

User Manual

FCI HRMS

Module Name: Core HR

Version: 2.2



Prepared By:	Shilpi Garg
Business Owner:	Food Corporation of India
Project Manager:	Dinesh Kumar



Revision History

Date	Version	Description	Author
2-Sep-20	0.1	Initial Draft	Soham Banerjee, Ashish Gupta
10-Nov-20	0.2	Including PMU Feedback	Soham Banerjee
18-Jan-21	0.3	Revised Draft	Soham Banerjee
10-Mar-21	1.0	Revised Draft	Soham Banerjee
01-Apr-21	2.0	Including PMU Feedback	Soham Banerjee
11-Oct-22	2.1	Complete Rollout Final Version	Shilpi Garg
21-Nov -23	2.2	Including modifications received from FCI	Shilpi Garg



Table of Contents

1	Introduction	10
1.1	Objective	10
1.2	Target Audience	10
2	Overview	10
3	User Access and Permissions	10
3.1	Set Up Consideration	10
3.2	Know Your Icons	10
3.3	User Access and Permissions	11
3.4	Accessing the system / System Organization and Navigation (Login, ESS and MSS)	12
3.5	Exiting the System.....	15
3.6	HRMS Login Configuration.....	16
4	Using the System	16
4.1	Organization Management.....	18
4.1.1	Country Master	18
4.1.2	State Master.....	21
4.1.3	District Master	24
4.1.4	City Class Master.....	29
4.1.5	City Master.....	33
4.1.6	Zone Master.....	37
4.1.7	Region Master.....	41
4.1.8	Office Type Master.....	45
4.1.9	Office Setup Master	48
4.1.10	Division Master	55
4.1.11	Section Master	60
4.1.12	Cell Master	64
4.1.13	Cadre Master	67
4.1.14	Category Master	71
4.1.15	Pay Grade Master	74
4.1.16	Item Master	78
4.1.17	Designation Master.....	82
4.2	User Management	88
4.2.1	Initiator Access Mapping	88
4.2.2	Multiple Role Assignment.....	93
4.2.3	DoP Master	97
4.3	Upload Policy	101
4.4	Appointment & Probation	105
4.4.1	Cardex Assignment	105
4.4.2	CARDEX Processing	108
4.4.3	Work Distribution	112
4.4.4	Item Allocation.....	121
4.4.5	Document Verification.....	130



4.5	Employee Records Management.....	139
4.5.1	Employee Portfolio Detail	139
4.5.2	Employee Profile Edit.....	141
4.5.3	Employee Master	144
4.5.4	Employee Service Book.....	148
4.6	HR Letters and Reports	150
4.6.1	Predefined Letters	150
4.6.2	Generate Adhoc Letters.....	153
4.6.3	Generate Adhoc Reports	156
4.7	Sanction of Telephone	160
4.7.1	Navigation	160
4.7.2	SLA.....	160
4.7.3	Landing Page	160
4.7.4	Add Device Sanction Request	161
4.7.5	View Device Sanction Request.....	163
4.7.6	Dispatch – Device Sanction Request.....	164
4.7.7	Review Device Sanction Request	166
4.7.8	Approve Device Sanction Request.....	168
4.8	Stepping Up Pay	171
4.8.1	Navigation	171
4.8.2	SLA.....	171
4.8.3	Landing Page	171
4.8.4	Step Up Request	172
4.8.5	Review Step Up Request	173
4.8.6	Approve Step Up Request.....	174
4.9	Fixation of Pay.....	176
4.9.1	Navigation	176
4.9.2	SLA.....	176
4.9.3	Landing Page	176
4.9.4	Initiate Fixation of Pay	178
4.9.5	Dispatch Fixation of Pay.....	179
4.9.6	Review Fixation of Pay	180
4.9.7	Approve Fixation of Pay	182
5	Troubleshooting and Support.....	184
5.1.1	Error Messages	184
5.1.2	Frequently Asked Question	185
6	Helpdesk.....	188

List of Figures

FIGURE 3-1 LOGIN SCREEN	12
FIGURE 3-2 HOME PAGE	13
FIGURE 3-3 ESS - EMPLOYEE DASHBOARD	14
FIGURE 3-4 MANAGER DASHBOARD	15
FIGURE 3-5 : LOGOUT	16

FCI HRMS User Manual Version 2.2



FIGURE 4-1: COUNTRY MASTER	18
FIGURE 4-2: ADD COUNTRY	19
FIGURE 4-3: NEW COUNTRY ADDED	20
FIGURE 4-4: EDIT COUNTRY	20
FIGURE 4-5: EXISTING COUNTRY DETAIL UPDATED	20
FIGURE 4-6: STATE MASTER	21
FIGURE 4-7: ADD STATE	22
FIGURE 4-8: NEW STATE ADDED	23
FIGURE 4-9: EDIT STATE	23
FIGURE 4-10: EXISTING STATE DETAIL UPDATED	24
FIGURE 4-11: DISTRICT MASTER	25
FIGURE 4-12: ADD DISTRICT	26
FIGURE 4-13: NEW DISTRICT ADDED	27
FIGURE 4-14: EDIT DISTRICT	28
FIGURE 4-15: EXISTING DISTRICT UPDATED	29
FIGURE 4-16: CITY CLASS MASTER	30
FIGURE 4-17: ADD CITY CLASS	31
FIGURE 4-18: NEW CITY CLASS ADDED	31
FIGURE 4-19: EDIT CITY CLASS	32
FIGURE 4-20: EXISTING CITY CLASS UPDATED	32
FIGURE 4-21: CITY MASTER	33
FIGURE 4-22: ADD CITY	34
FIGURE 4-23: NEW CITY ADDED	35
FIGURE 4-24: EDIT CITY	36
FIGURE 4-25: EXISTING CITY UPDATED	37
FIGURE 4-26: ZONE MASTER	38
FIGURE 4-27: ADD ZONE	39
FIGURE 4-28: NEW ZONE ADDED	40
FIGURE 4-29: EDIT ZONE	40
FIGURE 4-30: EXISTING ZONE UPDATED	41
FIGURE 4-31: REGION MASTER	42
FIGURE 4-32: ADD REGION	43
FIGURE 4-33: NEW REGION ADDED	44
FIGURE 4-34: EDIT REGION	44
FIGURE 4-35: OFFICE TYPE MASTER	45
FIGURE 4-36: ADD OFFICE TYPE	46
FIGURE 4-37: OFFICE TYPE MASTER	47
FIGURE 4-38: EDIT OFFICE TYPE	47
FIGURE 4-39: EXISTING OFFICE TYPE UPDATED	48
FIGURE 4-40: OFFICE SETUP MASTER	49
FIGURE 4-41: ADD OFFICE DETAIL	51
FIGURE 4-42: NEW OFFICE ADDED	52
FIGURE 4-43: EDIT OFFICE DETAIL	53
FIGURE 4-44: EXISTING OFFICE DETAIL UPDATED FOR APPROVAL	54
FIGURE 4-45: VIEW OFFICE DETAIL	55
FIGURE 4-46: DIVISION MASTER	56
FIGURE 4-47: ADD DIVISION MASTER	57
FIGURE 4-48: NEW DIVISION ADDED	58
FIGURE 4-49: EDIT DIVISION MASTER	58
FIGURE 4-50: EXISTING OFFICE DETAIL UPDATED FOR APPROVAL	59
FIGURE 4-51: VIEW DIVISION MASTER	59

FCI HRMS User Manual Version 2.2



FIGURE 4-52: SECTION MASTER	60
FIGURE 4-53: ADD SECTION	61
FIGURE 4-54: NEW SECTION ADDED	62
FIGURE 4-55: EDIT SECTION MASTER	63
FIGURE 4-56: EXISTING SECTION UPDATED	63
FIGURE 4-57: CELL MASTER	64
FIGURE 4-58: ADD CELL	65
FIGURE 4-59: NEW CELL ADDED	66
FIGURE 4-60: EDIT CELL MASTER	66
FIGURE 4-61: EXISTING CELL UPDATED	67
FIGURE 4-62: CADRE MASTER	68
FIGURE 4-63: ADD CADRE	69
FIGURE 4-64: NEW CADRE ADDED	69
FIGURE 4-65: EDIT CADRE MASTER	70
FIGURE 4-66: EXISTING CADRE UPDATED	70
FIGURE 4-67: CATEGORY MASTER	71
FIGURE 4-68: ADD CATEGORY	72
FIGURE 4-69: NEW CATEGORY ADDED	73
FIGURE 4-70: EDIT CATEGORY MASTER	73
FIGURE 4-71: EXISTING CATEGORY UPDATED	74
FIGURE 4-72: PAY GRADE MASTER	75
FIGURE 4-73: ADD PAY GRADE	76
FIGURE 4-74: NEW PAY GRADE ADDED	77
FIGURE 4-75: EDIT PAY GRADE MASTER	77
FIGURE 4-76: EXISTING PAY GRADE UPDATED	78
FIGURE 4-77: ITEM MASTER	79
FIGURE 4-78: ADD ASSET	80
FIGURE 4-79: ADD ITEM	81
FIGURE 4-80: NEW ITEM ADDED	81
FIGURE 4-81: VIEW ITEM	82
FIGURE 4-82: DESIGNATION MASTER	83
FIGURE 4-83: ADD DESIGNATION	85
FIGURE 4-84: NEW DESIGNATION ADDED	86
FIGURE 4-85: EDIT DESIGNATION	87
FIGURE 4-86: UPDATE DESIGNATION MESSAGE	88
FIGURE 4-87: INITIATOR ACCESS MAPPING MASTER	88
FIGURE 4-88: ASSIGN ACCESS	90
FIGURE 4-89: NEW ACCESS ASSIGNED	91
FIGURE 4-90: EDIT ACCESS	92
FIGURE 4-91: ACCESS UPDATED	93
FIGURE 4-92: MULTIPLE ROLE ASSIGNMENT	94
FIGURE 4-93: ASSIGN MULTIPLE ROLE	95
FIGURE 4-94: MULTIPLE ROLE ASSIGNED	95
FIGURE 4-95: EDIT MULTIPLE ROLES	96
FIGURE 4-96: MULTIPLE ROLES UPDATED	96
FIGURE 4-97: DOP MASTER	97
FIGURE 4-98: ADD PROCESS	98
FIGURE 4-99: PROCESS WORKFLOW CREATED	99
FIGURE 4-100: EDIT PROCESS WORKFLOW	100
FIGURE 4-101: PROCESS WORKFLOW UPDATED	101
FIGURE 4-102: POLICY LISTING	102



FCI HRMS User Manual Version 2.2

FIGURE 4-103: ADD POLICY/CIRCULARS	103
FIGURE 4-104: POLICY UPLOADED	103
FIGURE 4-105: POLICY NOTICE	104
FIGURE 4-106: EDIT CIRCULARS/POLICY	104
FIGURE 4-107: POLICY UPDATED	105
FIGURE 4-108: LANDING PAGE	106
FIGURE 4-109: ADD ASSIGNMENT	107
FIGURE 4-110: SUCCESSFUL MESSAGE	107
FIGURE 4-111: CARDEX PROCESSING	108
FIGURE 4-112: CARDEX FORM	109
FIGURE 4-113: SUCCESSFUL MESSAGE	110
FIGURE 4-114: VIEW CARDEX FORM	111
FIGURE 4-115: EDIT CARDEX FORM	111
FIGURE 4-116: WORK DISTRIBUTION	112
FIGURE 4-117: ADD WORK DISTRIBUTION	113
FIGURE 4-118: SUCCESSFUL MESSAGE	114
FIGURE 4-119: VIEW INFORMATION	114
FIGURE 4-120: EDIT WORK DISTRIBUTION	115
FIGURE 4-121: EDIT SUCCESSFUL OF REQUEST	116
FIGURE 4-122: REVIEWER LANDING PAGE	116
FIGURE 4-123: DISPATCH WORK ALLOCATION	117
FIGURE 4-124: SUCCESSFULLY DISPATCHED	118
FIGURE 4-125: REVIEW WORK DISTRIBUTION	118
FIGURE 4-126: EMPLOYEE WORK DISTRIBUTION APPROVAL	120
FIGURE 4-127: APPROVE WORK DISTRIBUTION	120
FIGURE 4-128: WORK DISTRIBUTION APPROVED	121
FIGURE 4-129: ITEM ALLOCATION	122
FIGURE 4-130: ADD ALLOCATION	123
FIGURE 4-131: SUCCESSFUL MESSAGE	123
FIGURE 4-132: VIEW ITEM ALLOCATION	124
FIGURE 4-133: EDIT ITEM ALLOCATION	125
FIGURE 4-134: UPDATED ITEM ALLOCATION	125
FIGURE 4-135: ITEM ALLOCATION REVIEW LISTING	126
FIGURE 4-136: DISPATCH ITEM ALLOCATION	126
FIGURE 4-137: ITEM ALLOCATION DISPATCHED	127
FIGURE 4-138: REVIEW ITEM ALLOCATION	128
FIGURE 4-139: ITEM ALLOCATION APPROVAL	129
FIGURE 4-140: APPROVE ITEM ALLOCATION	129
FIGURE 4-141: ITEM ALLOCATION APPROVED	130
FIGURE 4-142: EMPLOYEE PROBATION LISTING	131
FIGURE 4-143: DOCUMENT REVIEW AND PROBATION	132
FIGURE 4-144: VERIFICATION INITIATED	133
FIGURE 4-145: VIEW EMPLOYEE PROBATION DETAILS	133
FIGURE 4-146: EMPLOYEE PROBATION REVIEW LISTING	134
FIGURE 4-147: DISPATCH DOCUMENT VERIFICATION AND PROBATION	135
FIGURE 4-148: DISPATCHED DOCUMENT VERIFICATION	136
FIGURE 4-149: REVIEW DOCUMENT VERIFICATION AND PROBATION	136
FIGURE 4-150: DOCUMENT VERIFICATION AND PROBATION REVIEWED	137
FIGURE 4-151: DOCUMENT VERIFICATION AND PROBATION APPROVAL	138
FIGURE 4-152: DOCUMENT VERIFICATION AND PROBATION APPROVED	139
FIGURE 4-153: EMPLOYEE PORTFOLIO DETAIL	139



FCI HRMS User Manual Version 2.2

FIGURE 4-154: EMPLOYEE PORTFOLIO DETAIL	140
FIGURE 4-155: EMPLOYEE PORTFOLIO REPORT	141
FIGURE 4-156: EDIT EMPLOYEE PROFILE	142
FIGURE 4-157: EDIT PROFILE REQUEST	143
FIGURE 4-158: EMPLOYEE MASTER	144
FIGURE 4-159: UPDATE EMPLOYEE MASTER	146
FIGURE 4-160: EMPLOYEE MASTER UPDATED.	147
FIGURE 4-161: VIEW EMPLOYEE MASTER	147
FIGURE 4-162: EMPLOYEE SERVICE BOOK	148
FIGURE 4-163: EMPLOYEE SERVICE BOOK DETAIL	149
FIGURE 4-164: UPLOAD SERVICE DOCUMENTS AND NOTING	150
FIGURE 4-165: LETTER TEMPLATE MASTER	151
FIGURE 4-166: PREDEFINED LETTER INPUT	152
FIGURE 4-167: PROVIDE ESIGN CREDENTIALS	152
FIGURE 4-168: NON VALIDATED ESIGN	153
FIGURE 4-169: ADHOC LETTER LISTING	154
FIGURE 4-170: GENERATE ADHOC LETTER	155
FIGURE 4-171: ADHOC LETTER GENERATED	155
FIGURE 4-172: VIEW SPEAKING/AD-HOC ORDER	156
FIGURE 4-173: ADHOC REPORT LISTING	157
FIGURE 4-174: SELECT FIELDS	158
FIGURE 4-175: SELECT SORT ORDER	158
FIGURE 4-176: SELECT FILTERING CRITERIA	159
FIGURE 4-177: GENERATE ADHOC REPORT	159
FIGURE 4-178: GENERATED ADHOC REPORT	160
FIGURE 4-179: GENERATE A NEW TELEPHONE REQUEST	162
FIGURE 4-180: NEW REQUEST GENERATED SUCCESSFULLY	162
FIGURE 4-181: ESS- VIEW REQUEST INFORMATION	163
FIGURE 4-182: MSS- LANDING PAGE	163
FIGURE 4-183: ESS- VIEW REQUEST INFORMATION	164
FIGURE 4-184: DISPATCH DEVICE SANCTION REQUEST	165
FIGURE 4-185: DEVICE SANCTION REQUEST DISPATCHED	166
FIGURE 4-186: DEVICE SANCTION REVIEW LISTING	166
FIGURE 4-187: REVIEWING DEVICE SANCTION	167
FIGURE 4-188: DEVICE SANCTION REVIEWED	168
FIGURE 4-189: DEVICE SANCTION APPROVAL LISTING	169
FIGURE 4-190: DEVICE SANCTION APPROVAL	170
FIGURE 4-191: STEP UP REQUEST LANDING PAGE	171
FIGURE 4-192: STEP UP REQUEST	172
FIGURE 4-193: STEP UP REQUEST SUBMITTED	172
FIGURE 4-194: STEP UP REQUEST REVIEW LISTING	173
FIGURE 4-195: REVIEW STEP UP	173
FIGURE 4-196: APPROVE STEP UP REQUEST	175
FIGURE 4-197: STEP UP REQUEST APPROVED	176
FIGURE 4-198: PAY FIXATION	177
FIGURE 4-199: INITIATE PAY FIXATION	178
FIGURE 4-200: REQUEST ADDED SUCCESSFULLY	178
FIGURE 4-201: DISPATCH FIXATION OF PAY	179
FIGURE 4-202: FIXATION OF PAY DISPATCHED	180
FIGURE 4-203: PAY FIXATION REVIEW LISTING	180
FIGURE 4-204: REVIEW FIXATION OF PAY	181

FCI HRMS User Manual Version 2.2



FIGURE 4-205: PAY FIXATION REVIEW SUCCESS	182
FIGURE 4-206: PAY FIXATION APPROVAL	183
FIGURE 4-207: PAY FIXATION APPROVAL SUCCESS	184
FIGURE 5-1: VALIDATION ERROR: DUPLICATE RECORD	ERROR! BOOKMARK NOT DEFINED.
FIGURE 5-2: VALIDATION ERROR: MANDATORY FIELD EMPTY	ERROR! BOOKMARK NOT DEFINED.



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



Icons	Descriptions
	It will allow editing a record.
	It will allow reviewing the submitted record/request.
	It will allow approving the submitted record/request.
	It will allow viewing the details of the record/request in readable form.
	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 employee's.
	It will allow viewing the uploaded document.
	It will allow editing a Master (Configuration)/Transactions (Activities) records.

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 2 showcases the permission and user access provisions in general to HRMS Processes

User Profile	Employee Self Service		Manager Self Service		
	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 Profile 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 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 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		
	Initiator	Reviewer	Approver	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 (<https://www.hrmsfci.in/>) and provide the credentials in the form Login ID (Employee Number) and Password as shared by FCI Computer/IT section as shown in Figure 1

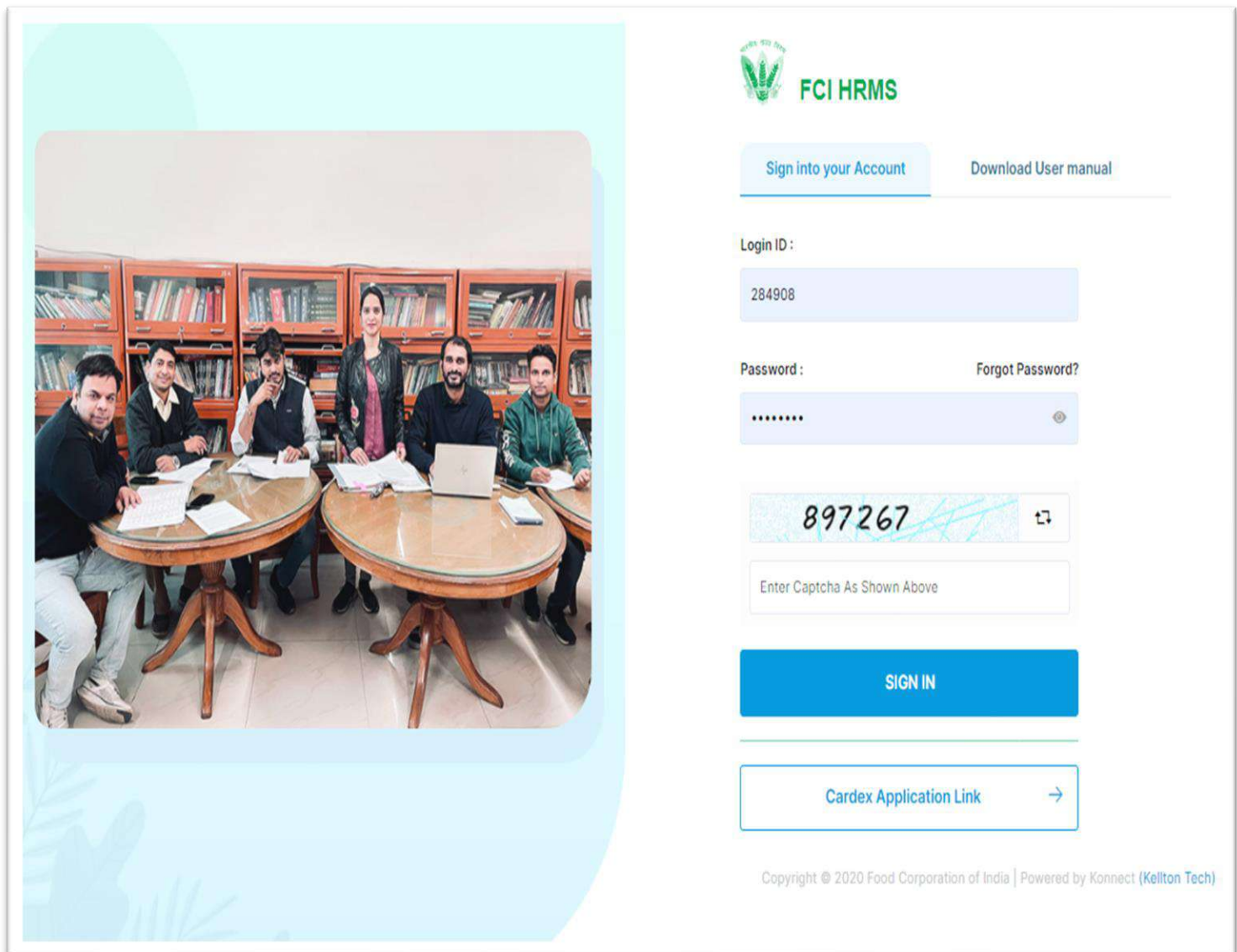


Figure 3-1 Login Screen

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

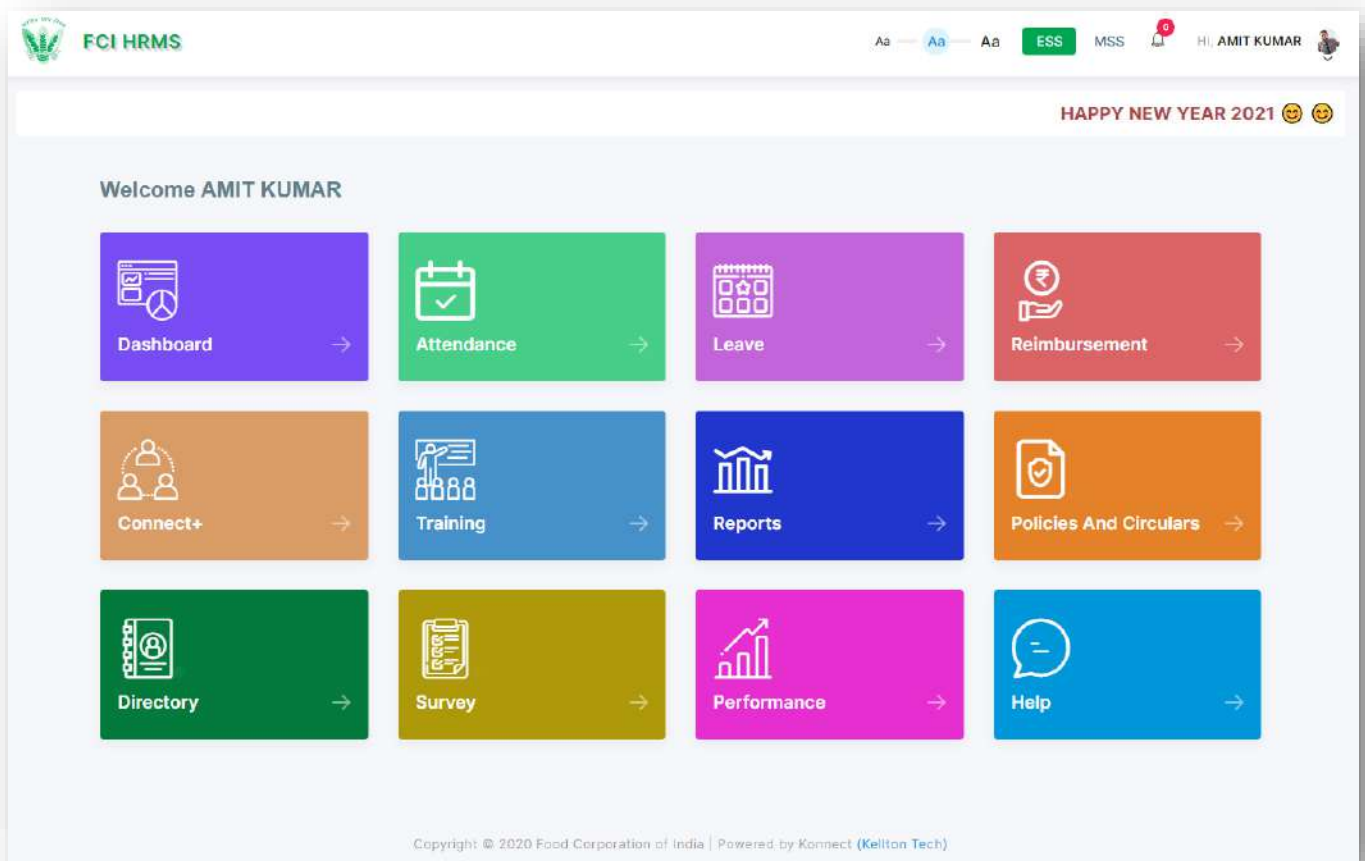


Figure 3-2 Home Page

- 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

The screenshot shows the FCI HRMS Employee Dashboard (ESS) interface. At the top right, there are links for 'ESS' and 'MSS', and a user profile for 'Hi, AMIT KUMAR'. The main content area is divided into several sections:

- E-Notice:** A list of notices including 'test is uploaded', 'Common Leave Policy For CAT - II is uploaded', 'New HOA 2828 for claims against Income Tax Department for TDS refund is uploaded', 'New Circular is uploaded', and 'This is for New Test Dec is uploaded'.
- My Pending Requests:** A table with columns 'REQUEST ID' and 'REQUEST NAME'.

