVISION . HEQUEST DATE	BOUNCE OF CHAMBED

Figure 4-203: Pay Fixation Review Listing





click on to open the Review form as shown in Figure above:

	Review Pay Fixation	
Mirnai	PFX 15	Hewiood Pay Scale
s Tutorial	PFX1221	PAV15
iger Dashboard	Employee Number 277705	Start Basic 20500
it Management	Employee Name SONAL ODYAL	End Sanic 88100
mance Management	Previdual Designation Technical Assistant Grade - II	Revised Basic 60000
and Attendance	Current Pay Scale S-6	Revised DA 11040
HR:	Current Basic 34390	Revised Current HRA
nga-st	Current DA 6320	Revised Catetoria Altowances
Appointment and Verifical		Nevised Total Earlings
Employee Records Management	8244 Cafeteria Allowances	10104D Oross Earning Difference
Transfers and Employee	8831 Tintai Earrienge	43195 Effective Date
Movement	57845	01/03/2021
Plication of Pay	Enter Remarks OK	Attached Onder View attactment
Employee Separation Management		Date Of Reporting
quorta	- <b>*</b> .	Source Of Changes Increment
sensation and Benefit	~	Increment.
94 111		Mayer Authors History
cyee Relation	Reviewer Remarks *	
	ок 1	
	Enter Document Name Supportive Docu	
	Enter Document Name	Uphone CAdd
	E-HD. DOCUMENT NAME	выпчоятиче досимент 2 Астори

Figure 4-204: Review Pay Fixation

Enter the relevant details and perform one of the following actions as a reviewing authority:

#### **View Action History**

to open the Action History which reflects the Click on • approval routing for the specific transaction.

Add

- to attach a new document in PDF format with a document Click on • name of not more than 5 MB
- Add Reviewer link to open the additional reviewer popup where the Click on • existing reviewing authority can add another reviewer in the line of approval



routing. Functionality explained in common functionality section 5.1.1, please refer.

- Click on Selective Revert
- Click on Link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

Review

Click on button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

## Revert

Click on button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any reviewer or approving authority had reverted the transaction back to the initiator.

<ul> <li>Pay Fixation Revi</li> </ul>	ew Listing ————			
SuccessI Request	has been reviewed successfully.			×
Office Type	Office	Division	Fixation Status	
All	▼ All	▼ All	▼ All	•

#### Figure 4-205: Pay Fixation Review Listing – Success Message

## 4.9.7 Approve Fixation of Pay

To approve or reject the request forwarded by reviewing authority, the approving

authority shall navigate to Approval page by following the navigation and click on  $\sim$  to open the Approval page as shown in Figure below



Date Of Reporting For Duty 28/02/2021		Office Order View Attachment	
			View Action History
Approver Remarks *			
Approve Remarks			
Document Name	Supportive Document		
Document Name Entite Document Name	Supportive Document	Uplant	
Enter Document Name		Surrowthy: Soculiest	ACTION
Enter Document Name	Upward Decument		
Enter Document Name	Upward Decument		ACTION Accesses Heared Cancel

Figure 4-206: Pay Fixation Approval

Enter the relevant details and perform one of the following actions as a reviewing authority:

View Action History

Click on to open the Action History which reflects the approval routing for the specific transaction.

Add

- Click on to attach a new document in PDF format with a document name of not more than 5 MB
- Click on Add Reviewer link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on Selective Revert link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.

#### Approve

 Click on to give approval on the transaction and On Approval Landing Page status of the transaction changes from Pending Approval to Approved as shown in Figure below.

#### Reject

• Click on to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected.** 

Click on



Cancel

to navigate back to Approval Listing Page.

Pay Fixation Approve Listing	
------------------------------	--

•

Successi Request	t has been app	proved successfully.			*
Office Type		Office	Division	Fixation Status	
All		All	All	 A10	*

### Figure 4-207: Pay Fixation Approve Listing – Success Message



# 5 Common Functionalities

## 5.1.1 Add Reviewer

Add reviewer is the functionality by which the competent authority can add an officer in case of additional recommendations or remarks while processing the requests initiated, either by an employee or on administrative grounds. The benefit of this functionality is that within a fixed delegation of power FCI users of personnel division account division and vigilance division can assign a request for clarifications to the needful authority.