REQUEST ID	REQUEST NAME
CR45	Local Travel Allowance Request
LBDB3	LTC-Bharat Darshan/Hometown/Encashment
HISTUDIES79	Higher Studies Request
ERLS269	Medical Authorization For Service Employee
CBF64	Benevolent Fund Request
- My Time:** A calendar for January 2021 showing attendance and absences. The calendar includes a legend for Leave, Today, Absence, Weekends, Attendance, Holiday, and Late Coming.
- Happy Birthday!!:** A notification for 'MANENDRA PRASAD GUPTA Assistant Grade - III' on '20 JAN'.
- Attendance:** A section showing 'Last In/Out Time' with 'Check In' at 16:47:00 and 'Check Out' at 17:47:00 on 10 December, 2020.

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 4.

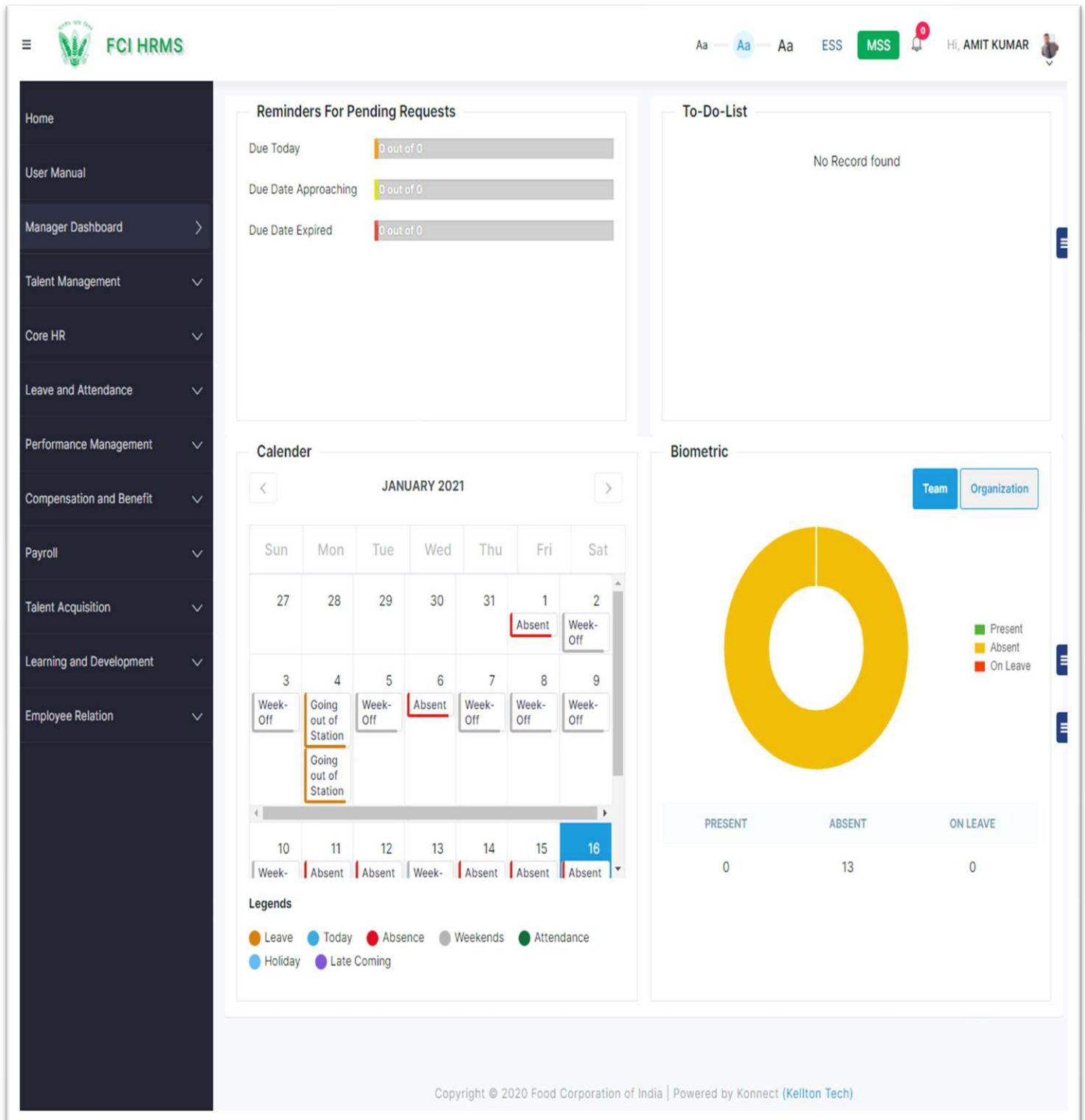


Figure 3-4 Manager Dashboard

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 5

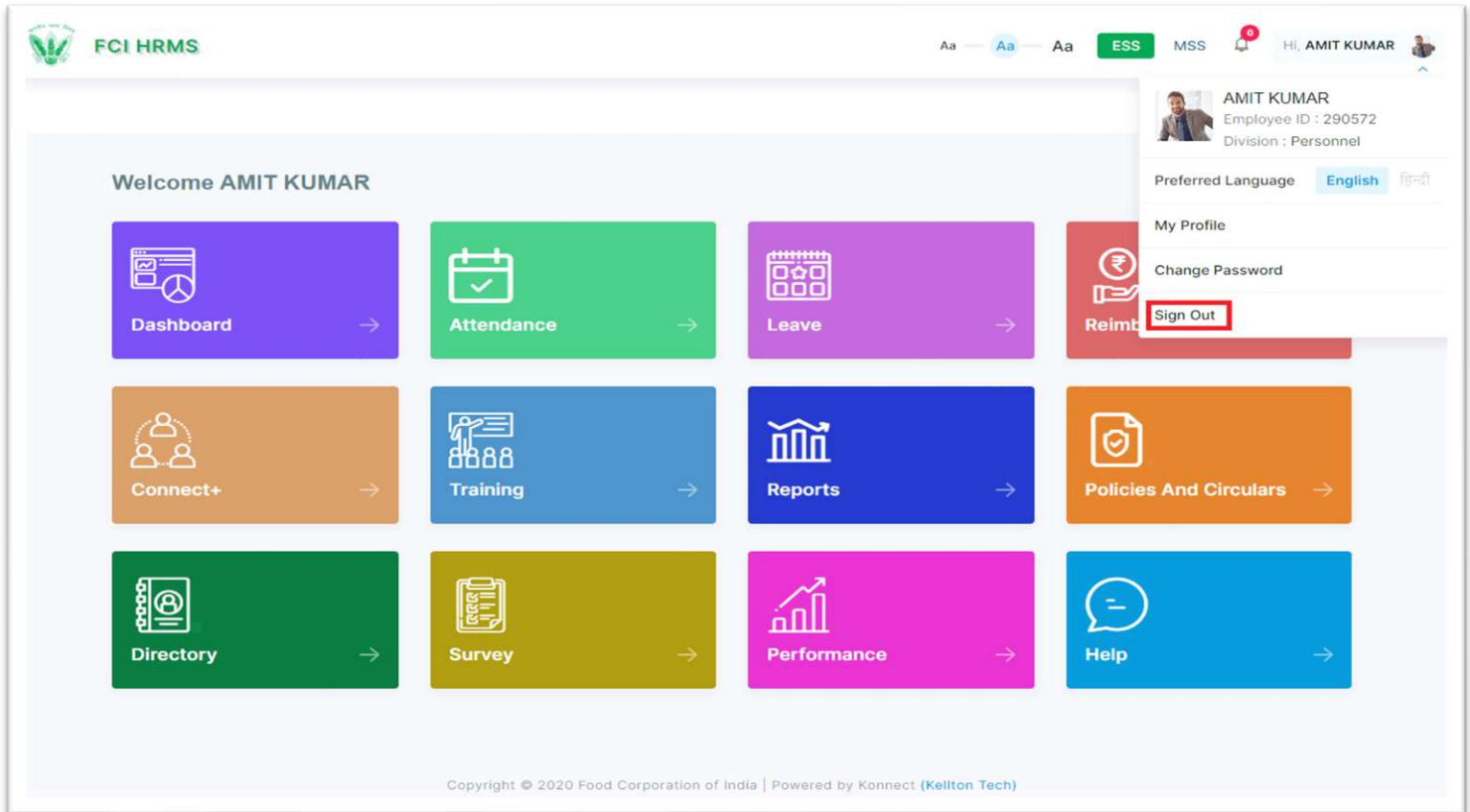


Figure 3-5 : Sign Out

- The user shall navigate to Login Page as shown in Figure 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

The screenshot displays the 'Country Master' interface. On the left, a dark sidebar contains a navigation menu. The 'Country Master' item is highlighted with a red box and the number '4'. Above it, 'Organisation Management' is highlighted with '3', 'Masters' with '2', and 'Core HR' with '1'. The main content area features a search and filter section at the top with dropdowns for 'Country' (set to 'All') and 'Is Active' (set to 'All'), and a 'Get Results' button. Below this is a table with columns: 'COUNTRY CODE', 'COUNTRY', 'IS ACTIVE', and 'ACTION'. The table contains 10 rows of data. A search bar is located to the right of the table. At the bottom right, there are pagination controls with 'Previous', '1', '2', and 'Next' buttons.

COUNTRY CODE	COUNTRY	IS ACTIVE	ACTION
COUNTR18	Afghanistan	Active	[Edit]
COUNTR16	Other	Inactive	[Edit]
COUNTR17	Australia	Active	[Edit]
COUNTR10	United Republic Of Tanzania	Active	[Edit]
COUNTR15	Vietnam	Active	[Edit]
COUNTR14	Ethopia	Active	[Edit]
COUNTR13	Zaire	Active	[Edit]
COUNTR12	Malawi	Active	[Edit]
COUNTR11	Zambia	Active	[Edit]
COUNTR1	India	Active	[Edit]

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.
- Click on **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**, **Next** to navigate table records
- Click on **Add Country** 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

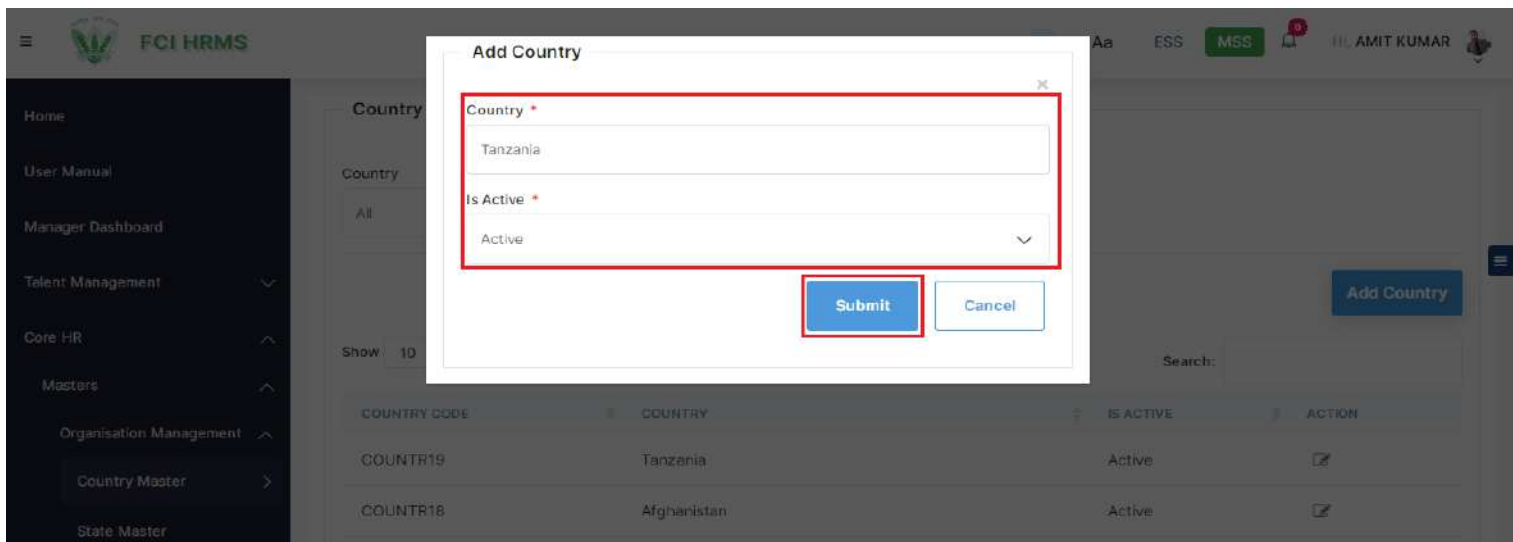


Figure 4-2: Add Country

Enter the details and click on **Submit** 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

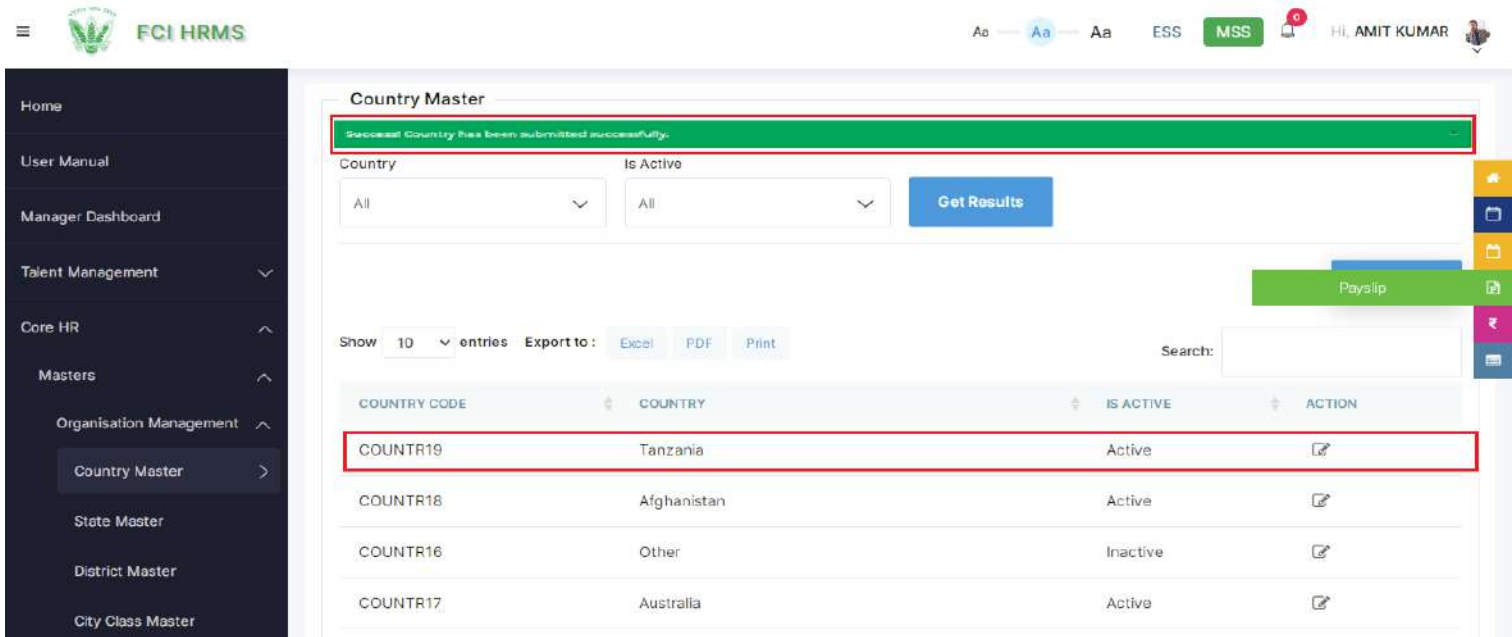



Figure 4-3: New Country Added

4.1.1.4 Edit Country

Click on  to open Edit Country popup as shown in Figure 4-4

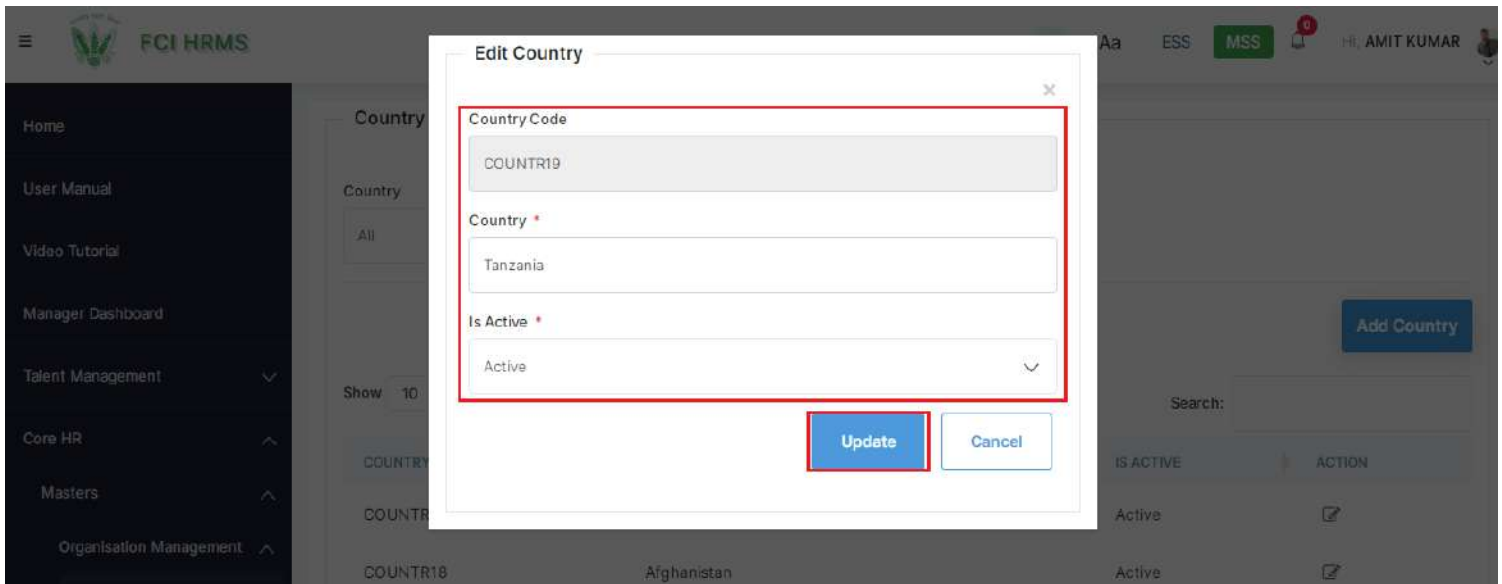


Figure 4-4: Edit Country


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

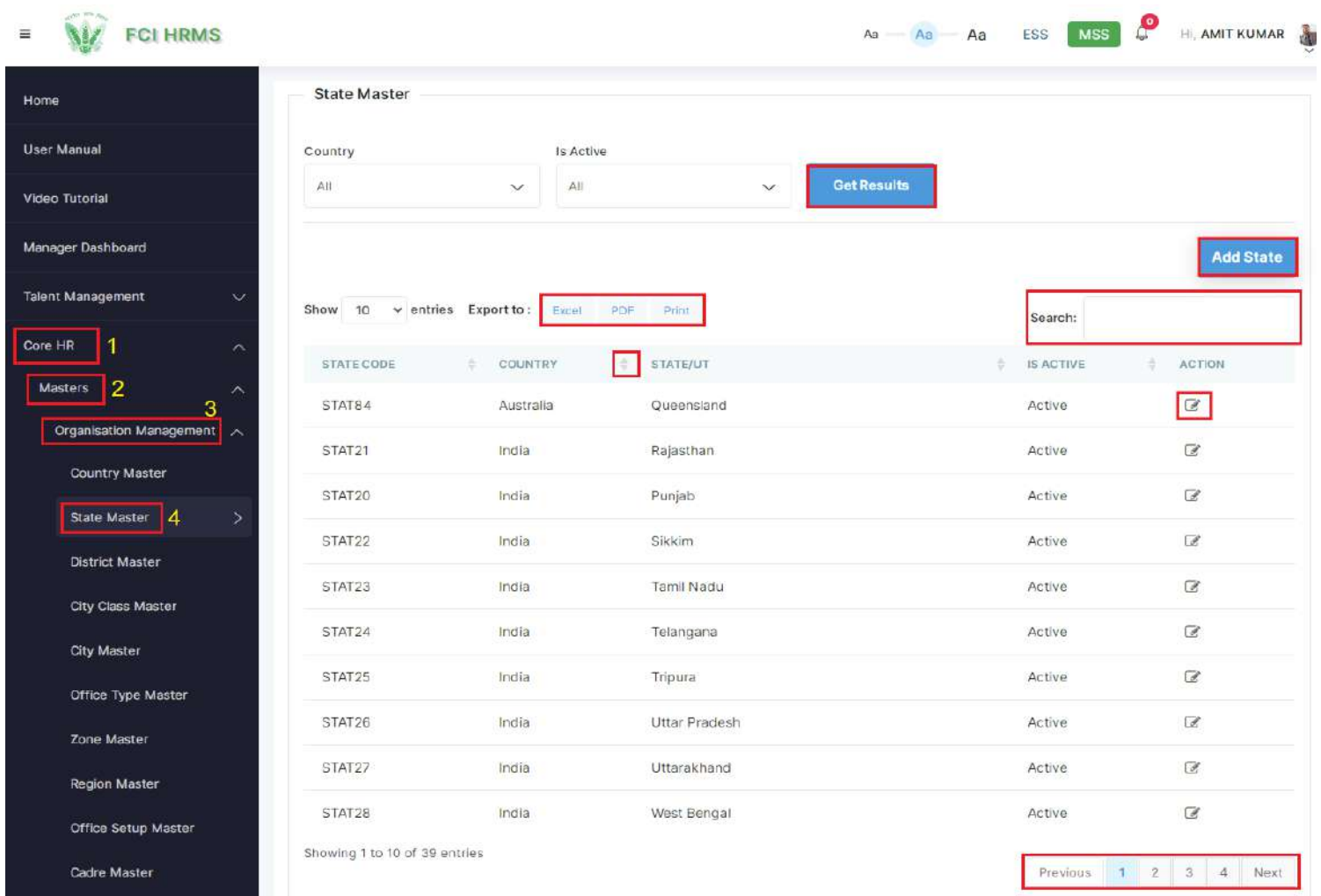
State Master is a list of different states within a country that will be used to identify the state from which a FCI employee belongs and serve as an input detail wherever address details are required. State Master shall provide the values for filtering purpose. With state master in place, HRMS admin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



The screenshot displays the State Master landing page in the FCI HRMS application. On the left, a dark navigation menu lists various modules, with 'Core HR' (1), 'Masters' (2), 'Organisation Management' (3), and 'State Master' (4) highlighted. The main content area features a header with 'State Master' and a search bar. Below the header, there are two dropdown menus for 'Country' and 'Is Active', both set to 'All', and a blue 'Get Results' button. To the right of these filters is an 'Add State' button. Below the filters, there are 'Show 10 entries' and 'Export to' options for 'Excel', 'PDF', and 'Print'. A table with columns 'STATE CODE', 'COUNTRY', 'STATE/UT', 'IS ACTIVE', and 'ACTION' is displayed, listing states like Queensland, Rajasthan, Punjab, Sikkim, Tamil Nadu, Telangana, Tripura, Uttar Pradesh, Uttarakhand, and West Bengal. Each row has an edit icon in the 'ACTION' column. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 39 entries' and buttons for 'Previous', '1', '2', '3', '4', and 'Next'.

Figure 4-6: State 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 or PDF as per table columns.

- 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 to navigate table records
- Click on to add a new state in the table as mentioned in Section 4.1.2.3 – Add State.
- 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 to open the Add State popup as shown in Figure 4-7

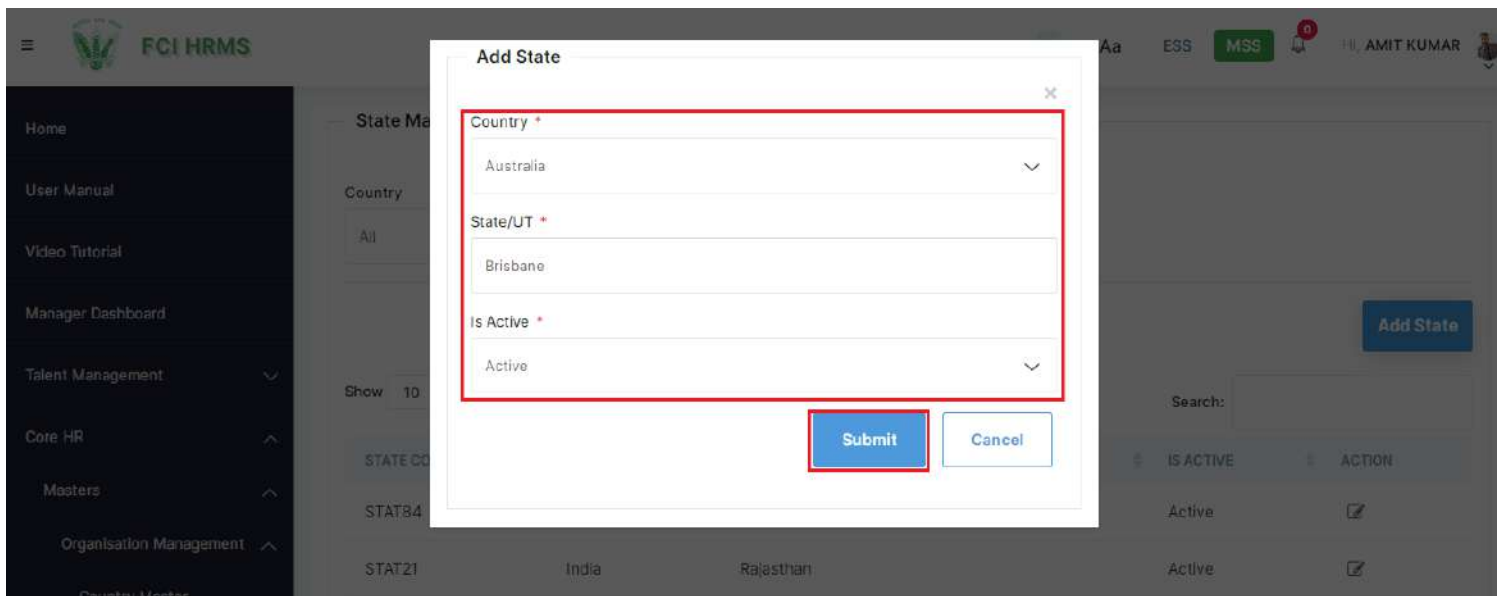


Figure 4-7: Add State

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

State Master

Succeeded State has been submitted successfully.

Country: All | Is Active: All | **Get Results**

Add State

Show 10 entries | Export to: Excel PDF Print | Search:

STATE CODE	COUNTRY	STATE/UT	IS ACTIVE	ACTION
STAT85	Australia	Brisbane	Active	
STAT84	Australia	Queensland	Active	
STAT22	India	Sikkim	Active	
STAT21	India	Rajasthan	Active	
STAT23	India	Tamil Nadu	Active	
STAT24	India	Telangana	Active	
STAT25	India	Tripura	Active	
STAT26	India	Uttar Pradesh	Active	
STAT27	India	Uttarakhand	Active	
STAT28	India	West Bengal	Active	

Showing 1 to 10 of 40 entries

Previous 1 2 3 4 Next

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

Edit State

State Code: STAT85

Country: Australia

State/UT: Brisbane

Is Active: Active

Update **Cancel**

Figure 4-9: Edit State

Update

Enter the details and click on **Update** 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

The screenshot shows the 'State Master' interface. At the top, a green banner displays the message: 'SUCCESS! STATE HAS BEEN SUBMITTED SUCCESSFULLY.' Below this, there are filters for 'Country' (set to 'All') and 'Is Active' (set to 'All'), along with a 'Get Results' button. A table lists state details with columns: STATE CODE, COUNTRY, STATE/UT, IS ACTIVE, and ACTION. The row for 'STAT85' (Australia, Brisbane) is highlighted with a red border. Other rows include 'STAT84' (Australia, Queensland), 'STAT22' (India, Sikkim), 'STAT21' (India, Rajasthan), 'STAT23' (India, Tamil Nadu), 'STAT24' (India, Telangana), 'STAT25' (India, Tripura), 'STAT26' (India, Uttar Pradesh), 'STAT27' (India, Uttarakhand), and 'STAT28' (India, West Bengal). A pagination bar at the bottom shows 'Showing 1 to 10 of 40 entries' and page numbers 1, 2, 3, 4, Next.

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.

Figure 4-11: District 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.
- Click on **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**, **Next** to navigate table records
- Click on **Add District** to add a new district in the table as mentioned in Section 4.1.3.3 – Add District
- Click on  to edit an existing district in the table as mentioned in Section 4.1.3.4 – Edit District.

4.1.3.3 Add District

Click on **Add District** to open the Add District popup as shown in Figure 4-12

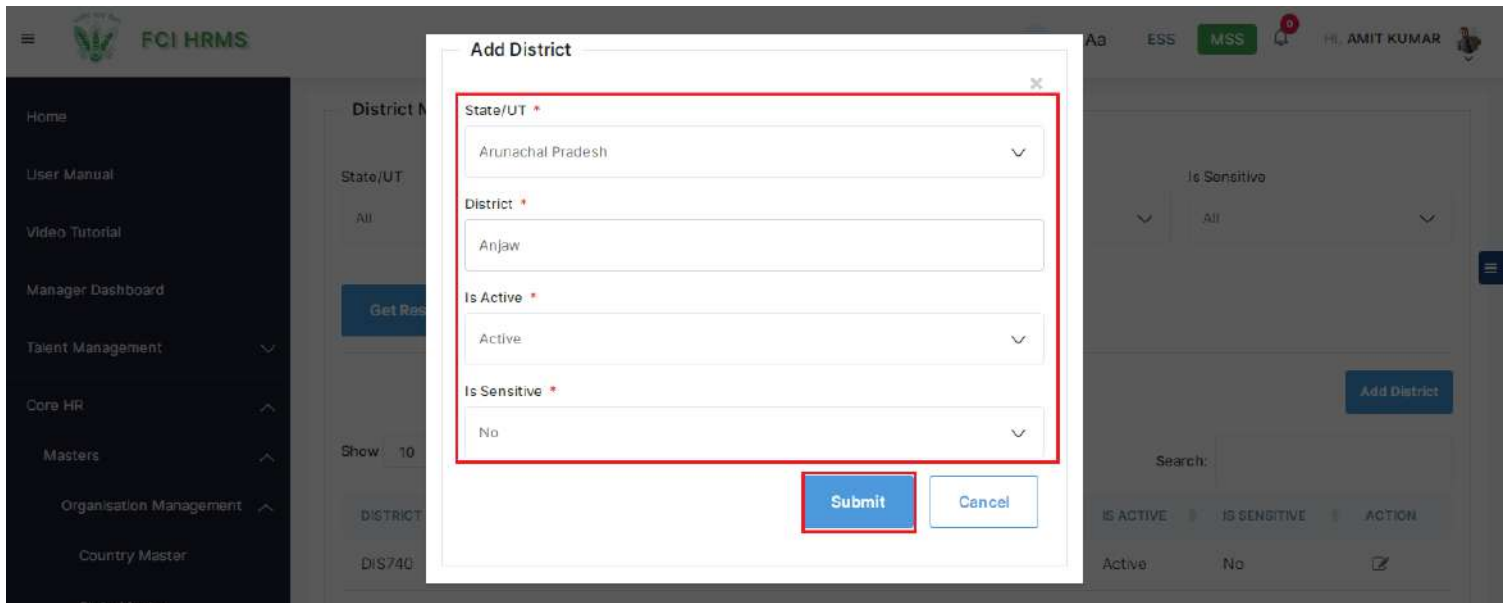


Figure 4-12: Add District

Enter the details and click on **Submit** 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

Success! District has been submitted successfully.

State/UT: All | District: All | Is Active: All | Is Sensitive: All

Get Results

Add District

Show 10 entries | Export to: Excel | PDF | Print | Search:

DISTRICT CODE	STATE/UT	DISTRICT	IS ACTIVE	IS SENSITIVE	ACTION
DIS741	Arunachal Pradesh	Anjaw	Active	No	
DIS740	Andaman And Nicobar Islands	New Andaman	Active	No	
DIS1	Andhra Pradesh	Anantapur	Active	No	
DIS2	Andhra Pradesh	Chittoor	Active	No	
DIS3	Andhra Pradesh	East Godavari	Active	No	
DIS4	Andhra Pradesh	Guntur	Active	No	
DIS5	Andhra Pradesh	Kadapa	Active	No	
DIS6	Andhra Pradesh	Krishna	Active	No	
DIS7	Andhra Pradesh	Kurnool	Active	No	
DIS8	Andhra Pradesh	Prakasam	Active	No	

Showing 1 to 10 of 739 entries

Previous 1 2 3 4 5 ... 74 Next

Figure 4-13: New District Added

4.1.3.4 Edit District

Click on to open Edit District popup as shown in Figure 4-14

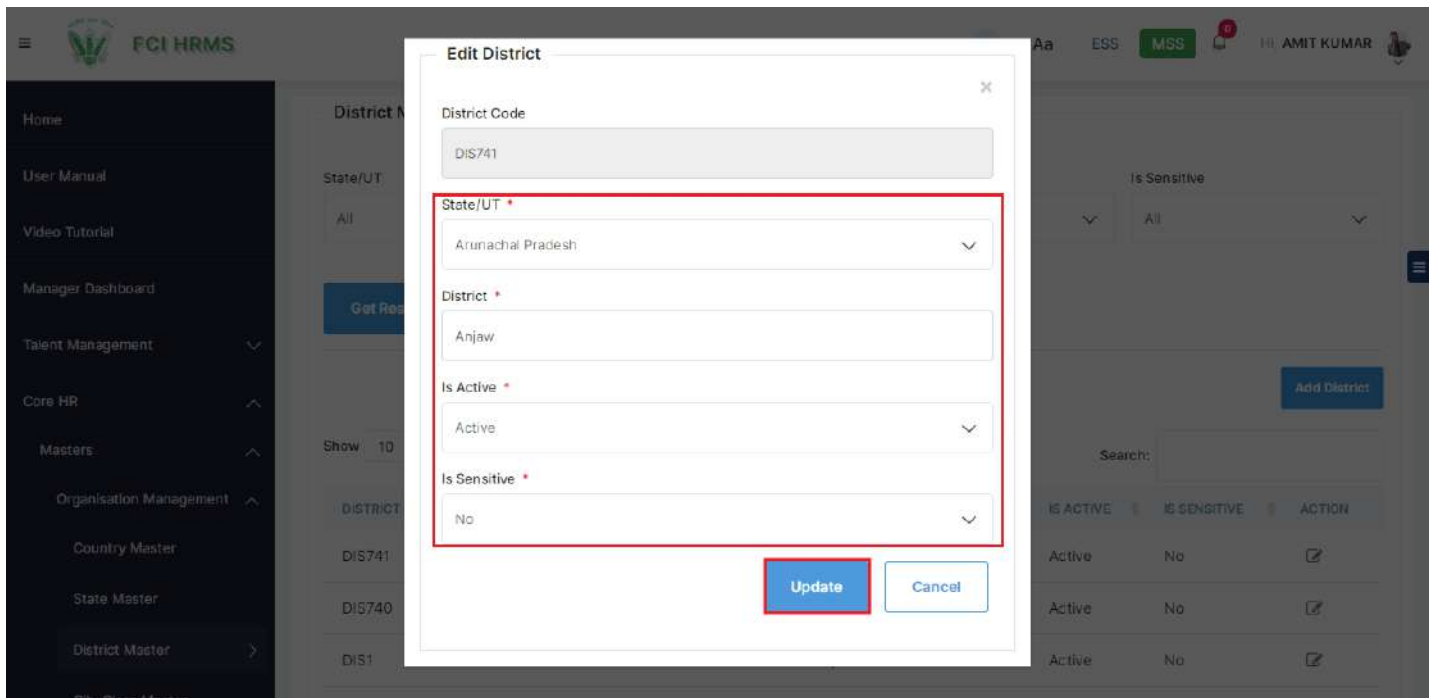


Figure 4-14: Edit District

Update

Enter the details and click on **Update** 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

District Master

Success! District has been updated successfully.

State/UT: All | District: All | Is Active: All | Is Sensitive: All

Get Results

Add District

Show 10 entries | Export to: Excel | PDF | Print | Search:

DISTRICT CODE	STATE/UT	DISTRICT	IS ACTIVE	IS SENSITIVE	ACTION
DIS741	Arunachal Pradesh	Anjaw	Active	No	
DIS740	Andaman And Nicobar Islands	New Andaman	Active	No	
DIS1	Andhra Pradesh	Anantapur	Active	No	
DIS2	Andhra Pradesh	Chittoor	Active	No	
DIS3	Andhra Pradesh	East Godavari	Active	No	
DIS4	Andhra Pradesh	Guntur	Active	No	
DIS5	Andhra Pradesh	Kadapa	Active	No	
DIS6	Andhra Pradesh	Krishna	Active	No	
DIS7	Andhra Pradesh	Kurnool	Active	No	
DIS8	Andhra Pradesh	Prakasam	Active	No	

Showing 1 to 10 of 739 entries

Previous 1 2 3 4 5 ... 74 Next

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

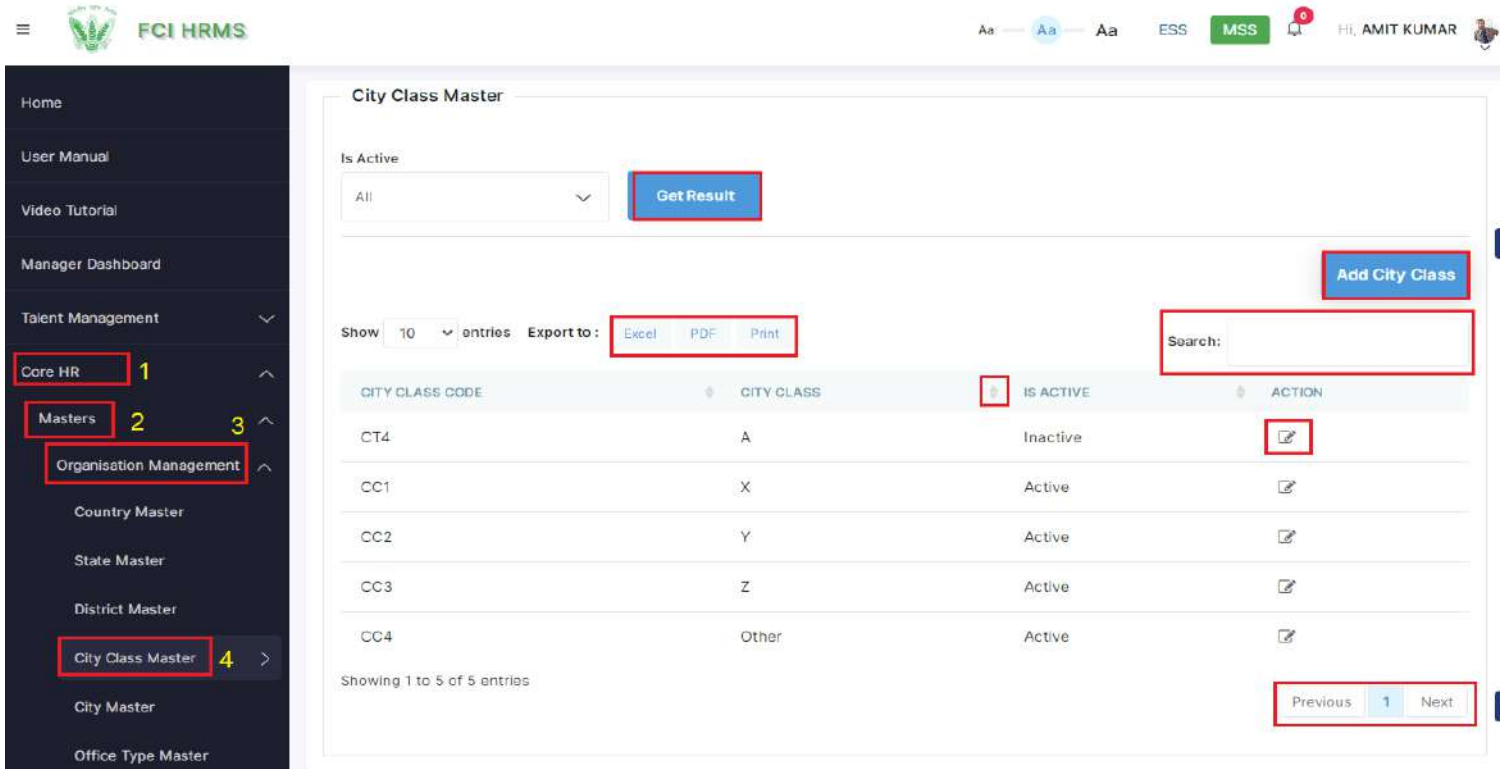


Figure 4-16: City Class Master

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.
- Click on **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**, **Next** to navigate table records
- Click on **Add City Class** to add a new city class in the table as mentioned in Section 4.1.4.3 – Add City Class
- Click on 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