To add an additional reviewer click on Add Reviewer link as shown below

ame	Telephones, facility / Rev	riew			
eer Mainial					
iden Tutorial	TELE ID TEL 28		Employee Name AMIT KOMAR		
lansger Dashboard	Request Date 2021-05-13		Employee Number 9999999999		
001HR A	Sanction Type CUG		Division Personnel		
Request A	Mobile Brand		Designation		
Employee Profile Update	Model Number		Managar		
Employee Records	64810		Hemarks		
Managament			Supportive Document		
Transfers and Employee			View Attachment		
	<ul> <li>I declare, that any pravious</li> <li>I understand that the tailing</li> </ul>		CUG has been returned to FCs. ed subject to availability and requirement.	from mu by FCI,	
Track Joining Intimation Reports	<ul> <li>I declare, that any pravious</li> <li>I understand that the tailing</li> </ul>	sanctioned telephone extensions / (	500 has been returned to POI.	from me by FC1, Arlew, Action 11	letory
Track-Joining Information Reports	I declare, that any previous     I understand that the tailing     I declare, that in the event o     Raiviewer Remarks. *	sanctioned telephone extensions / (	CUG has been returned to FCs. ed subject to availability and requirement.		atory
Track Joining Intimation Reports with Management withermance Management even and Attendance	I declare, that any previous     I understand that the tailing     I declare, that in the event o     Raiviewer Remarks. *	sanctioned telephone extensions / (	CUG has been returned to FCs. ed subject to availability and requirement.		letory
Track Joining Intimation Reports · elent Management · eformance Management · even and Attendance · ompensation and Benefit ·	I declare, that any previous     I understand that the tailed     I declare, that in the event o     Reviewer Remarks *     However Remarks	sanctioned telephone extensions / 4 hone extension/CUO shall be assign of damages or loss of the telephone	CUG has been returned to FCs. ed subject to availability and requirement.		letary
Track Joining Intimation Reports   int Management   informance Management   won and Attendance   amperization and Benefix   awoll	I declare, that any previous     I understand that the tailed     I understand that the tailed     I declare, that in the event o  Reviewer Remarks *  Rovewer Remarks  Document Name  Enter Document Yeare	sanctioned telephone extensions / 4 hone extension/CUG shall be assign of damages or loss of the telephone of Disportive Document	CUG has been returned to FCs. ed subject to availability and requirement.		lettory
Track Joining Information Reports   Internation Internation Internation Information Informatio Information Information Informa	I declare, that any previous     I understand that the tailed     I understand that the tailed     I declare, that in the event o  Reviewer Remarks *  Rovewer Remarks  Document Name  Enter Document Yeare	sanctioned telephone extensions ( 4 hone extension/CU/D shall be assign of damages or loss of the telephone demoges or loss of the telephone ( Uptimel Decument Uptimel Decument)	CUG Has been returned to PCL ed subject to availability and requirement. extension or meause of CUG shall be recoverable	View Action 11	ancel

Figure 5-18: Initiate Add Reviewer



As the user clicks on Add Reviewer link as shown in Figure 4-208, then the user will navigate to the add reviewer detail page as shown in Figure 4-209

ome	Add Review	ver							
Jser Manual	ID 15128								
Aideo Tutoriai	Show 10	e antries					Search:		
	5.MD 5	DATE OF ACTION	VERSION	STATUS	ENPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	BEMARKS (
lanager Dashtooard	Ť	13/05/2021	3	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request
are HR	- 255	8:13:48 PM	62			Constanting of the	37202224447	2000-50010	Initiated
Request	2	13/05/2021 8:16:15 PM	0	Dispatched	MEGHA SINGHAL	Dispatcher	Personnel	Reviewer	tikay
Employee Profile Update	а		3	Pending Review	SHEELA EDLINE TIGGA	Manager	Personnel	Reviewer	N/A
Employee Records		of 2 sectors		THE FIE IT				Previnia	1 Neut
Management	Showing 1 to 3	AL & BOIHER							
	Showing 1 to 3	AL & COUNTY						3-0001118	
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Management  Transfers and Employee Movement Device Sanction Approvel Track Joining Interaction Meports Neports Intert Management Interformance Management Environment Attendance	OPPICE TYPE	orricz	1		NISON SECTION	DESIGNATION			

Figure 5-29: Add Reviewer

Enter the details of the concerned authority for clarification/recommendations and click on