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

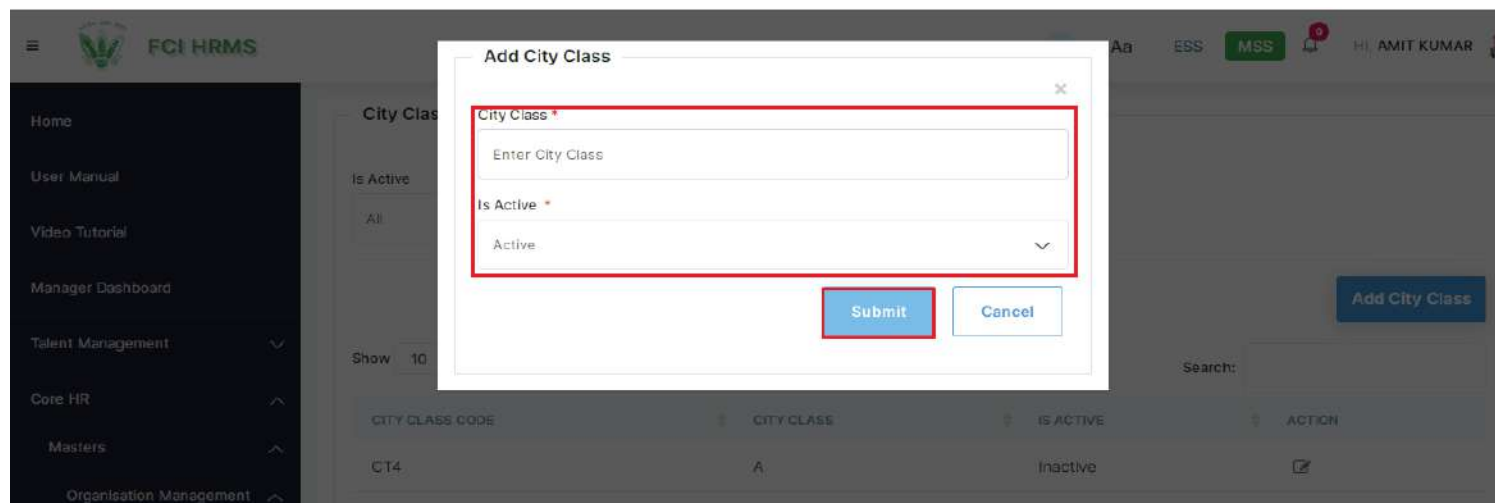



Figure 4-17: Add City Class

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

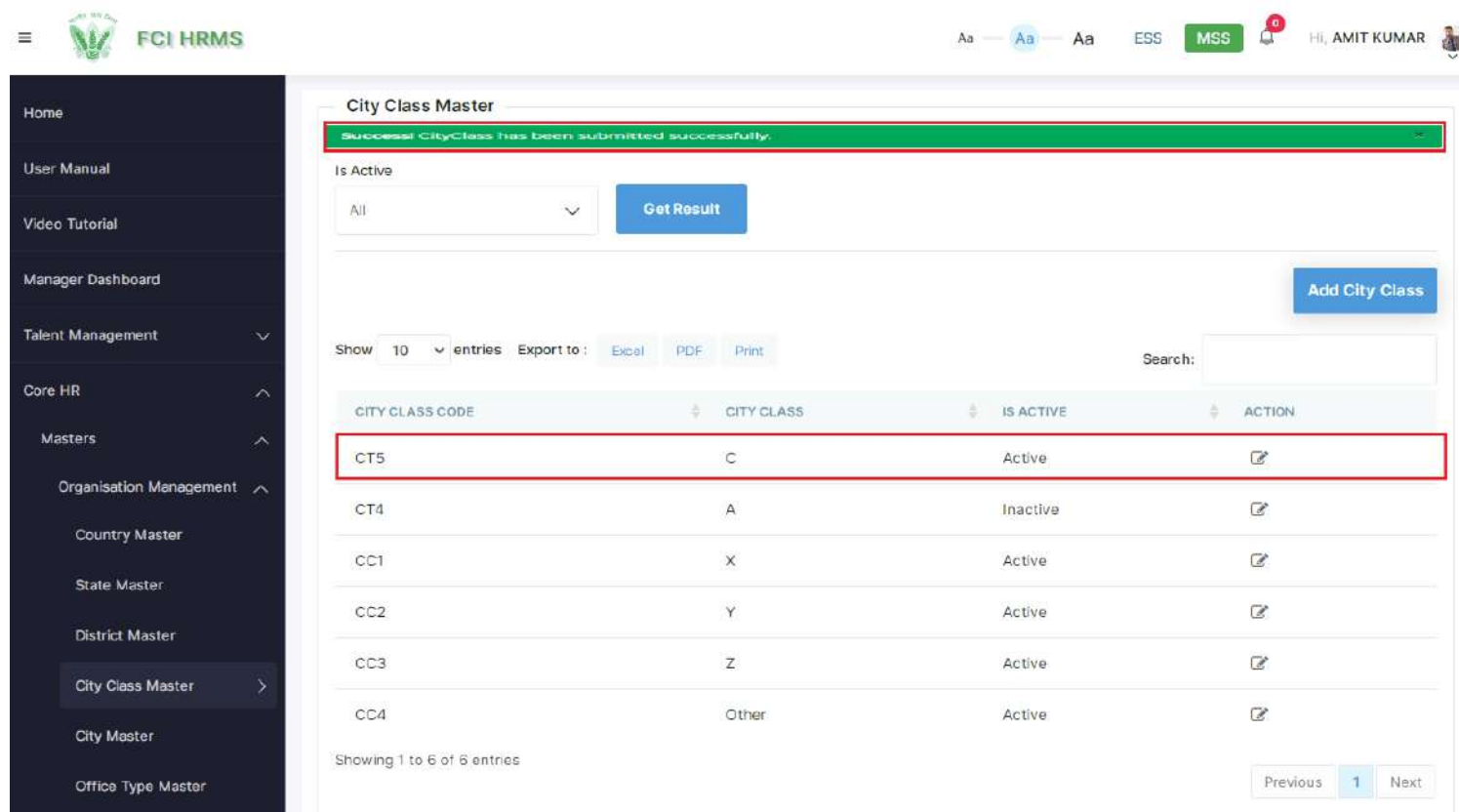



Figure 4-18: New City Class Added

4.1.4.4 Edit City Class

Click on  to open Edit City Class popup as shown in Figure 4-19

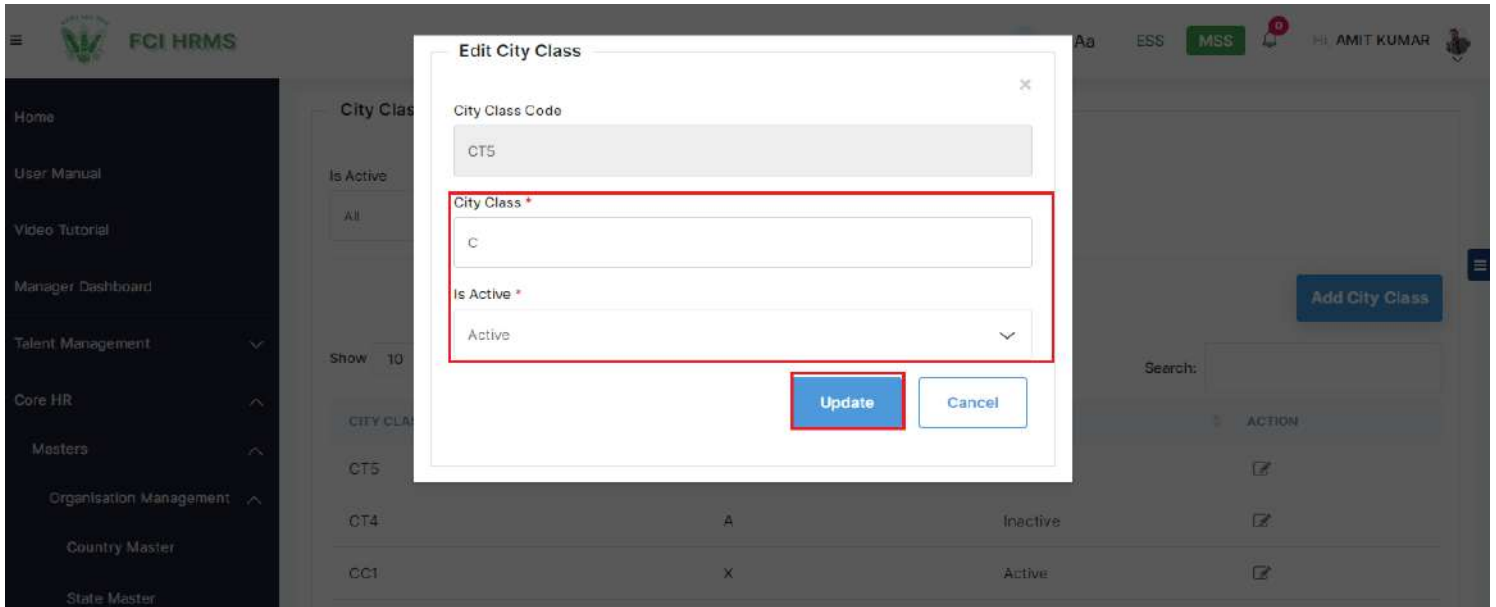



Figure 4-19: Edit City Class

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

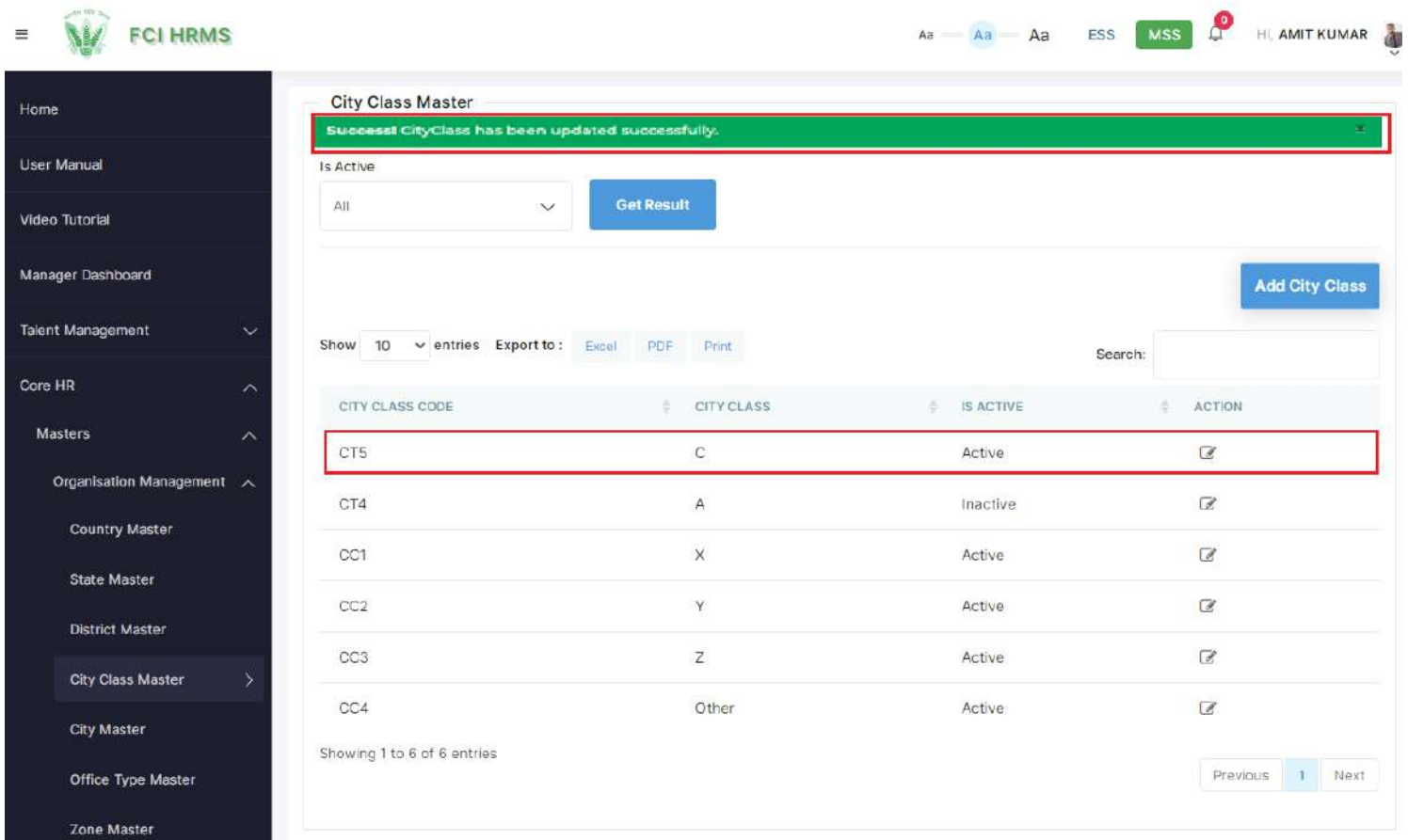


Figure 4-20: Existing City Class Updated

4.1.5 City Master

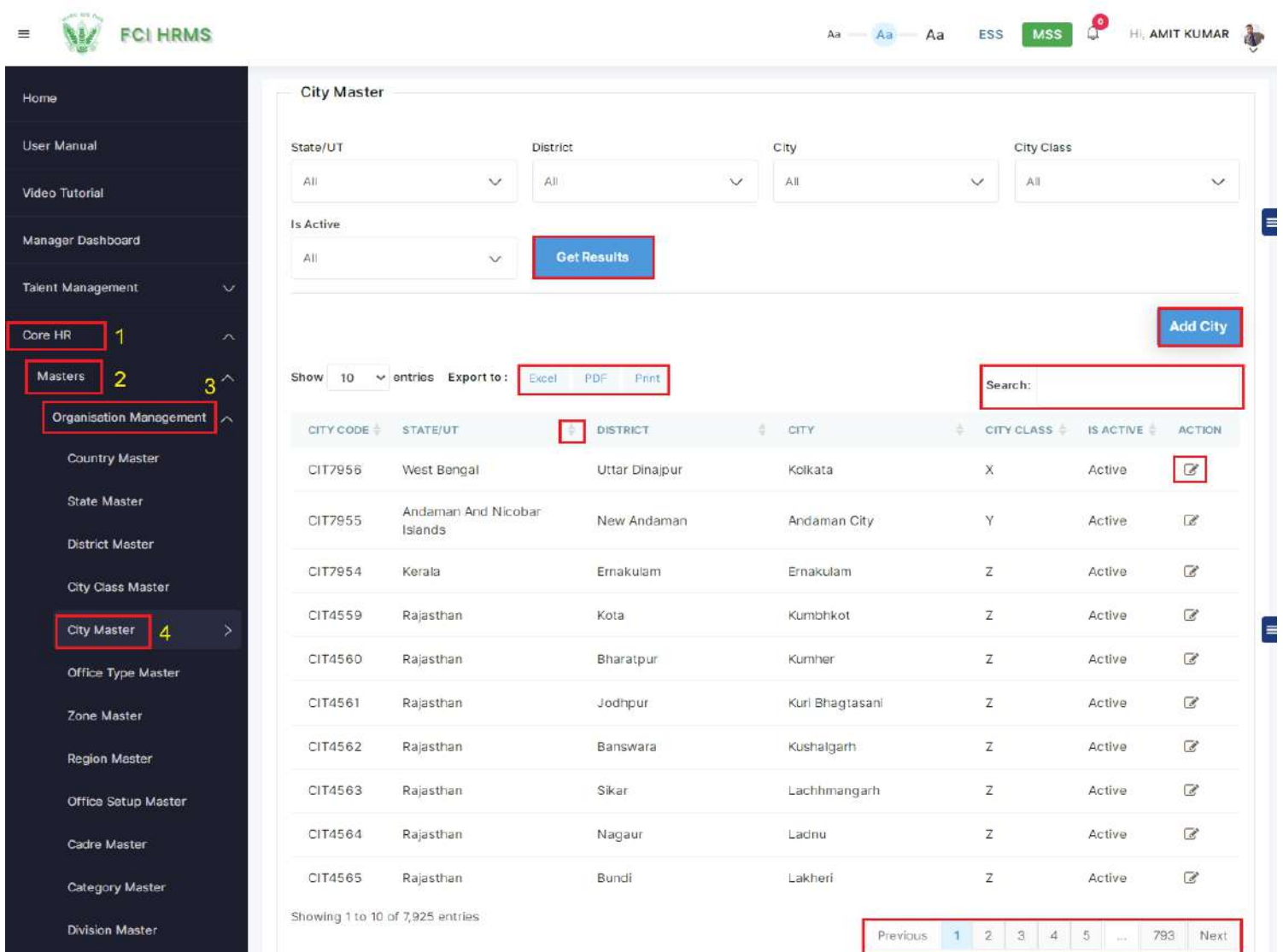
City Master is a list of different cities within districts of various states in a country that will be used to identify the city from which a FCI employee belongs and serve as an input detail wherever address details are required. City Master shall provide the values for filtering purpose. With city 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













The screenshot displays the 'City Master' interface. On the left, a dark navigation sidebar contains several menu items, with 'Core HR' (1), 'Masters' (2), 'Organisation Management' (3), and 'City Master' (4) highlighted in red boxes. The main content area features a header 'City Master' and a series of filters: 'State/UT' (All), 'District' (All), 'City' (All), and 'City Class' (All). Below these is an 'Is Active' dropdown set to 'All' and a blue 'Get Results' button. To the right of the filters is an 'Add City' button. Below the filters, there are options to 'Show 10 entries', 'Export to: Excel, PDF, Print', and a search box. The main data area is a table with the following columns: CITY CODE, STATE/UT, DISTRICT, CITY, CITY CLASS, IS ACTIVE, and ACTION. The table contains 9 rows of data, with the first row highlighted. At the bottom, a pagination bar shows 'Showing 1 to 10 of 7,925 entries' and a set of buttons: 'Previous', '1', '2', '3', '4', '5', '...', '793', and 'Next'.


Figure 4-21: City 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    to export the table records in Excel as per table columns.
- 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    to navigate table records
- Click on  to add a new city in the table as mentioned in Section 4.1.5.3 – Add City
- Click on  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  to open the Add City Class popup as shown in Figure 4-22

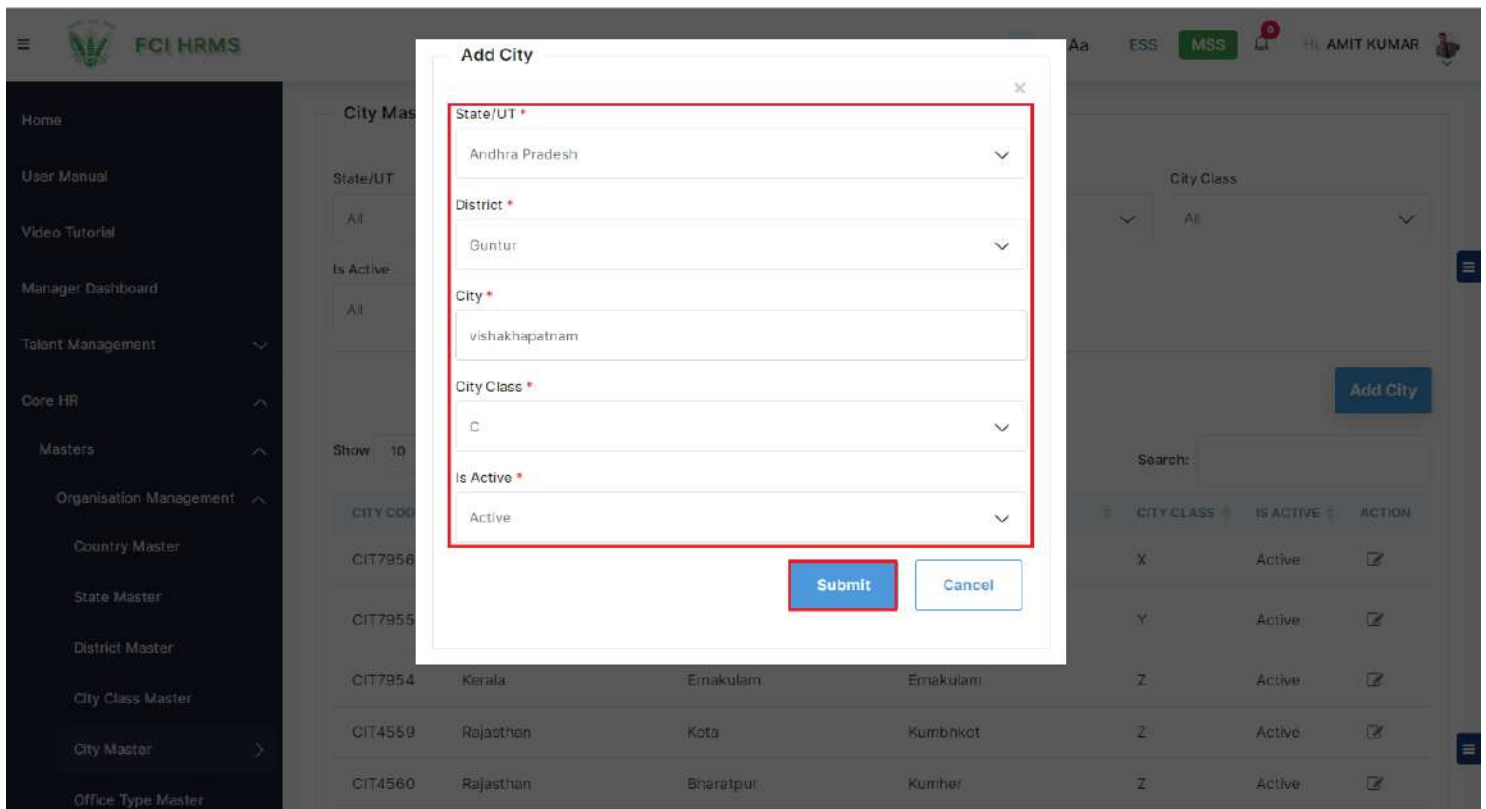



Figure 4-22: Add City

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

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
- Masters
 - Organisation Management
 - Country Master
 - State Master
 - District Master
 - City Class Master
 - City Master
 - Office Type Master
 - Zone Master
 - Region Master
 - Office Setup Master
 - Cadre Master
 - Category Master
 - Division Master

City Master

Success! City has been submitted successfully.

State/UT: All

District: All

City: All

City Class: All

Is Active: All

Get Results

Add City

Show 10 entries Export to: [Excel](#) [PDF](#) [Print](#)

Search:

CITY CODE	STATE/UT	DISTRICT	CITY	CITY CLASS	IS ACTIVE	ACTION
CIT7957	Andhra Pradesh	Guntur	Vishakhapatnam	C	Active	✎
CIT7956	West Bengal	Uttar Dinajpur	Kolkata	X	Active	✎
CIT7955	Andaman And Nicobar Islands	New Andaman	Andaman City	Y	Active	✎
CIT7954	Kerala	Ernakulam	Ernakulam	Z	Active	✎
CIT4559	Rajasthan	Kota	Kumbhkot	Z	Active	✎
CIT4560	Rajasthan	Bharatpur	Kumher	Z	Active	✎
CIT4561	Rajasthan	Jodhpur	Kuri Bhagtasani	Z	Active	✎
CIT4562	Rajasthan	Banswara	Kushalgarh	Z	Active	✎
CIT4563	Rajasthan	Sikar	Lachhmangarh	Z	Active	✎
CIT4564	Rajasthan	Nagaur	Ladnu	Z	Active	✎

Showing 1 to 10 of 7,926 entries

[Previous](#)
1
2
3
4
5
...
793
[Next](#)

Figure 4-23: New City Added

4.1.5.4 Edit City

Click on to open Edit City popup as shown in Figure 4-24

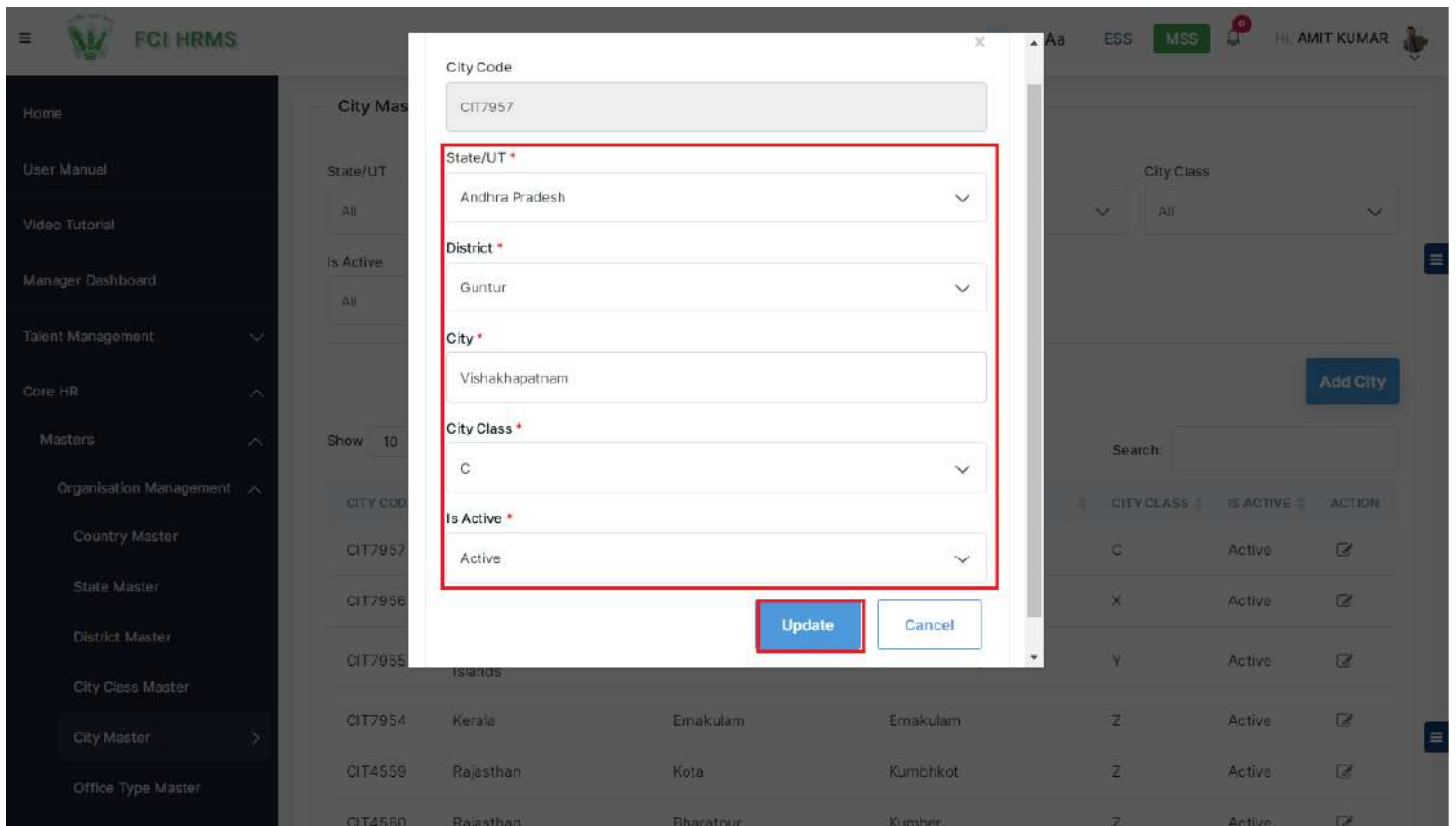



Figure 4-24: Edit City

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 Master

Successful City has been updated successfully.

State/UT: All | District: All | City: All | City Class: All

Is Active: All **Get Results**

Add City

Show 10 entries | Export to: Excel PDF Print | Search:

CITY CODE	STATE/UT	DISTRICT	CITY	CITY CLASS	IS ACTIVE	ACTION
CIT7957	Andhra Pradesh	Guntur	Vishakhapatnam	C	Active	
CIT7956	West Bengal	Uttar Dinajpur	Kolkata	X	Active	
CIT7955	Andaman And Nicobar Islands	New Andaman	Andaman City	Y	Active	
CIT7954	Kerala	Ernakulam	Ernakulam	Z	Active	
CIT4559	Rajasthan	Kota	Kumbhkot	Z	Active	
CIT4560	Rajasthan	Bharatpur	Kumher	Z	Active	
CIT4561	Rajasthan	Jodhpur	Kuri Bhagtasani	Z	Active	
CIT4562	Rajasthan	Banswara	Kushalgarh	Z	Active	
CIT4563	Rajasthan	Sikar	Lachhmangarh	Z	Active	
CIT4564	Rajasthan	Nagaur	Ladnu	Z	Active	

Showing 1 to 10 of 7,926 entries

Figure 4-25: Existing City Updated

4.1.6 Zone Master

City 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

Figure 4-26: Zone 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.
- Click on **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**, **Next** to navigate table records
- Click on **Add Zone** to add a new zone in the table as mentioned in Section 4.1.6.3 – Add Zone
- Click on  to edit an 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