Add

button to add the concerned authority as an additional reviewer. On addition the competent authority for the application will receive a success message as shown in Figure 4-210



amu .	Device Sar	nction Review Listin	9				
er Manual	Reviewerh	as been added succ	ossfully.				*
deo Tutorial	Office Type		Office		Тура	Status	
anager Dashboard	AR	~	AA	~	A.B.	✓ Ali	~
ne HR 🗠	Gettining	na -					
Request ~	Show 10	v entries Exportito:	Excel PDP	1000		Seanth	
Emoloues Records	ACTION	TATON	I TELEM 1	REGISTER 6	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER 0
Managament	•	Pending Review	TEL28	01/01/1970	cuo	HQ-Dotts	290572
TransTers and Employee Y	ø	Withdrawn	TEL27	01/01/1970	CUG	HQ-Delhi	290572
Device Sanction Approval	ø	Foresting	TEL 23	01/01/1970	Telephone	HQ-Delhi	152770
Track Joining Intimation		Reverted	TEL24	01/01/1920	Data Card	HQ-Dethi	152770
Reporte 🗸 🗸	۰	Approved	TEL25	01/01/1970	CUG	DO SAMASTIPUR	291585
ent Management 🛛 🗸 🗸	•	Pending Review	TEL26	01/01/1970	CUG	20 (EAST) -KOLKATA	178647
formance Management 🛛 🗸	Showing 1 to 6	of 6 entries					Freulous 1 Mest
we and Attendance 🔍							
players Relation							

#### Figure 5-310: Reviewer Added Successfully

The concerned authority who has been added as an additional reviewer will receive the access and permissions of a reviewing authority for that particular request. Hence the additional reviewer will be able to either review or revert the request, such that on desired action the authority who added the additional reviewer will receive the decision along with recommendations which will get recorded in the action history for further perusal.



## 5.1.2 Selective Revert

Selective revert is the functionality by which competent authority can send back (Revert) the request to a specific authority who has already taken an action and is a part of the application review and approval process as per DoP. However any authority who have been added as an additional reviewer will not able to perform this action. To revert the application to a previous authority click on select click on Selective Revert link as shown below.

me	Telephones_facility / Rev	view		
er Manual				
teo Tutorial	TELE ID TEL28		Employee Name AMIT KUMAR	
meger Dashboard	Request Date 2021-05-13		Employee Number 9009000099	
NE HR	flamation Type CUG		Division Personnel	
Request A	Mobile Brand		Designation	
Employee Profile Update	Model Number		Manager	
175 - ta-15	MRP		Remarks	
Employee Records Management			PLA	
Transfers and Employee. ~			Supportive Document	
International system of the second system of t				
Device Section Approval		one extension/CU/G for official work		
Track Johnng Intimation	I declare, that any previous	s sanctioned telephone extensions	/ CUO has been returned to FC1.	
Track Johnng Intimation	I declare, that any previous	s sanctioned telephone extensions		
	<ul> <li>I declare, that any previous</li> <li>I understand that the telephone</li> </ul>	s sanctioned telephone extensions mone extension/CUD shall be assig	/ CUO has been returned to FC1.	ne by FCL
Track Johnng Intimation Reports 🗸	<ul> <li>I declare, that any previous</li> <li>I understand that the telephone</li> </ul>	s sanctioned telephone extensions mone extension/CUD shall be assig	/ CUG has been returned to FCL med subject to availability and requirement.	me by FCL View Action Hestory
Track Joining Intimation Reports	<ul> <li>I declare, that any previous</li> <li>I understand that the telep</li> <li>I declare, that in the event</li> </ul>	s sanctioned telephone extensions mone extension/CUD shall be assig	/ CUG has been returned to FCL med subject to availability and requirement.	
Track Johning Intimation Reports	<ul> <li>I declare, that any previous</li> <li>I understand that the telep</li> <li>I declare, that in the event</li> </ul>	s sanctioned telephone extensions mone extension/CUD shall be assig	/ CUG has been returned to FCL med subject to availability and requirement.	
Track Joining Intimation Reports   ont Management  formance Management  we and Attendance	<ul> <li>I declare, that any previous</li> <li>I understand that the telep</li> <li>I declare, that in the event</li> </ul>	s sanctioned telephone extensions mone extension/CUD shall be assig	/ CUG has been returned to FCL med subject to availability and requirement.	
Track Joining Intimation Reports   Inti Management  rformance Management  ave and Attendance	<ul> <li>I declare, that any previous</li> <li>I understand that the telep</li> <li>I declare, that in the event</li> </ul>	s sanctioned telephone extensions mone extension/CUD shall be assig	/ CUG has been returned to FCL med subject to availability and requirement.	
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Track Johnny Intimation Reports   Intimation Internation Internati	<ul> <li>I declare, that any previous <ul> <li>I understand that the telep</li> <li>I declare, that in the event</li> </ul> </li> <li>Reviewer Romarks * <ul> <li>Reviewer Romarks</li> </ul> </li> <li>Berigwer Romarks</li> <li>Enter Document Name</li> </ul>	s sanctioned telephone extensions mone extension/CUD shall be assig of damages or locs of the telephon Supportive Document	/ CUG has been returned to FCL and subject to availability and requirement.	
Track Johning Intimation Reports  of Management formance formance Management formance formance Management formance	<ul> <li>I declare, that any previous <ul> <li>I understand that the telep</li> <li>I declare, that in the event</li> </ul> </li> <li>Reviewer Romarks * <ul> <li>Reviewer Romarks</li> </ul> </li> <li>Berigwer Romarks</li> <li>Enter Document Name</li> </ul>	s sanctioned telephone extensions more extension/CUD shall be assis of damages or loss of the telephon Supportive Document Uptond Decument	/ CUG has been returned to FCL pred subject to availability and requirement. In extension or misuse of CUD shall be recoverable from	View Action History