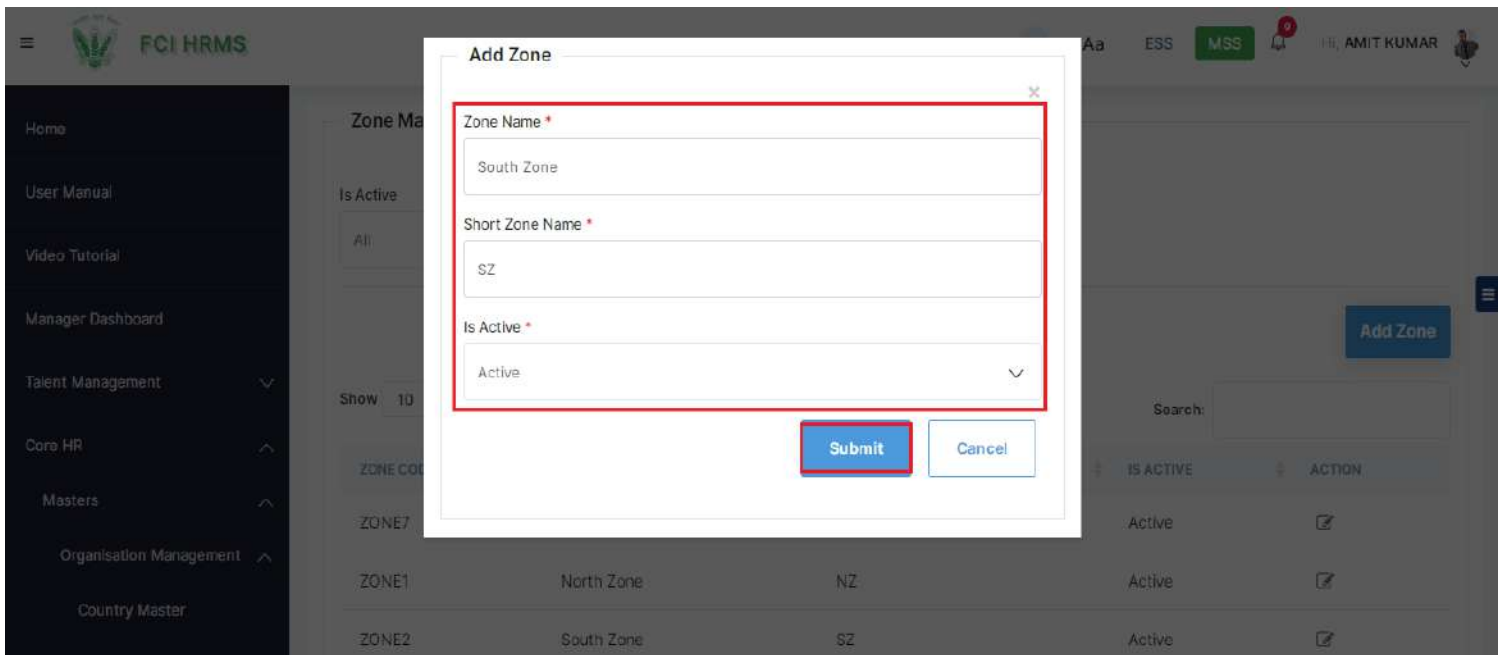


Figure 4-27: Add Zone

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

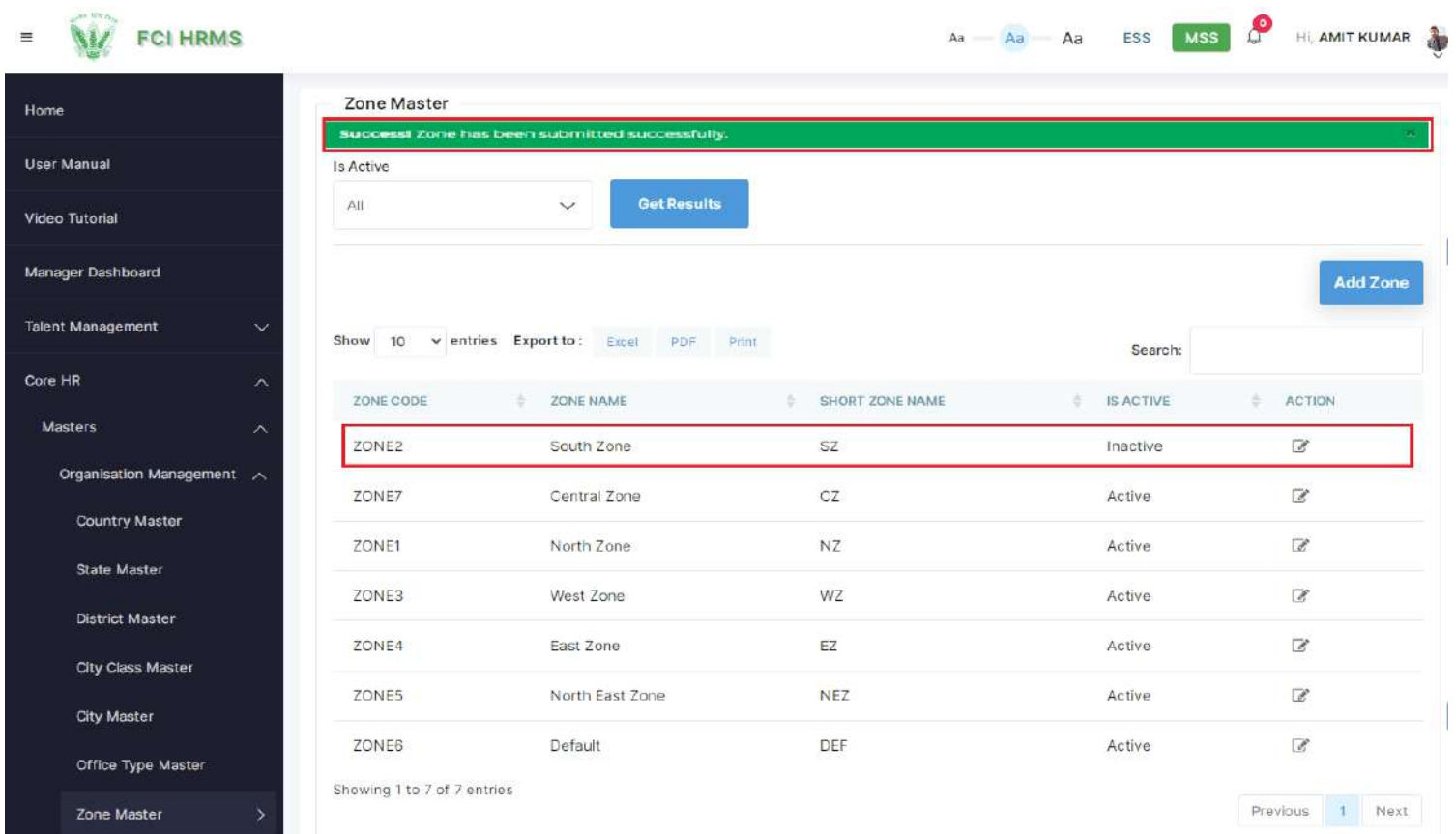



Figure 4-28: New Zone Added

4.1.6.4 Edit Zone

Click on  to open Edit Zone popup as shown in Figure 4-29

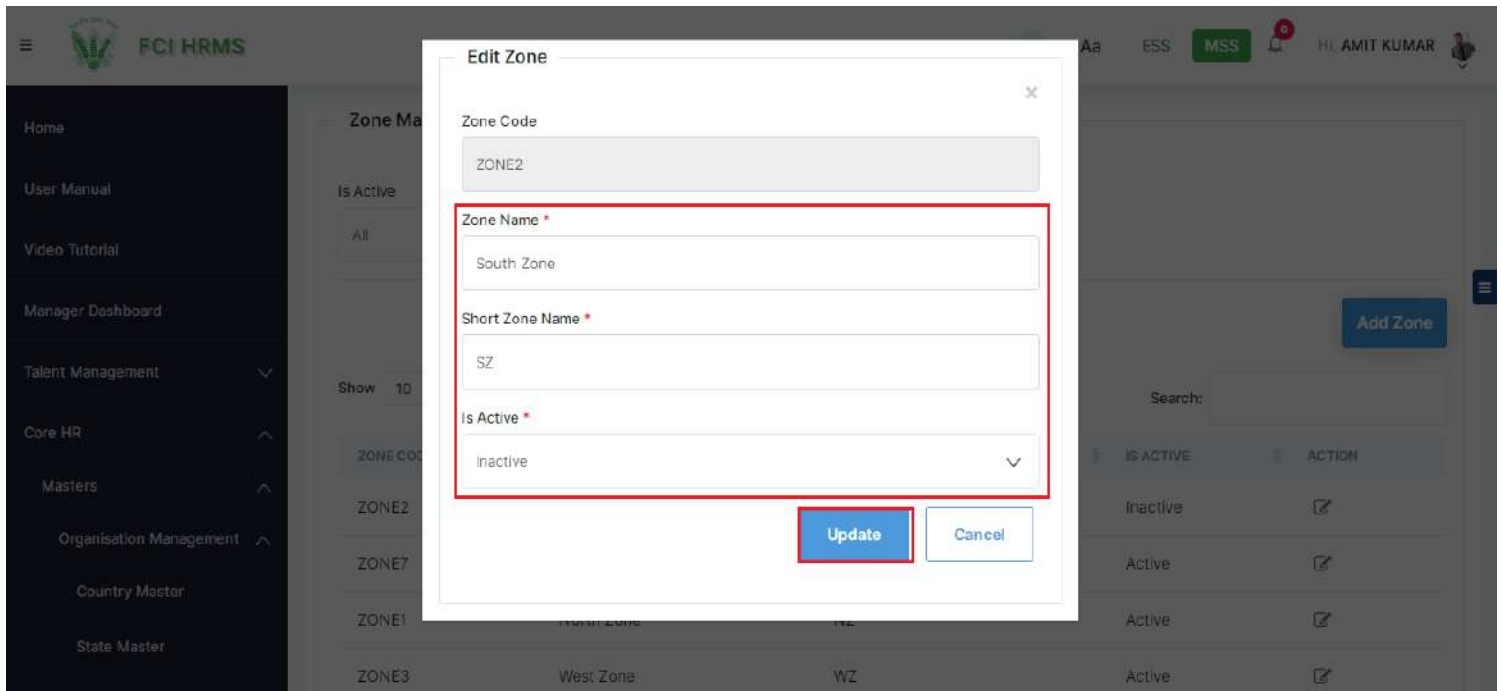
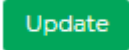


Figure 4-29: Edit Zone

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

Zone Master

Success! Zone has been updated successfully.

Is Active: All [Get Results](#)

[Add Zone](#)

Show 10 entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

ZONE CODE	ZONE NAME	SHORT ZONE NAME	IS ACTIVE	ACTION
ZONE2	South Zone	SZ	Inactive	Edit
ZONE7	Central Zone	CZ	Active	Edit
ZONE1	North Zone	NZ	Active	Edit
ZONE3	West Zone	WZ	Active	Edit
ZONE4	East Zone	EZ	Active	Edit
ZONE5	North East Zone	NEZ	Active	Edit
ZONE6	Default	DEF	Active	Edit

Showing 1 to 7 of 7 entries [Previous](#) [1](#) [Next](#)

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 Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **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**, **Next** to navigate table records
- Click on **Add Region** to add a new region in the table as mentioned in Section 4.1.7.3 – Add Region

- Click on  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  open the Add Region popup as shown in Figure 4-32

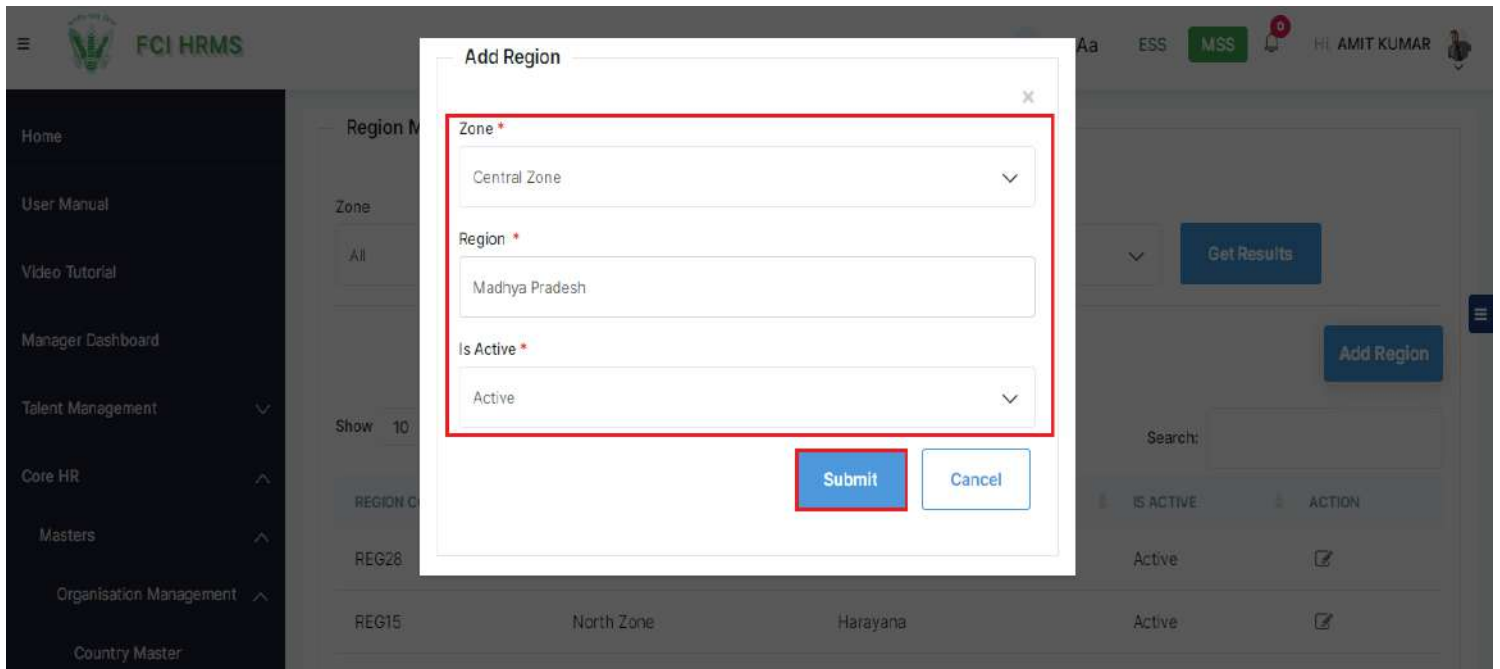


Figure 4-32: Add Region

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

Success! Region has been submitted successfully.

Zone: All | Region: All | Is Active: All | **Get Results**

Add Region

Show 10 entries | Export to: Excel | PDF | Print | Search:

REGION CODE	ZONE	REGION	IS ACTIVE	ACTION
REG26	Central Zone	Madhya Pradesh	Active	
REG28	Central Zone	Chhattisgarh 2	Active	
REG15	North Zone	Harayana	Active	
REG27	Default	Default	Active	
REG25	West Zone	Maharastra	Active	
REG24	West Zone	Gujarat	Active	
REG23	West Zone	Chhattisgarh	Active	
REG22	North Zone	UttarPradesh	Active	
REG21	North Zone	Uttarakhand	Active	
REG20	North Zone	Rajasthan	Active	

Showing 1 to 10 of 28 entries

Previous 1 2 3 Next

Figure 4-33: New Region Added

4.1.7.4 Edit Region

Click on to open Edit Region popup as shown in Figure 4-34

Edit Region

Region Code: REG26

Zone *: Central Zone

Region *: Madhya Pradesh

Is Active *: Active

Update **Cancel**

Figure 4-34: Edit Region



Enter the details and click on **Update** 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

















The screenshot displays the 'Office Type Master' interface. On the left is a dark sidebar with navigation items: Home, User Manual, Video Tutorial, Manager Dashboard, Talent Management, Core HR (1), Masters (2), Organisation Management (3), Country Master, State Master, District Master, City Class Master, City Master, Office Type Master (4), and Zone Master. The main content area has a title 'Office Type Master' and a filter for 'Is Active' set to 'All' with a 'Get Results' button. Below this are options to 'Show 10 entries' and 'Export to: Excel PDF Print', along with a 'Search:' field. A table lists six office types (OT1 to OT6) with columns for 'OFFICE TYPE ID', 'OFFICE TYPE', 'IS ACTIVE', and 'ACTION'. The 'IS ACTIVE' column header is highlighted with a red box. The 'ACTION' column contains edit icons. An 'Add Office Type' button is located in the top right. At the bottom right, there is a pagination control showing 'Previous 1 Next'.

OFFICE TYPE ID	OFFICE TYPE	IS ACTIVE	ACTION
OT1	HQ	Active	
OT2	IFS	Active	
OT3	ZO	Active	
OT4	RO	Active	
OT5	DO	Active	
OT6	Depot	Active	


Figure 4-35: Office Type 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    to export the table records in Excel as per table columns.
- 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          to navigate table records
- Click on  to add a new Office Type in the table as mentioned in Section 4.1.8.3 – Add Office Type
- Click on  to edit an existing Office Type in the table as mentioned in Section 4.1.8.4 – Edit Office Type

4.1.8.3 Add Office Type

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

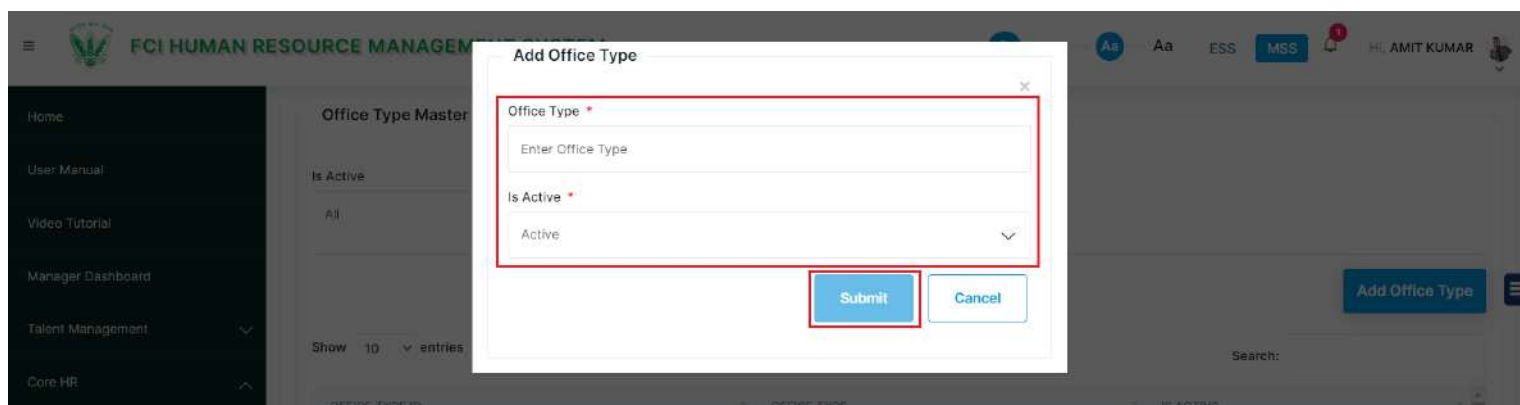



Figure 4-36: Add Office Type

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

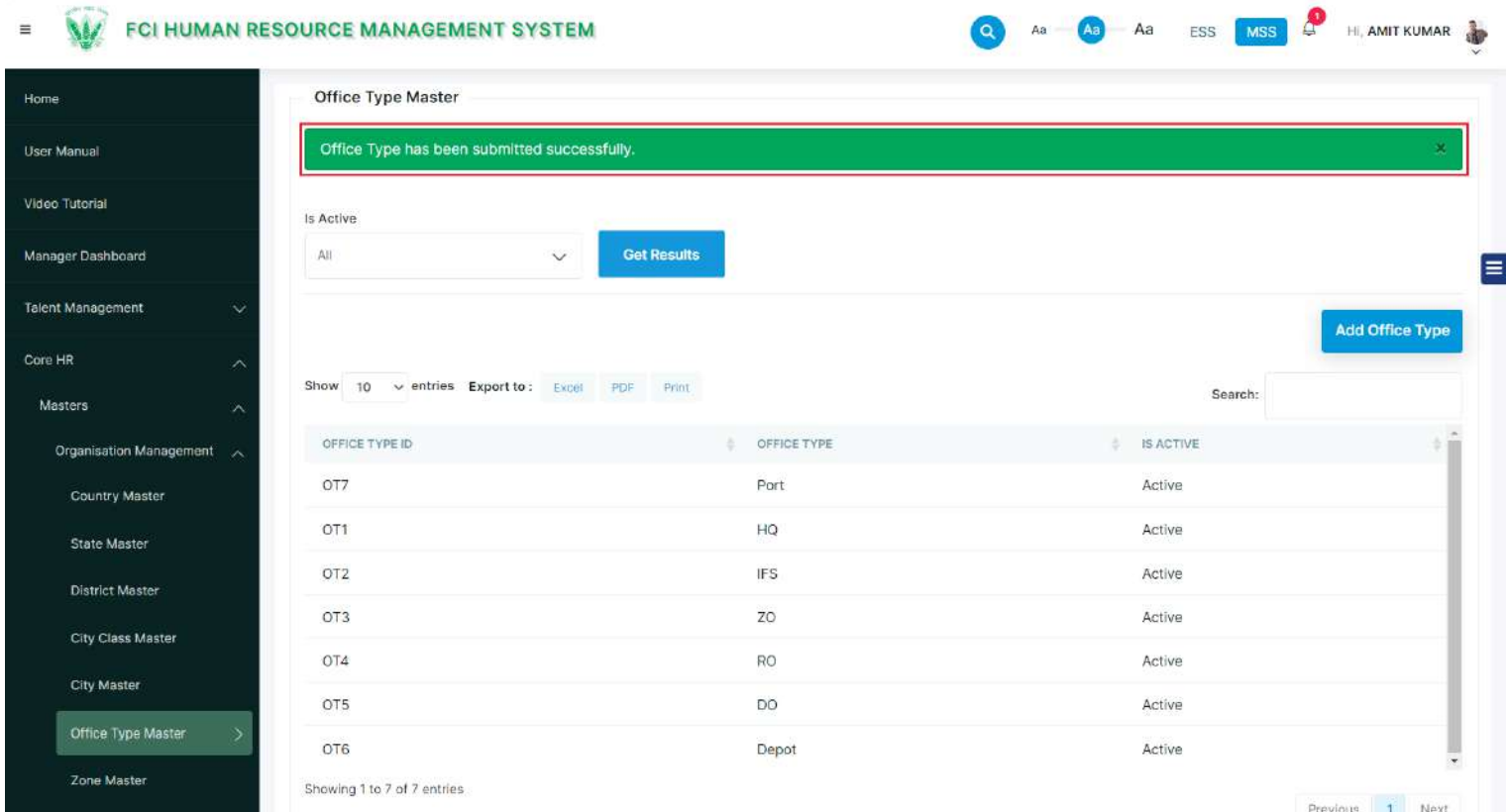


Figure 4-37: Office Type Master

4.1.8.4 Edit Office Type

Click on  to open Edit Office Type popup as shown in Figure 4-38

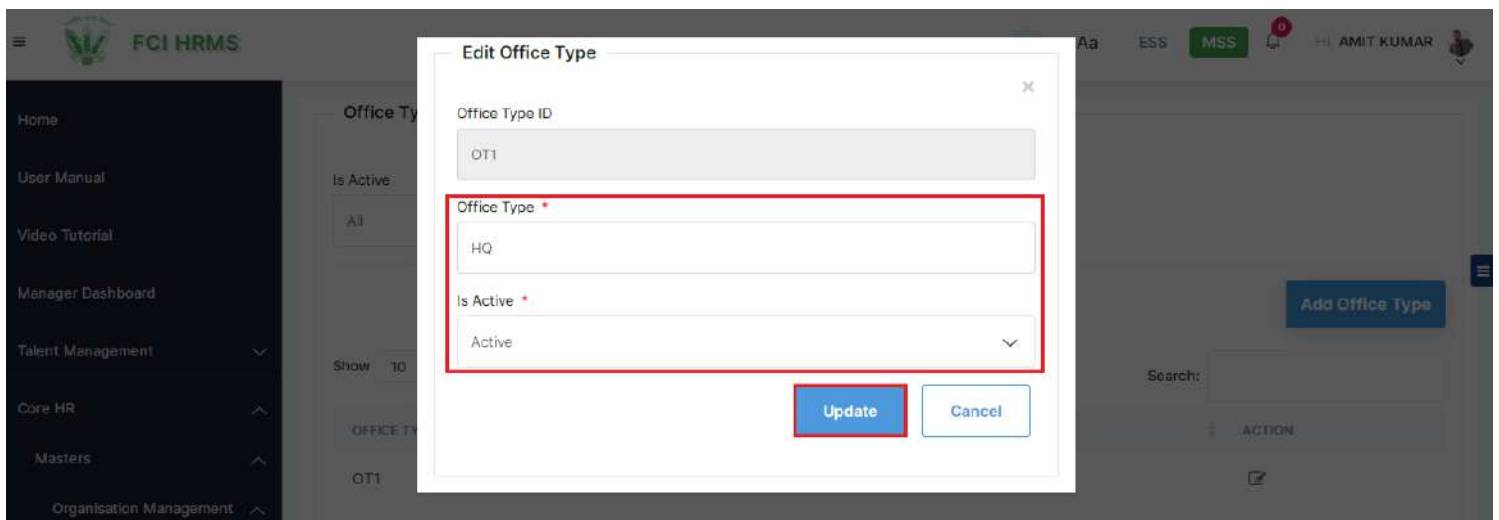

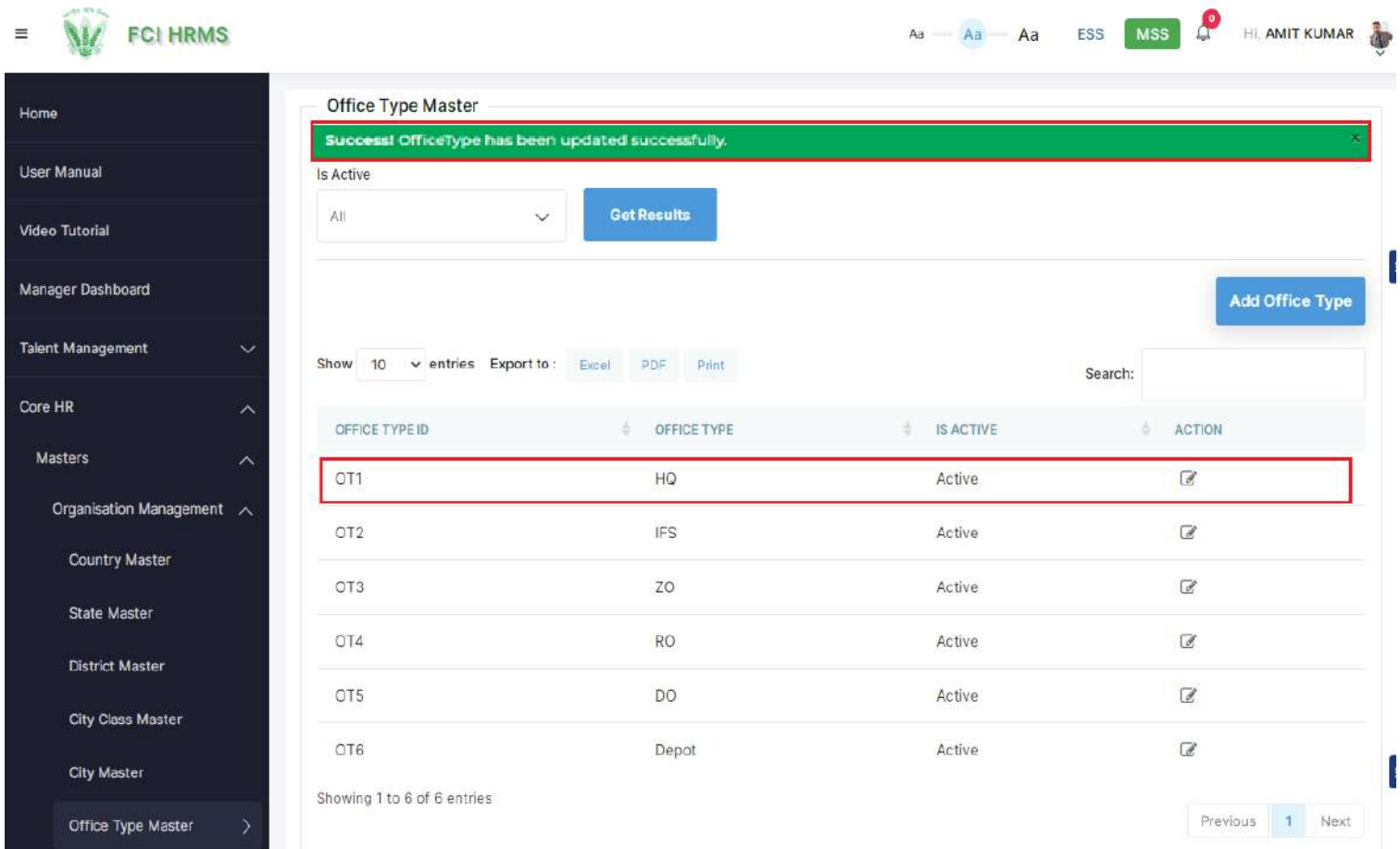


Figure 4-38: Edit Office Type

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



Office Type Master

Successful OfficeType has been updated successfully.

Is Active: All

Show 10 entries Export to: Search:

OFFICE TYPE ID	OFFICE TYPE	IS ACTIVE	ACTION
OT1	HQ	Active	<input type="button" value="Edit"/>
OT2	IFS	Active	<input type="button" value="Edit"/>
OT3	ZO	Active	<input type="button" value="Edit"/>
OT4	RO	Active	<input type="button" value="Edit"/>
OT5	DO	Active	<input type="button" value="Edit"/>
OT6	Depot	Active	<input type="button" value="Edit"/>

Showing 1 to 6 of 6 entries

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 Type 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






The screenshot shows the 'Office Setup Master' page. On the left sidebar, 'Core HR' is marked with '1', 'Masters' with '2' and '3', and 'Office Setup Master' with '4'. The main area contains several filter dropdowns for Office Type, Zone, Region, Office, Is Active, Is Difficult, Is Sensitive, and Status. A 'Get Results' button is highlighted in red. Below the filters, there are 'Export to' options for Excel, PDF, and Print, and a search box. A table lists office records with columns for Action, Status, Office ID, Office Type, Office Name, Zone, City, Is Difficult, and Is Sensitive. The first row is highlighted. At the bottom, a pagination control shows 'Showing 1 to 10 of 200 entries' and a 'Previous' button followed by page numbers 1 through 5, an ellipsis, 20, and a 'Next' button.

Figure 4-40: Office Setup 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.



- Click on **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 Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on  to navigate table records
- Click on  to add a new office in the table as mentioned in Section 4.1.9.4– Add Office Detail
- Click on  to edit an existing office in the table as mentioned in Section 4.1.9.5 – Edit Office Detail
- Click on  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

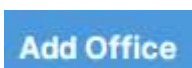

Click onto  open the add a new office form as shown in Figure 4-41

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,

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 Setup Master

Successful OfficeType has been submitted successfully.

Office Type: All | Zone: All | Region: All | Office: All

Is Active: All | Is Difficult: All | Is Sensitive: All | Status: All

Get Results

Add Office

Show 10 entries | Export to: Excel PDF Print | Search:

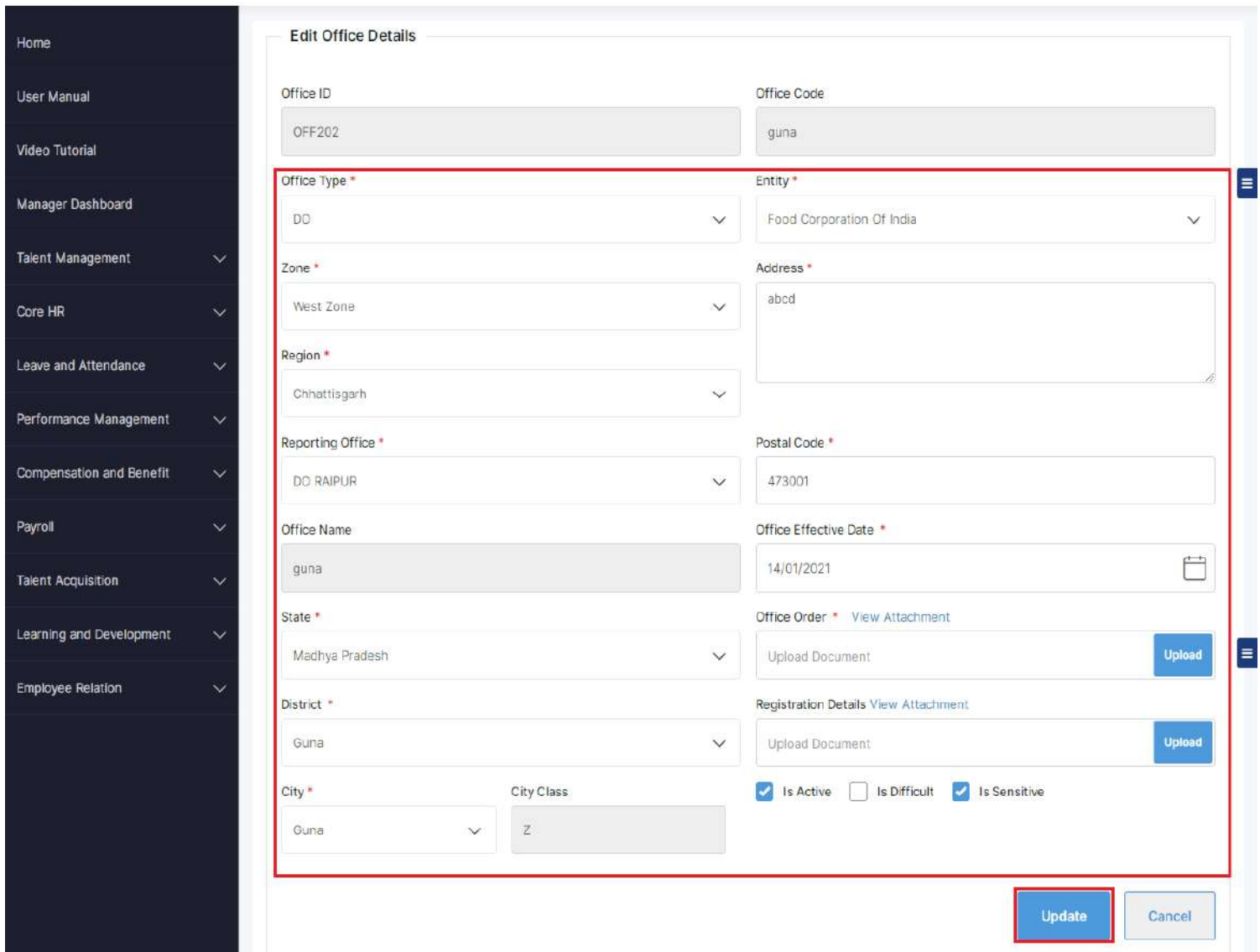
ACTION	STATUS	OFFICE ID	OFFICE TYPE	OFFICE NAME	ZONE	CITY	IS DIFFICULT	IS SENSITIVE
	Approved	OFF202	DO	Guna	West Zone	Guna	No	Active
	Approved	OFF201	DO	DO Andaman	South Zone	Andaman City	Yes	Inactive
	Approved	OFF1	HQ	HQ-Delhi	Default	Delhi	No	Active
	Approved	OFF2	ZO	ZO (NORTH EAST) - GUWAHATI	North East Zone	Guwahati [Gauhati]	Yes	Active
	Approved	OFF3	RO	RO ITANAGAR	North East Zone	Itanagar	Yes	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 to open Edit Office detail form as shown in Figure 4-43



Edit Office Details

Office ID: OFF202 Office Code: guna

Office Type *: DD Entity *: Food Corporation Of India

Zone *: West Zone Address *: abcd

Region *: Chhattisgarh

Reporting Office *: DC RAIPUR Postal Code *: 473001

Office Name: guna Office Effective Date *: 14/01/2021

State *: Madhya Pradesh Office Order *: View Attachment

District *: Guna Registration Details View Attachment

City *: Guna City Class: Z

Is Active Is Difficult Is Sensitive

Update Cancel

Figure 4-43: Edit Office Detail

Enter the details and click on **Update** 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

Office Setup Master

Success Office has been saved successfully.

Office Type: All | Zone: All | Region: All | Office: All

Is Active: All | Is Difficult: All | Is Sensitive: All | Status: All

Get Results

Add Office

Show 10 entries | Export to: Excel PDF Print | Search:

ACTION	STATUS	OFFICE ID	OFFICE TYPE	OFFICE NAME	ZONE	CITY	IS DIFFICULT	IS SENSITIVE
	Approved	OFF202	DO	Guna	West Zone	Guna	No	Active
	Approved	OFF201	DO	DO Andaman	South Zone	Andaman City	Yes	Inactive
	Approved	OFF1	HQ	HQ-Delhi	Default	Delhi	No	Active
	Approved	OFF2	ZO	ZO (NORTH EAST) - GUWAHATI	North East Zone	Guwahati [Gauhati]	Yes	Active
	Approved	OFF3	RO	RO ITANAGAR	North East Zone	Itanagar	Yes	Active

Figure 4-44: Existing Office Detail Updated for Approval

4.1.9.6 View Office Detail

Click on to open View Office detail form as shown in Figure 4-45. Further the User can:

- Click on to open the Action History which reflect the approval routing for the specific transaction.
- Click on to navigate to [Office Setup Landing](#) page.

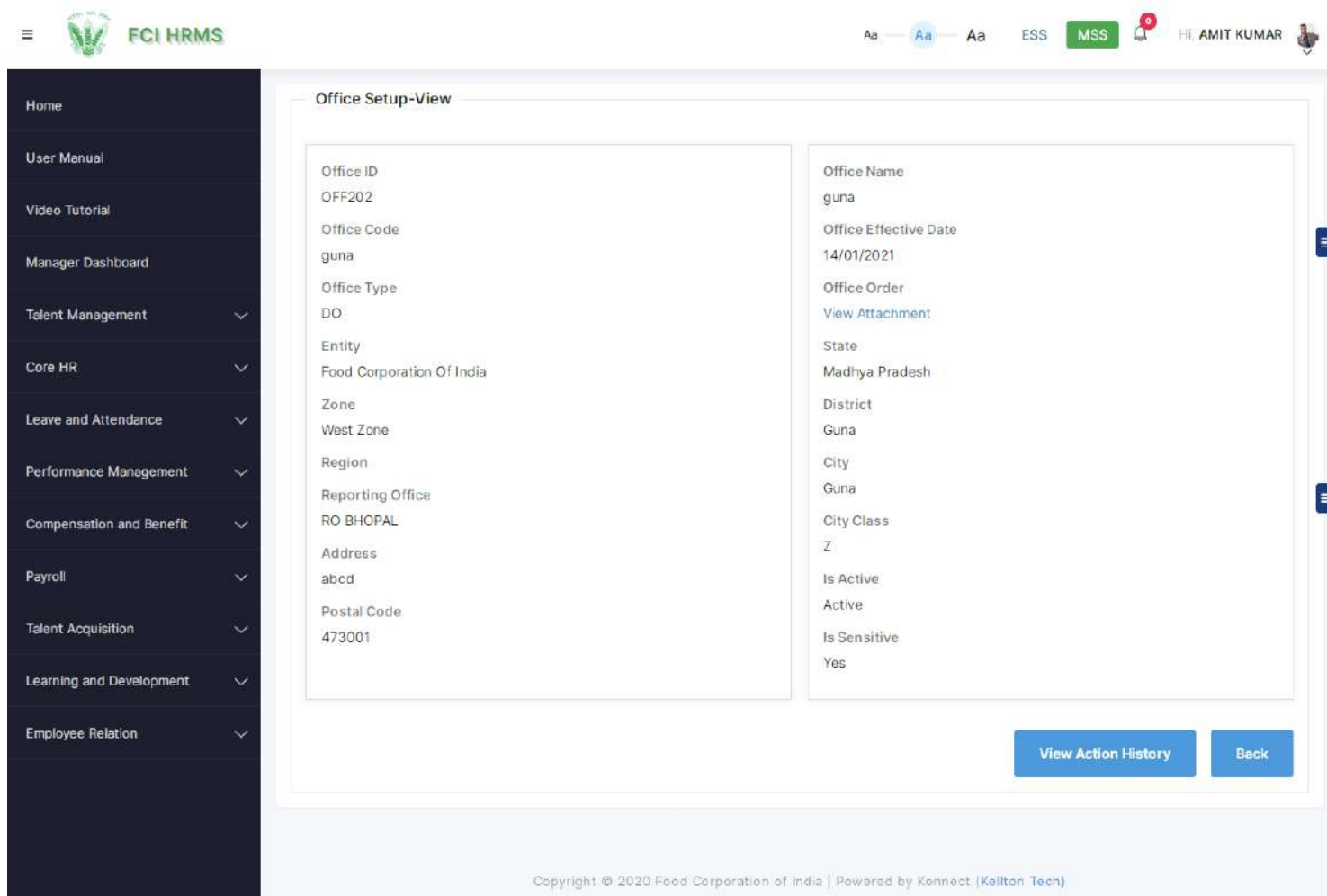


Figure 4-45: View Office Detail

4.1.10 Division 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

Figure 4-46: Division 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.
- Click on **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 Status, to open the action history in a popup that describes the approval routing of the entire transaction



- Click on **1** to navigate table records

Add Division Detail

- Click on **Add Division Detail** to add a new division in the table as mentioned in Section 4.1.10.4 – Add Division Master
- Click on  to edit an existing division in the table as mentioned in Section 4.1.10.5 – Edit Division Master
- Click on  to view an existing division details in the table as mentioned in Section 4.1.10.6 – View Division Master

4.1.10.4 Add Division Master

Add Division Detail

Click onto **Add Division Detail** open the add division form as shown in Figure 4-47

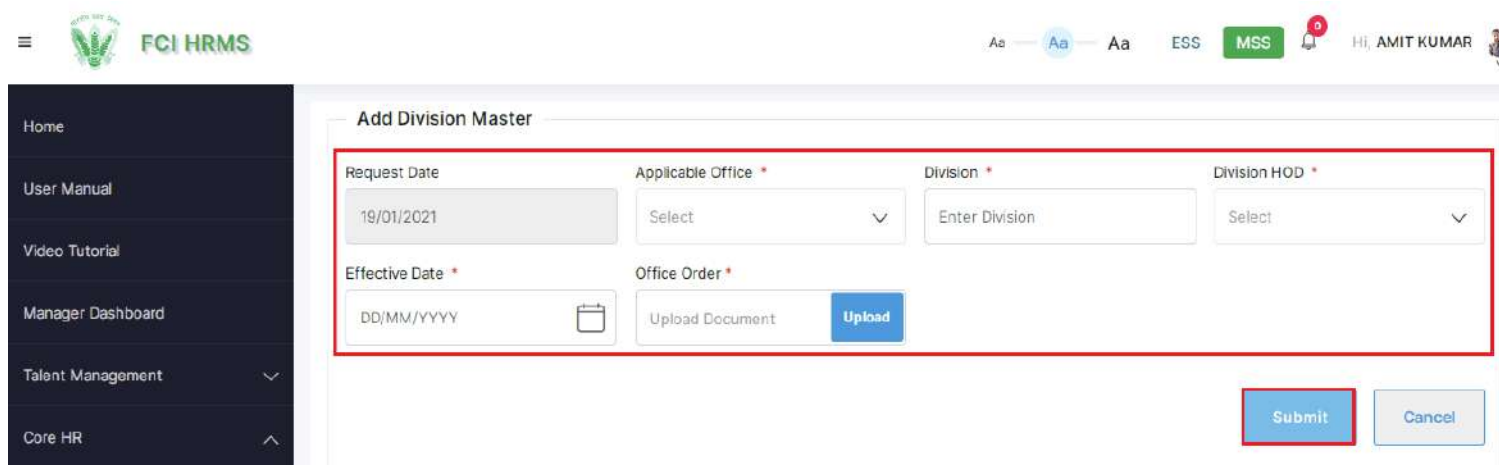


Figure 4-47: Add Division Master

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 **Submit** 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

Division Master

Successful Division has been saved successfully.

Applicable Office: All | Division: All | Division HOD: All | Status: All

Get Results

Add Division Detail

Show 10 entries | Export to: Excel, PDF, Print | Search:

DIVISION ID	APPLICABLE OFFICE	DIVISION	DIVISION HOD	EFFECTIVE DATE	STATUS	ACTION
DIV150	IFS, GURGAON	Training Division	NIRANJAN LAL JANGIR	10/01/2021	Approved	
DIV149	HQ-Delhi	Security	AMITABH KUMAR	01/02/2021	Approved	
DIV2680	DO SRINAGAR	Legal	D V PRASAD	01/01/1964	Approved	
DIV2681	DO SRINAGAR	Internal Audit	D V PRASAD	01/01/1964	Approved	

Figure 4-48: New Division Added

4.1.10.5 Edit Division Master

Click on to open Edit Division detail form as shown in Figure 4-49

Edit Division Master

Division ID: DIV150 | Request Date: 10/01/2021 | Applicable Office: IFS, GURGAON | Division: training division

Division HOD: DEVENDRA CHOUMAL (IFS, G... | Effective Date: 10/01/2021 | Office Order: View Order

Upload Document | **Upload**

Update | Cancel

Figure 4-49: Edit Division Master

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

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
- Masters
- Organisation Management
- Country Master
- State Master
- District Master
- City Class Master
- City Master
- Office Type Master

Division Master

Success! Division has been saved successfully.

Applicable Office: All | Division: All | Division HOD: All | Status: All

[Get Results](#)

[Add Division Detail](#)

Show 10 entries | Export to: [Excel](#) | [PDF](#) | [Print](#) | Search:

DIVISION ID	APPLICABLE OFFICE	DIVISION	DIVISION HOD	EFFECTIVE DATE	STATUS	ACTION
DIV150	IFS, GURGAON	Training Division	NIRANJAN LAL JANGIR	10/01/2021	Approved	Edit View
DIV149	HQ-Delhi	Security	AMITABH KUMAR	01/02/2021	Approved	Edit View
DIV2680	DO SRINAGAR	Legal	D V PRASAD	01/01/1964	Approved	Edit View
DIV2681	DO SRINAGAR	Internal Audit	D V PRASAD	01/01/1964	Approved	Edit View

Figure 4-50: Existing Office Detail Updated for Approval

4.1.10.6 View Division Master

Click on to open View Division Master as shown in Figure 4-51. Further the User can:

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
- Masters
- Organisation Management
- Country Master

View Division Master

Division ID DIV150 Request Date 10/01/2021 Applicable Office IFS, GURGAON Division training division	Division HOD NIRANJAN LAL JANGIR Effective Date 10/01/2021 Office Order View Attachment
---	--

[View Action History](#) [Back](#)

Figure 4-51: View Division Master

View Action History

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

Back

- Click on **Back** to navigate to [Division Master Landing](#) page.

4.1.11 Section Master

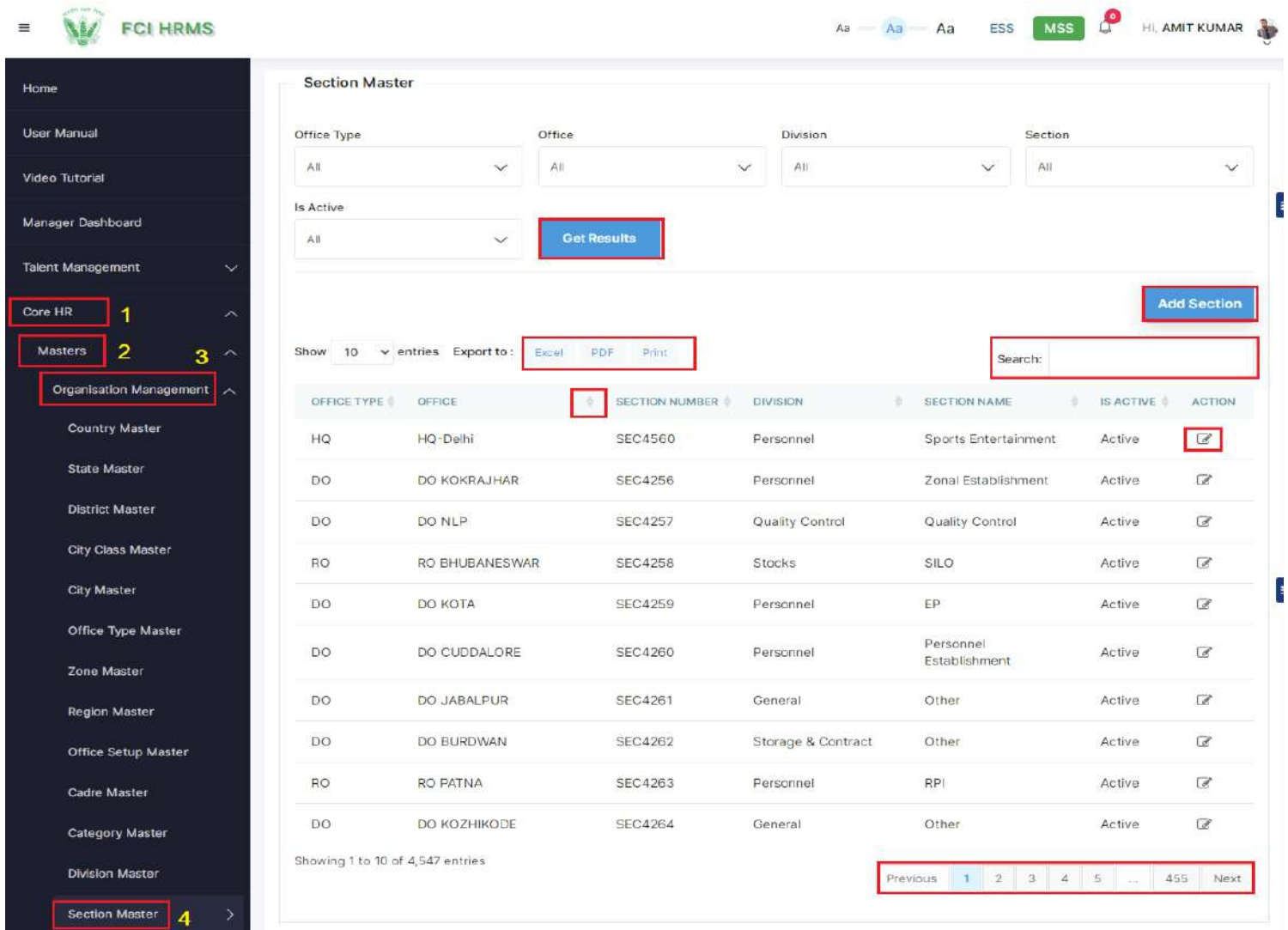
Section Master will contain a list of all sections as per different FCI divisions for all FCI offices which will allow the User to keep track, filter, and search and manage different subdivisions as sections.

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



The screenshot displays the 'Section Master' interface. On the left, a dark navigation menu lists various master data categories, with 'Section Master' highlighted as step 4. The main content area features a filter section with dropdown menus for 'Office Type', 'Office', 'Division', and 'Section', all currently set to 'All'. Below these is an 'Is Active' dropdown set to 'All' and a blue 'Get Results' button. To the right of the filters is an 'Add Section' button. Below the filters, there is a 'Show 10 entries' dropdown, an 'Export to:' section with 'Excel', 'PDF', and 'Print' options, and a search bar. The main data is presented in a table with the following columns: OFFICE TYPE, OFFICE, SECTION NUMBER, DIVISION, SECTION NAME, IS ACTIVE, and ACTION. The table contains 10 rows of data, with the first row being HQ-Delhi, Personnel, SEC4560, Sports Entertainment, Active, and a pencil icon in the action column. At the bottom of the table, it says 'Showing 1 to 10 of 4,547 entries' and a pagination bar with 'Previous', '1', '2', '3', '4', '5', '...', '455', and 'Next'.