Figure 5-411: Initiate Selective Revert

The reviewing or approving authority will select the concerned user to whom the request is to be reverted as shown in Figure 4-212 and provide the remarks to justify the selective revert and click

on Button.

mu -	Selective	Revert						
er Mariual	ID TEL28							
eo Tutorial.	SELECT	5.10	DATE OF ACTION	AUTION	EMPLOYEE NAME	DEBIDINATION	DIVISION	AUTHORITY
eger Dashboard		Зř	13/05/2021 8:13:46 PM	Initiated	AMIT KUMAR	Manager	Personnel	Initiator
nt Management	0	2	13/05/2021 8:16:15 PM	Dispatched	MECHA SINGHAL	Dispatcher	Personnel	Roviewer
el and Attendance	0	э	13/05/2021 8:21:14 PM	Reviewed	SHEELA EDUNE TIGGA	Manager	Personnel	Reviewer
simance Management	0	4	13/05/2021 8:22:50 PM	Reviewed	RAM RAJ MEENA	Assistant General Manager(Ell)	Personnel	Redewer
rHR /		6		Pending Review	RAJESH KUMAR	General Managor(Ell)	Personnal	Reviewar
Transfers and Employee Movement. Device Sanction Agamval Track Joining Intimation	Resson *	en))						
pensation and Benefit							Revolution I	Cancel

#### Figure 5-512: Selective Revert

On Click of revert the reviewing or approving authority will navigate to the landing page along with a success message as shown in Figure 4-213. Hence the application will be pending for review with the selected authority for further perusal which will also reflect in action history.

	Request h	as been reverted.						
er Manual	Office Type		Office		Туре		Status	
Seo Tutorial	All	~	Alt	~	All	~	-A0.	~
inager Dashboard								
lent Monagement 🗸 🗸	Show 10	<ul> <li>entries Export to :</li> </ul>		Print			Search:	
ave and Attendance	ACTION	GTATUS	TELE ID	I REQUEST DATE	1.7996.0	OFFICE LOCATION		EMPLOYEE HUNDER
rformance Management 🔍	۵	Pending Neview	TEL28	01/01/1970	cus	HQ-Delhi		290572
ING HR	۰	Withdrawn	TEL27	01/01/1970	CUB	HQ-Delhi		290572
Request	۰	Approved	TEL25	01/01/1970	CUG	DO SAMASTIPUR		291585
Transfers and Employee	ø	Pending Review	TEL26	01/01/1970	cus	ZO (EAST) -KOLKATA		178847





# 6 Troubleshooting and Support

## 6.1.1 Error Messages

In reference to standard error messages that may appear in the application with respect to user and internet settings, the following status codes may reflect:

S.No.	Status Code	Description
1	100 Continue	Only a part of the request has been received by the server, but as long as it has not been rejected, the client should continue with the request.
2	200 ОК	The request is OK.
3	201 Created	The request is complete, and a new resource is created
4	202 Accepted	The request is accepted for processing, but the processing is not complete.
5	203 Non-authoritative Information	The information in the entity header is from a local or third-party copy, not from the original server.
6	204 No Content	A status code and a header are given in the response, but there is no entity-body in the reply.
7	205 Reset Content	The browser should clear the form used for this transaction for additional input.
8	206 Partial Content	The server is returning partial data of the size requested
9	301 Moved Permanently	The requested page has moved to a new url.
10	307 Temporary Redirect	The requested page has moved temporarily to a new url.
11	400 Bad Request	The server did not understand the request.
12	401 Unauthorized	The requested page needs a username and a password.
13	403 Forbidden	Access is forbidden to the requested page.
14	404 Not Found	The server cannot find the requested page.
15	405 Method Not Allowed	The method specified in the request is not allowed.
16	406 Not Acceptable	The server can only generate a response that is not accepted by the client.
17	408 Request Timeout	The request took longer than the server was prepared to wait.
18	409 Conflict	The request could not be completed because of a conflict.
19	410 Gone	The requested page is no longer available.