Figure 4-52: Section 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.
- Click on **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**, **two**, **3**, **4**, **5**, **...**, **416**, **Next** to navigate table records
- Click on **Add Section** to add a new section in the table as mentioned in Section 4.1.11.3 – Add Section
- Click on  to edit an existing section in the table as mentioned in Section 4.1.11.4 – Edit Section

4.1.11.3 Add Section

Click onto **Add Section** open the Add Section popup as shown in Figure 4-53

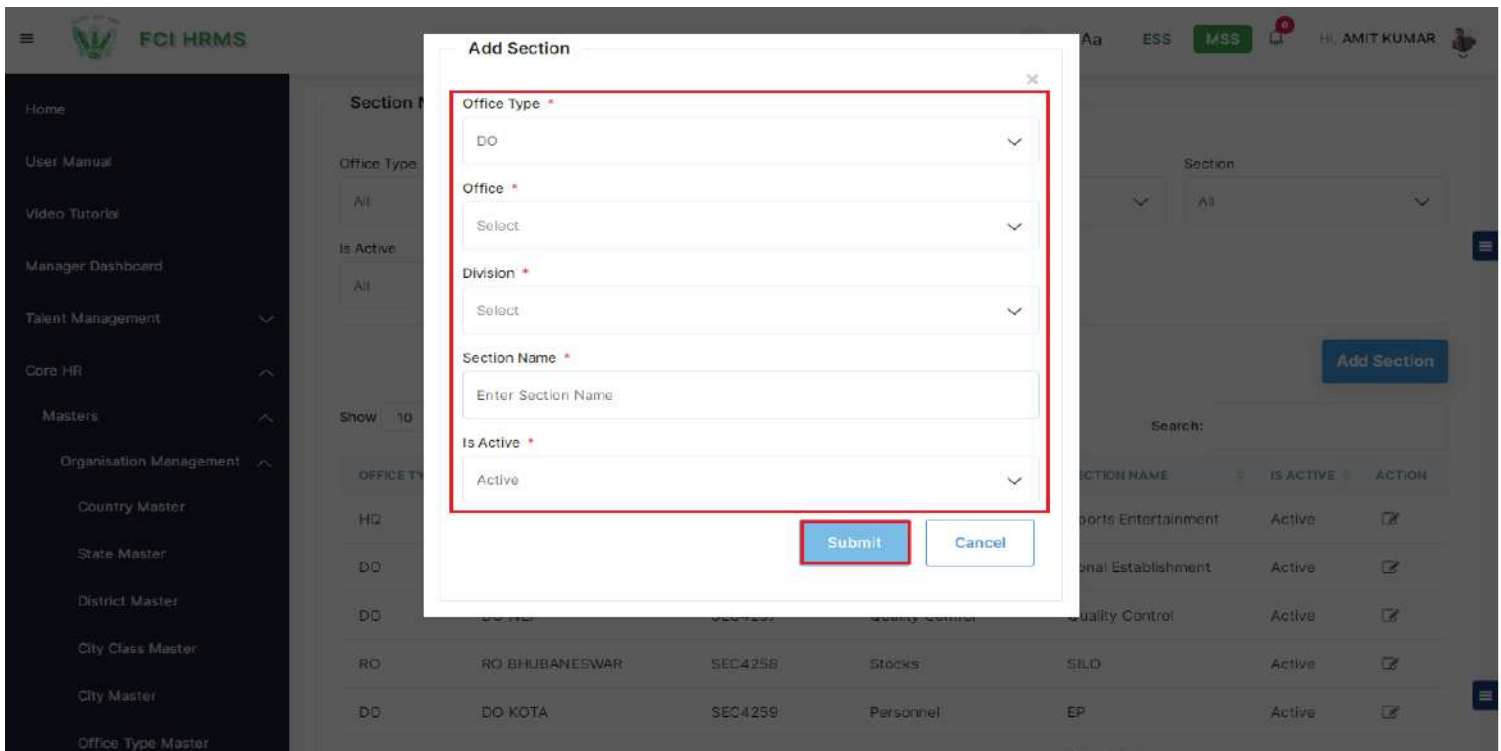
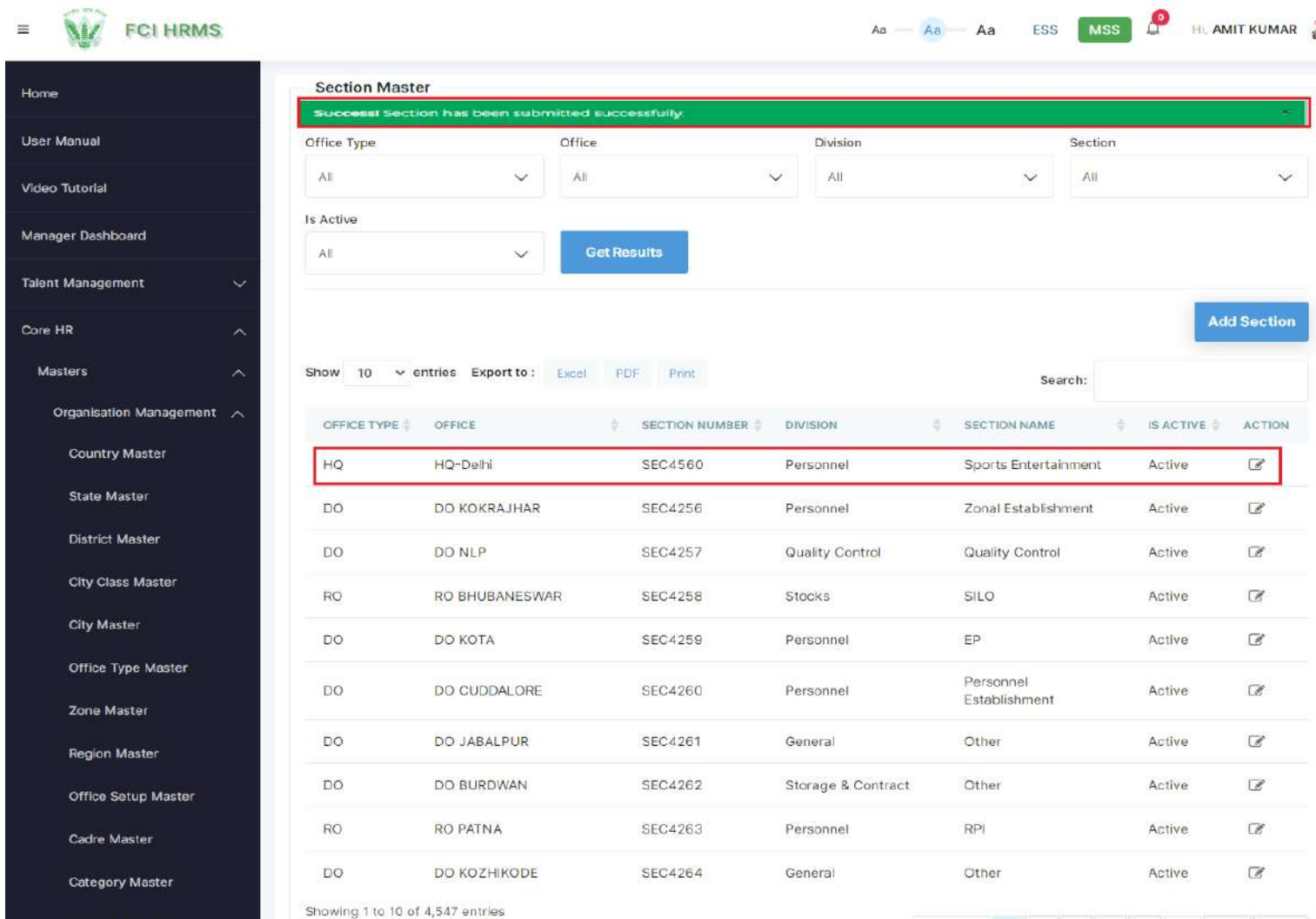












Figure 4-53: Add Section

Submit

Enter the details and click on **Submit** 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




The screenshot shows the 'Section Master' page in the FCI HRMS system. A green success message at the top states: 'Success! Section has been submitted successfully.' Below this, there are filters for Office Type, Office, Division, and Section, all set to 'All'. There is also an 'Is Active' filter set to 'All' and a 'Get Results' button. On the right side, there is an 'Add Section' button. Below the filters, there are options to show 10 entries, export to Excel, PDF, or Print, and a search box. The main table lists various sections with columns for Office Type, Office, Section Number, Division, Section Name, Is Active, and Action. The first row, representing the newly added section, is highlighted with a red border. The table data is as follows:

OFFICE TYPE	OFFICE	SECTION NUMBER	DIVISION	SECTION NAME	IS ACTIVE	ACTION
HQ	HQ-Delhi	SEC4560	Personnel	Sports Entertainment	Active	
DO	DO KOKRAJHAR	SEC4256	Personnel	Zonal Establishment	Active	
DO	DO NLP	SEC4257	Quality Control	Quality Control	Active	
RO	RO BHUBANESWAR	SEC4258	Stocks	SILLO	Active	
DO	DO KOTA	SEC4259	Personnel	EP	Active	
DO	DO CUDDALORE	SEC4260	Personnel	Personnel Establishment	Active	
DO	DO JABALPUR	SEC4261	General	Other	Active	
DO	DO BURDWAN	SEC4262	Storage & Contract	Other	Active	
RO	RO PATNA	SEC4263	Personnel	RPI	Active	
DO	DO KOZHIKODE	SEC4264	General	Other	Active	

Showing 1 to 10 of 4,547 entries

Figure 4-54: New Section Added

4.1.11.4 Edit Section

Click on  to open Edit Region popup as shown in Figure 4-55

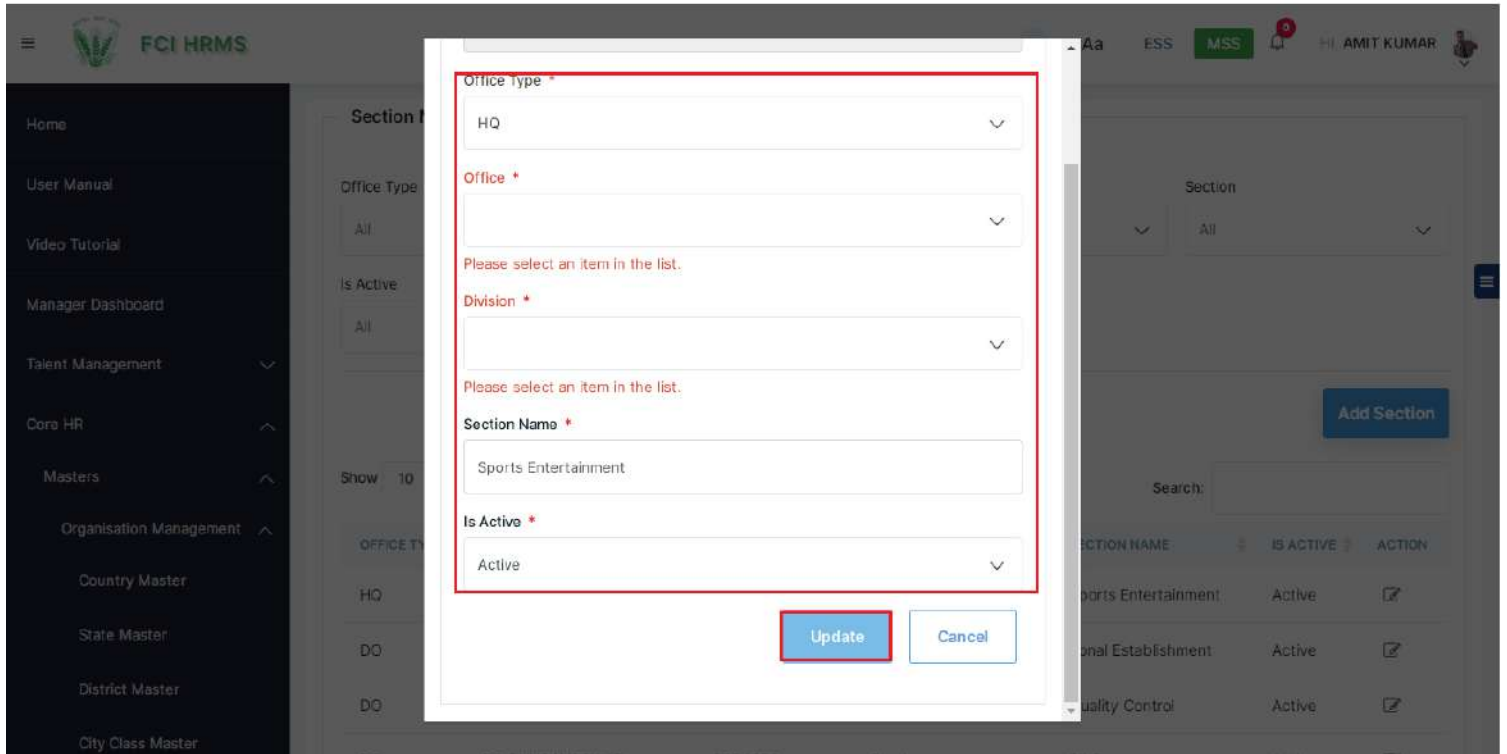



Figure 4-55: Edit Section Master

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

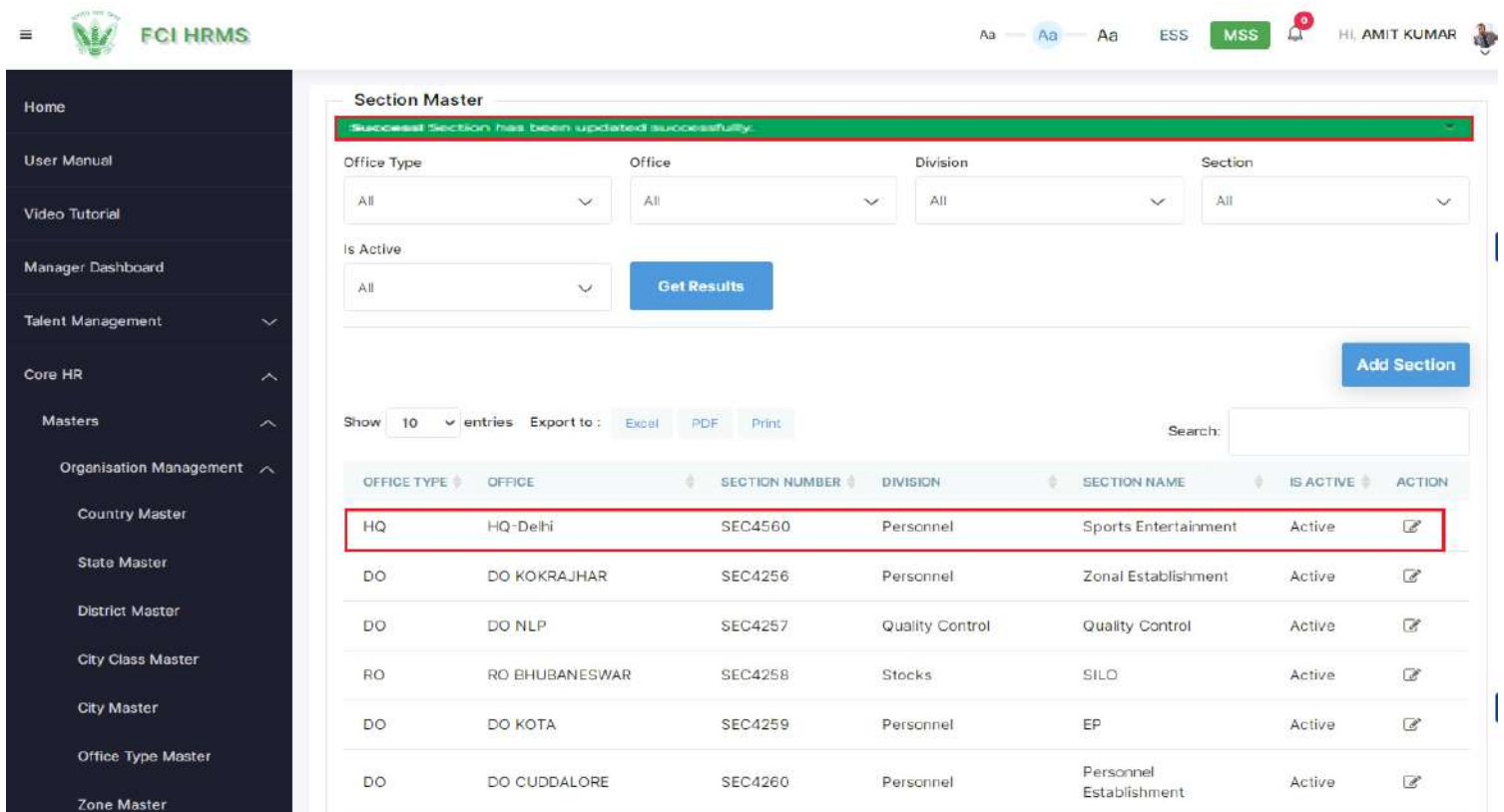


Figure 4-56: Existing Section Updated

4.1.12 Cell Master

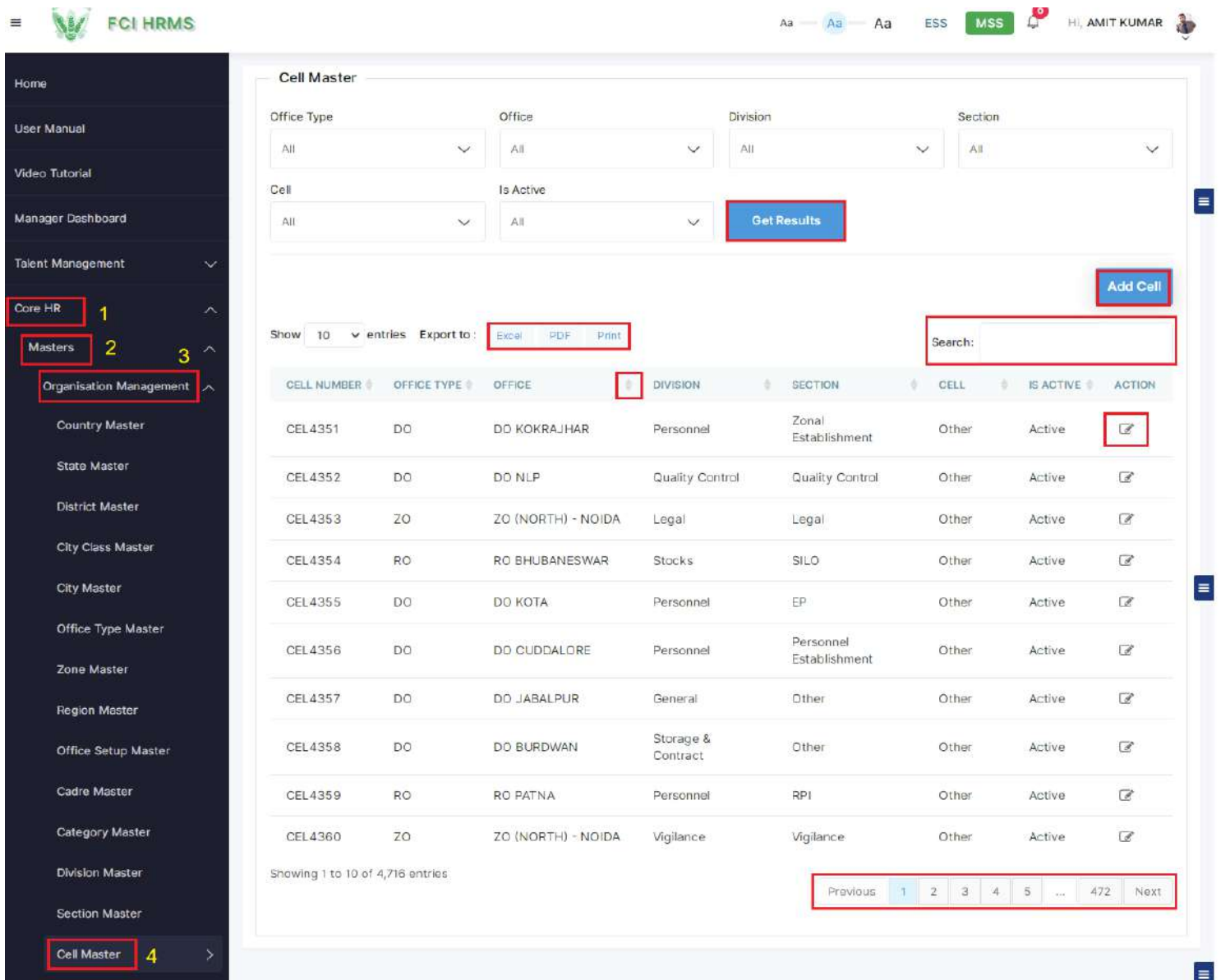
Cell Master will contain a list of all Cells as per different FCI divisions for all FCI offices which will allow the User to keep track, filter, and search and manage them.

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




The screenshot displays the 'Cell Master' interface. On the left, a dark navigation sidebar contains the following items: Home, User Manual, Video Tutorial, Manager Dashboard, Talent Management, Core HR (1), Masters (2), Organisation Management (3), Country Master, State Master, District Master, City Class Master, City Master, Office Type Master, Zone Master, Region Master, Office Setup Master, Cadre Master, Category Master, Division Master, Section Master, and Cell Master (4). The main content area features a 'Cell Master' header with filters for Office Type, Office, Division, Section, Cell, and Is Active. A 'Get Results' button is highlighted. Below the filters, there are options to show 10 entries and export to Excel, PDF, or Print. A search bar is present. The table below has columns: CELL NUMBER, OFFICE TYPE, OFFICE, DIVISION, SECTION, CELL, IS ACTIVE, and ACTION. The table lists 10 entries, with the first row (CEL4351) having an edit icon highlighted. An 'Add Cell' button is located at the top right. At the bottom, pagination shows 'Showing 1 to 10 of 4,716 entries' and a 'Previous 1 2 3 4 5 ... 472 Next' control.