20	415 Unsupported Media Type	The server will not accept the request, because the mediatype is not supported.
21	500 Internal Server Error	The request was not completed. The server met an unexpected condition.
22	501 Not Implemented	The request was not completed. The server did not support the functionality required.
23	502 Bad Gateway	The request was not completed. The server received an invalid response from the upstream server.
24	503 Service Unavailable	The request was not completed. The server is temporarily overloading or down.
25	504 Gateway Timeout	The gateway has timed out.
26	505 HTTP Version Not Supported	The server does not support the "http protocol" version.

#### Table 6-1: HTTP Status Error Codes

# 6.1.2 Frequently Asked Question

This section shall address some of the frequently asked questions which may arise in the HRMS application under different circumstances as mentioned in Table 5-2

S.No	Circumstance	Next Step
1	Unable to Login to HRMS application	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
2	I am able to access the HRMS application but unable to access respective menu links	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
3	I am unable to see my profile information in HRMS application	Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
4	I am unable to submit a request due to "Bad API Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>



5	I am unable to submit a request due to "Unauthorized Access Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
6	I am unable to open the HRMS application in my web browser	Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
9	Unable to open HRMS application in web browser	<ul> <li>Please note that the HRMS application is compatible with the following browsers only:</li> <li>Internet Explorer 11 and above</li> <li>Google Chrome ver. 44 and above</li> <li>Mozilla Firefox ver. 48 and above</li> <li>Safari Browser ver. 5.1.7 and above</li> </ul> In case the issue persists then please drop an email along with the employee number, employee name and office to <a href="https://www.hrmssupport.fci@gov.in">https://www.hrmssupport.fci@gov.in</a>
10	Unable to install the HRMS mobile application in Android/iOS mobile	<ul> <li>Please note that the HRMS application is compatible with the following mobile OS versions:</li> <li>Android KitKat (Ver. 4.4) and above</li> <li>IOS 12 and above</li> <li>In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u></li> </ul>
11	I am unable to see the required information in the dropdowns and filters of HRMS application	<ul> <li>The issue that the intended information is not available for data entry might be because:</li> <li>Permission or Role not assigned for the employee.</li> <li>Information has not been migrated into the HRMS application</li> <li>Information has been modified after scheduled maintenance of HRMS</li> </ul>



		application
		Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
12	Information visibility as per organization hierarchy	Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself.
		Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
13	I am unable to generate an eSign or apply digital signature as a competent authority	Please send an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u> as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.
14	Unable to export or print the information in the HRMS Application	Please ensure that MS Office with latest updates is installed in the system and print settings are set to "Default". In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
15	Biometric device is unable to recognize employee fingerprint.	To ensure that the employee does not lose any attendance, the HRMS application provides the "Attendance Regularization" feature via which attendance can be modified to "Present Status" based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint registration using the biometric device w.r.t. the employee number. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
16	The leave details in the HRMS application is incorrect	There can be circumstances that the migrated information from Service Book to HRMS application might be incorrect or undefined under rare circumstances. However, in such cases the "Leave Updation" process provided by the HRMS application shall allow the Personnel Division to update the Leave balance of the employee. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
17	Unable to generate MPIN for HRMS Mobile Application	Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number,



		employee name, mobile number and office to <a href="https://www.hrmsupport.fci@gov.in">https://www.hrmsupport.fci@gov.in</a>
18	Unable to view my scanned service book in HRMS application	There can be circumstances that the migrated information and the scanned service book have not been linked in the HRMS during data migration. If so then kindly drop an email along with the employee number, employee name, mobile number and office to <a href="https://www.hrmsupport.fci@gov.in">https://www.hrmsupport.fci@gov.in</a>
19	I have setup a new DOP, but it is not reflecting in the system.	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
20	I have lost/damaged my mobile or PC.	In the event an employee has lost his mobile or damaged the PC, then the event is to be immediately informed to <u>hrmssupport.fci@gov.in</u> , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures.

Table 6-2: Troubleshooting and Next Steps

- Issues identified and formally received shall be addressed swiftly as per the support matrix.
- Corrections and improvements to the HRMS application shall be disbursed based on application updates which shall be performed during system maintenance, to ensure employees can work during the operating hours.
- HRMS mobile application shall receive regular updates only in the event of any reported issues which have been fixed.

# 7 Helpdesk

Please contact us on: support-hrms@kelltontech.com for more information/help.