Figure 4-57: Cell 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.
- Click on **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
- Click on **Add Cell** to add a new Cell in the table as mentioned in Section 4.1.12.3 – Add Cell
- Click on  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 **Add Cell** open the Add Cell popup as shown in Figure 4-58

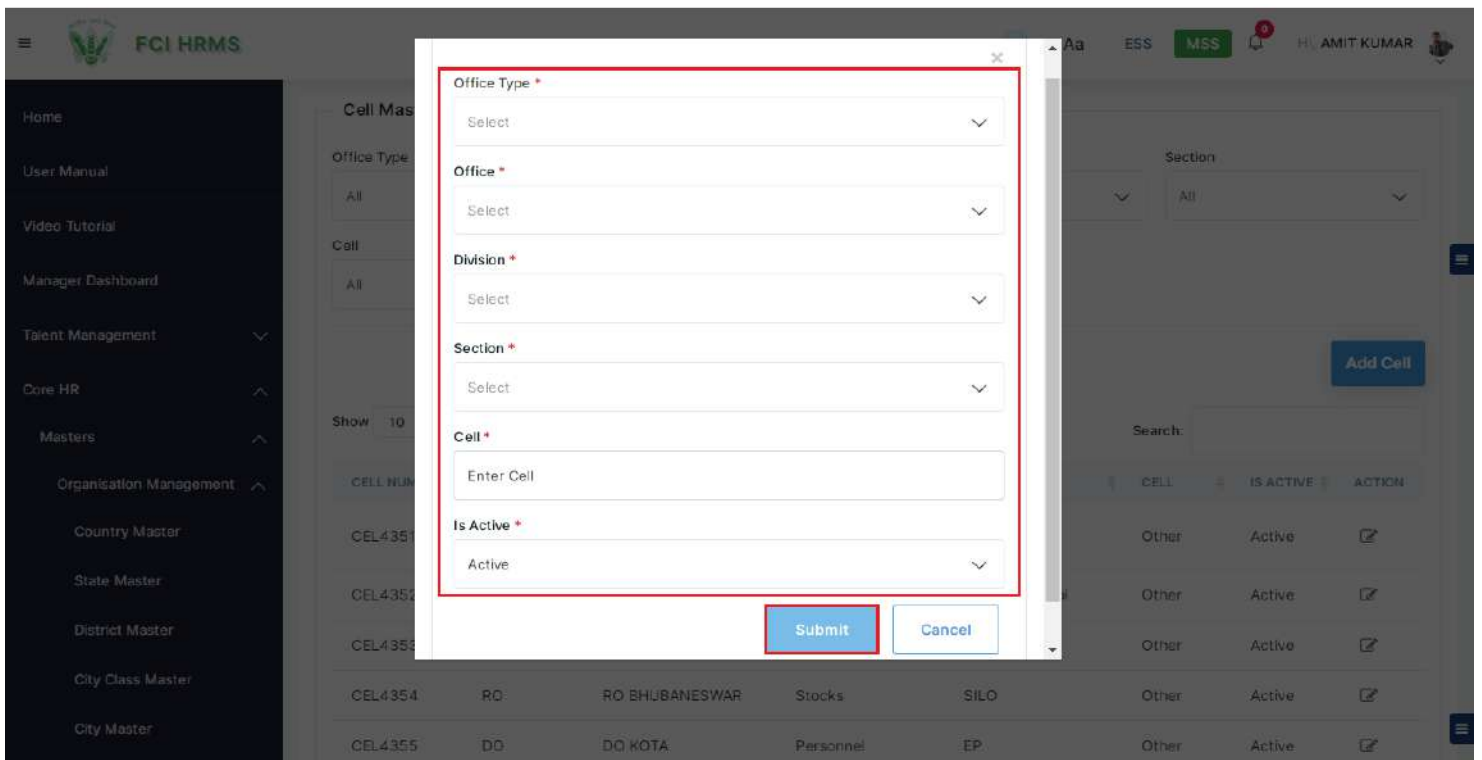


Figure 4-58: Add Cell

Enter the details and click on **Submit** 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

Cell Master

Office Type: All | Office: All | Division: All | Section: All

Cell: All | Is Active: All | **Get Results**

Add Cell

Show 10 entries | Export to: Excel, PDF, Print | Search:

CELL NUMBER	OFFICE TYPE	OFFICE	DIVISION	SECTION	CELL	IS ACTIVE	ACTION
CEL4351	DO	DO KOKRAJHAR	Personnel	Zonal Establishment	Other	Active	
CEL4352	DO	DO NLP	Quality Control	Quality Control	Other	Active	
CEL4353	ZO	ZO (NORTH) - NOIDA	Legal	Legal	Other	Active	

Figure 4-59: New Cell Added

4.1.12.4 Edit Cell

Click on to open Edit Region popup as shown in Figure 4-60

Cell Master

Office Type: DO

Office: DO KOKRAJHAR

Division: Personnel

Section: Zonal Establishment

Cell: Other

Is Active: Active

Update | Cancel

Figure 4-60: Edit Cell Master

Enter the details and click on **Update** 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

CELL NUMBER	OFFICE TYPE	OFFICE	DIVISION	SECTION	CELL	IS ACTIVE	ACTION
CEL4351	DO	DO KOKRAJHAR	Personnel	Zonal Establishment	Other	Active	
CEL4352	DO	DO NLP	Quality Control	Quality Control	Other	Active	
CEL4353	ZO	ZO (NORTH) - NOIDA	Legal	Legal	Other	Active	
CEL4354	RO	RO BHUBANESWAR	Stocks	SILLO	Other	Active	
CEL4355	DO	DO KOTA	Personnel	EP	Other	Active	
CEL4356	DO	DO CUDDALORE	Personnel	Personnel Establishment	Other	Active	
CEL4357	DO	DO JABALPUR	General	Other	Other	Active	
CEL4358	DO	DO BURDWAN	Storage & Contract	Other	Other	Active	
CEL4359	RO	RO PATNA	Personnel	RPI	Other	Active	

Figure 4-61: Existing Cell Updated

4.1.13 Cadre 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


Figure 4-62: Cadre 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.
- Click on **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**, **Next** to navigate table records
- Click on **Add Cadre** to add a new Cadre in the table as mentioned in 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

Click on  to open the Add Cadre popup as shown in Figure 4-63

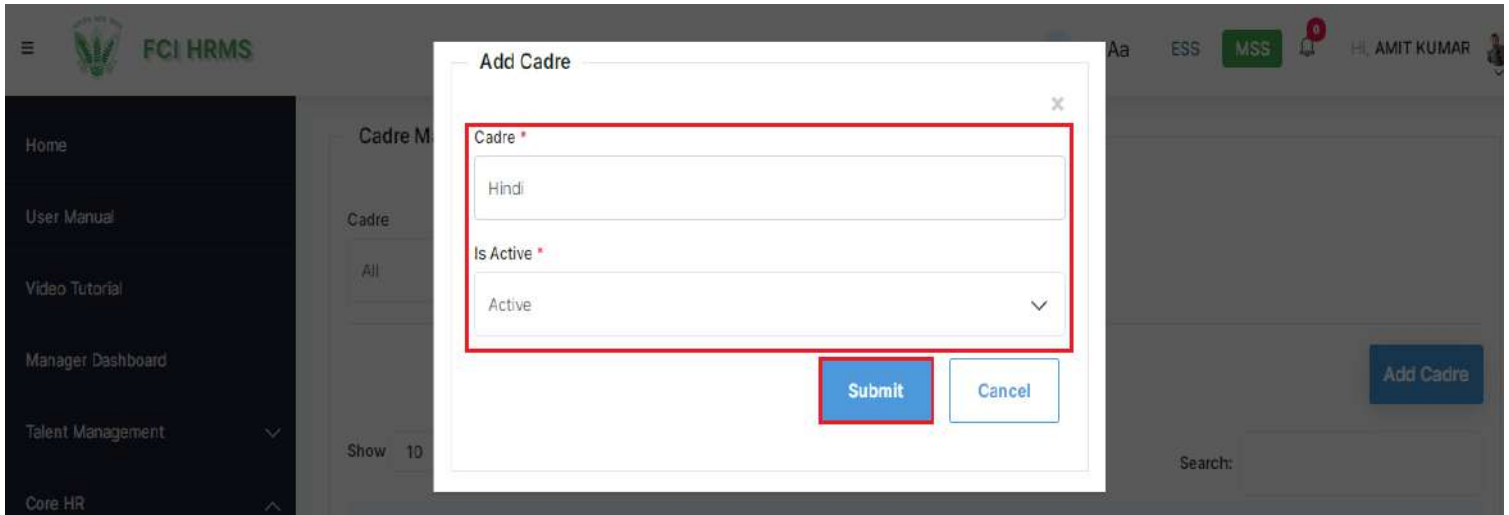



Figure 4-63: Add Cadre

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

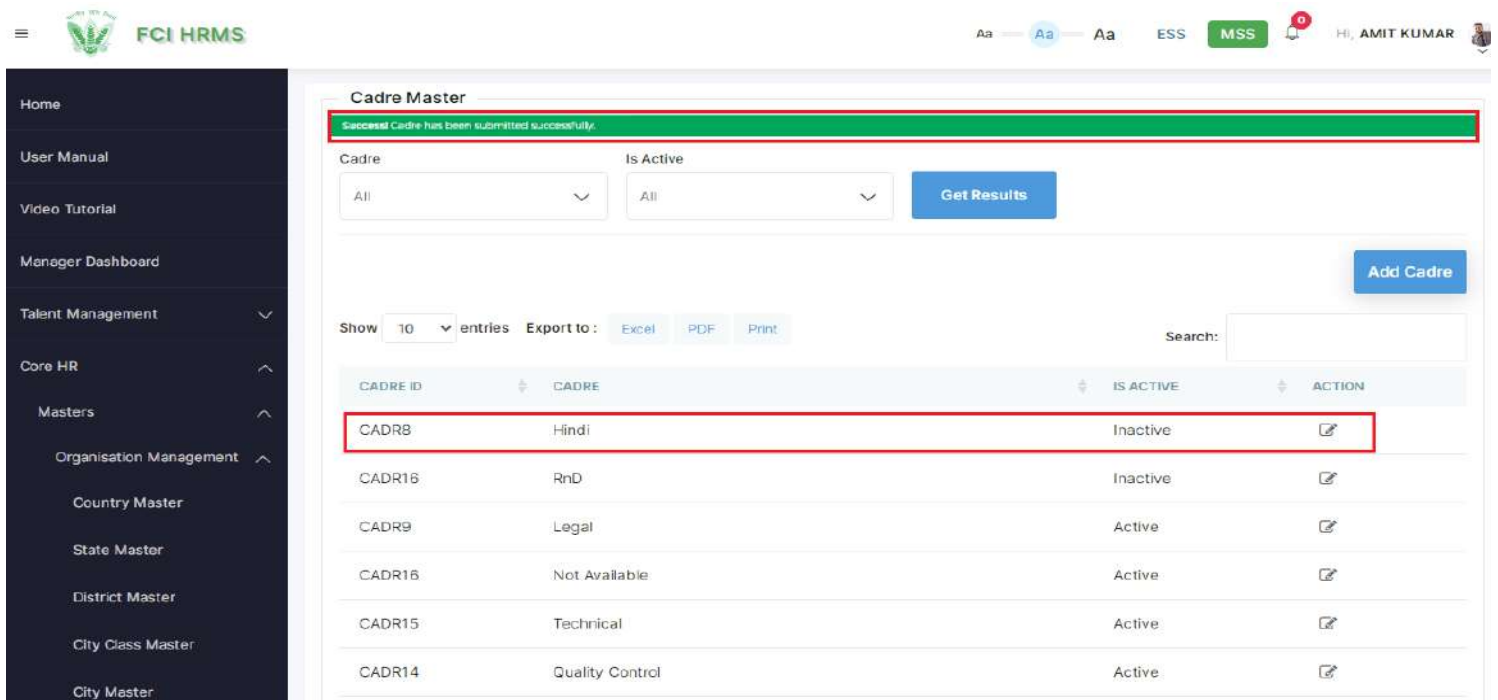



Figure 4-64: New Cadre Added

4.1.13.4 Edit Cadre

Click on  to open Edit Region popup as shown in Figure 4-65

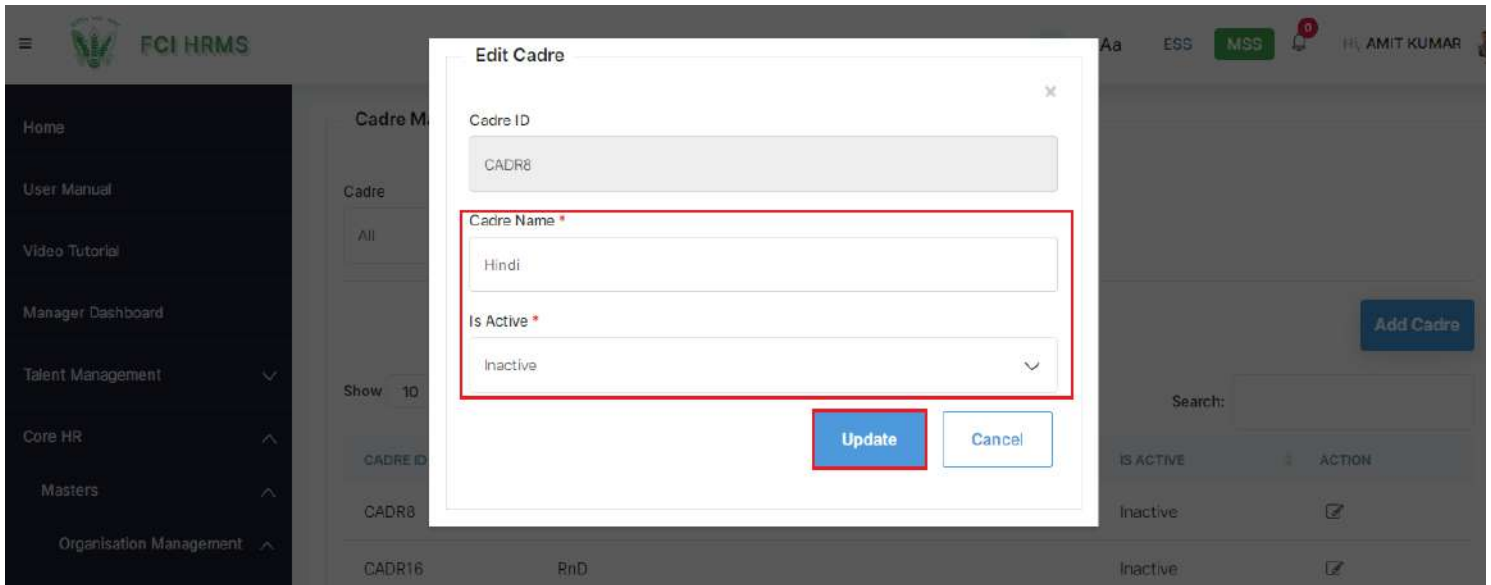



Figure 4-65: Edit Cadre Master

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

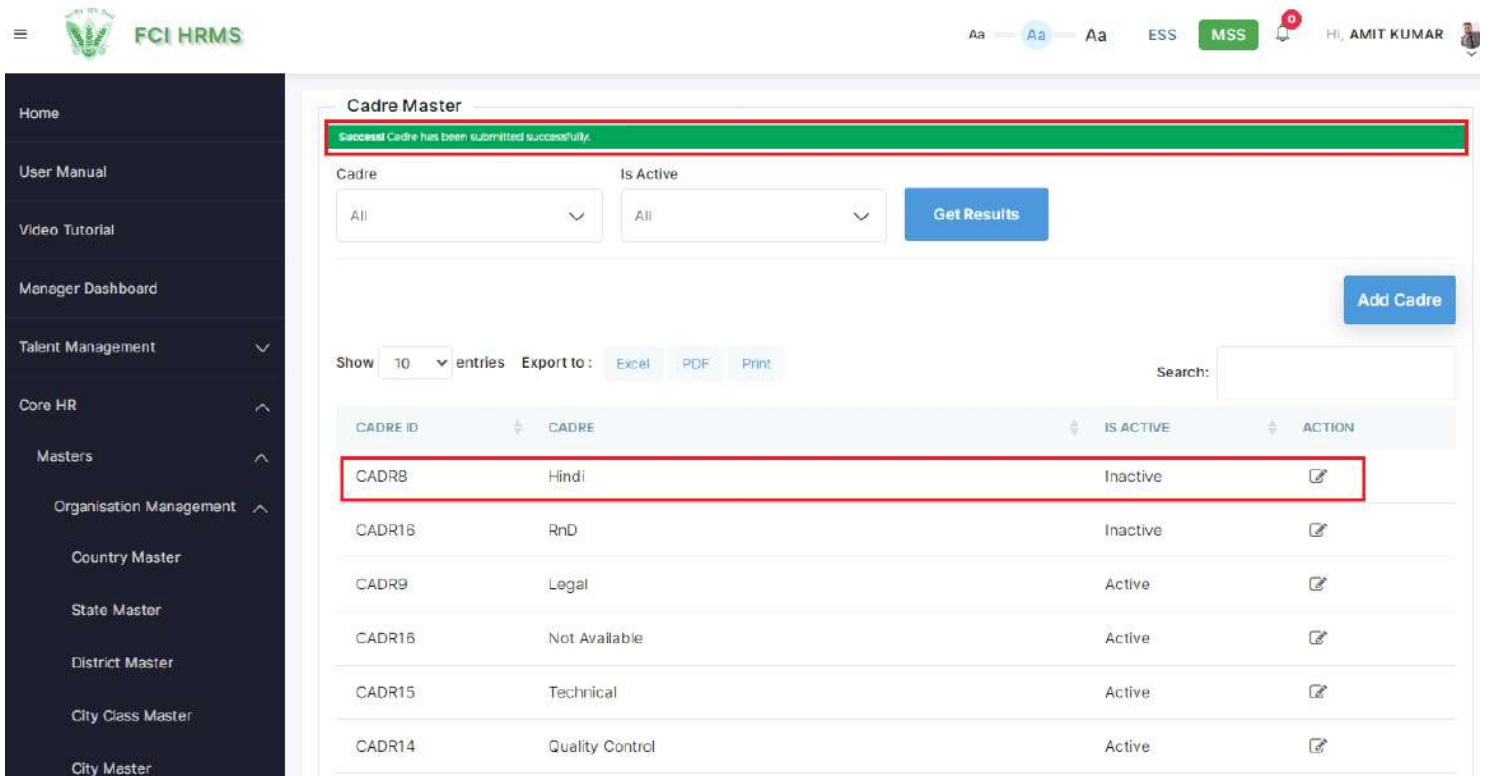


Figure 4-66: Existing Cadre Updated

4.1.14 Category 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

Figure 4-67: Category 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.
- Click on **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    to navigate table records
- Click on  to add a new Category in the table as mentioned in Section 4.1.14.3 – Add Category
- Click on  to edit an existing Category in the table as mentioned in Section 4.1.14.4 – Edit Category

4.1.14.3 Add Category

Click on  to open the Add Category popup as shown in Figure 4-68

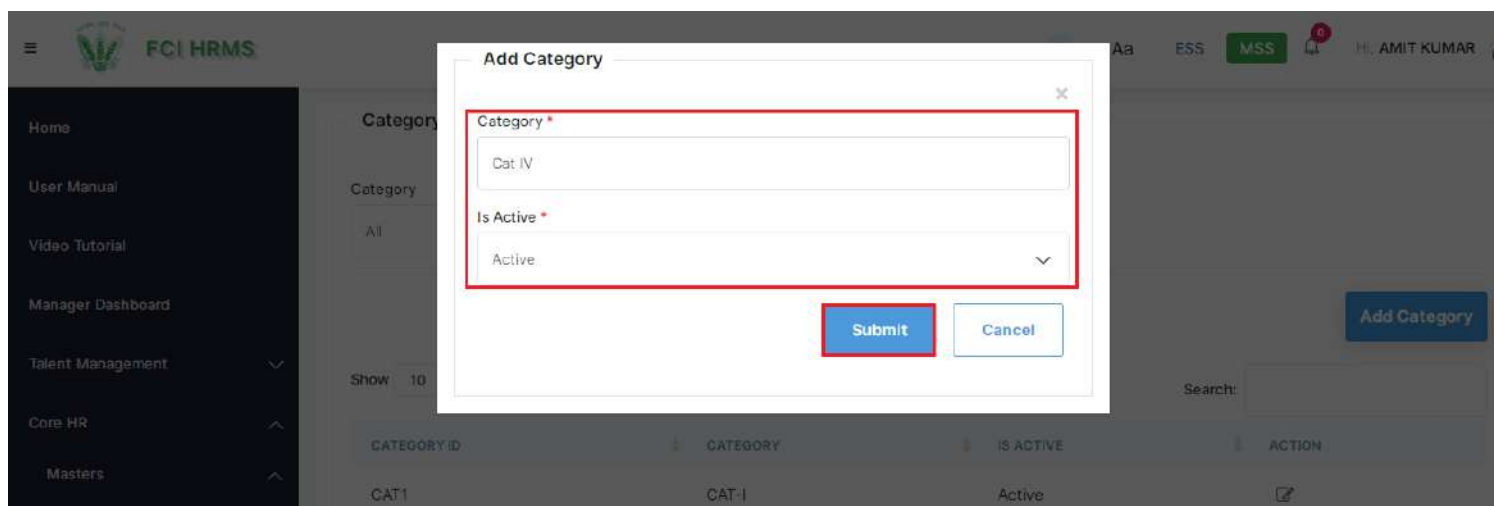



Figure 4-68: Add Category

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

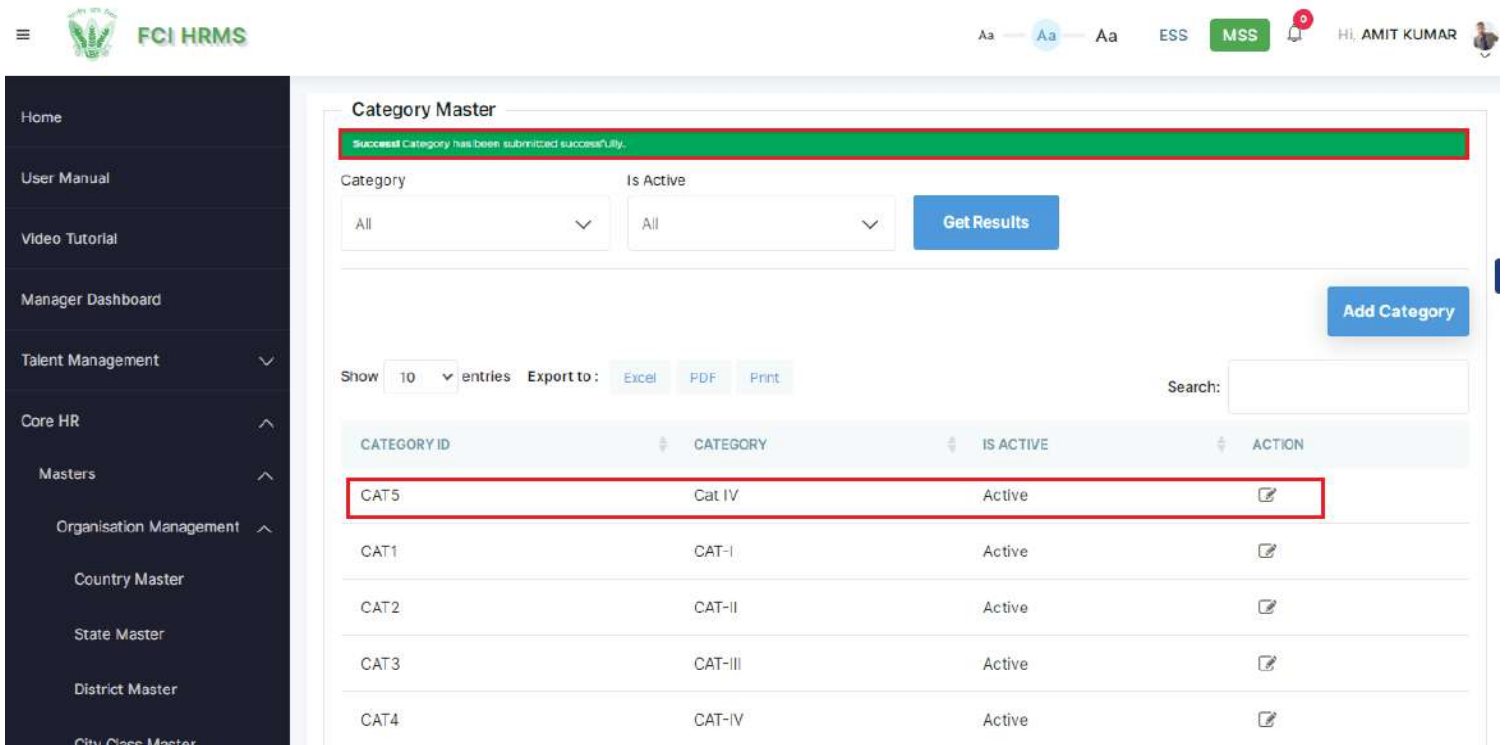


Figure 4-69: New Category Added

4.1.14.4 Edit Category

Click on to open Edit Region popup as shown in Figure 4-70

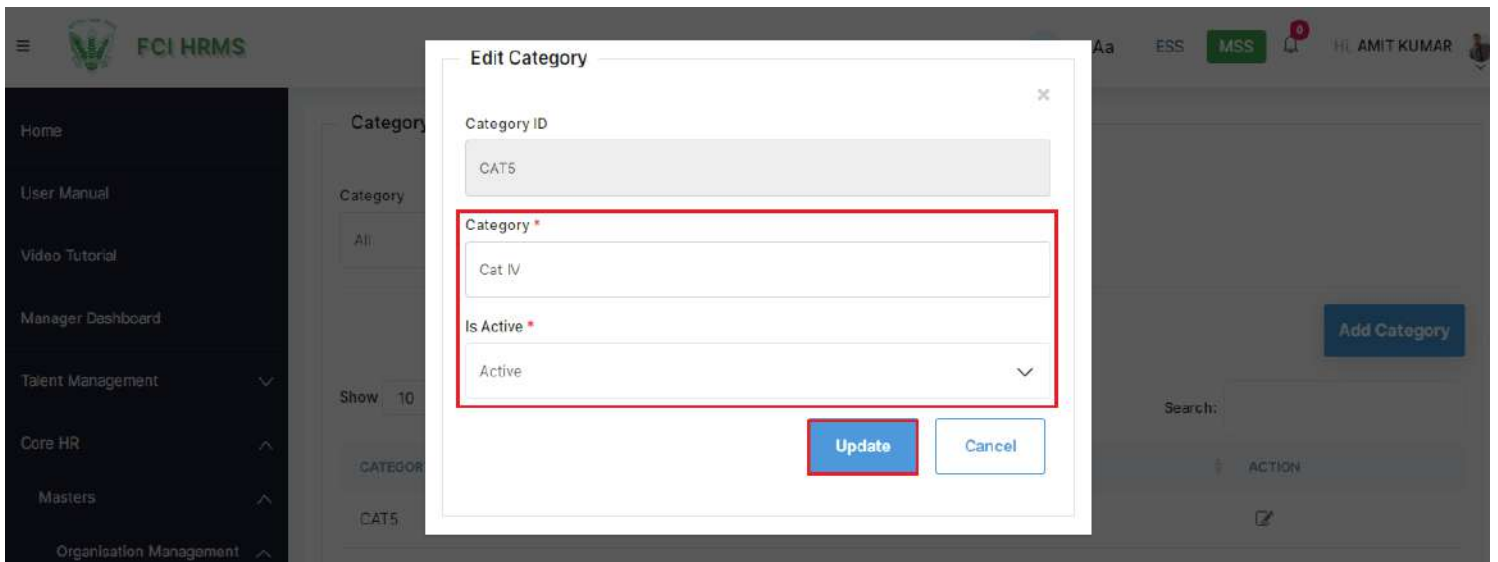


Figure 4-70: Edit Category Master

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

Category Master

Success! Category has been submitted successfully.

Category: All Is Active: All **Get Results**

Add Category

Show 10 entries Export to: Excel PDF Print Search:

CATEGORY ID	CATEGORY	IS ACTIVE	ACTION
CAT5	Cat IV	Active	
CAT1	CAT-I	Active	
CAT2	CAT-II	Active	
CAT3	CAT-III	Active	
CAT4	CAT-IV	Active	

Figure 4-71: Existing Category Updated

4.1.15 Pay 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

Pay Grade: All | Is Active: All | **Get Results**

Show 10 entries | Export to: Excel PDF Print | Search:


GRADE CODE	PAY GRADE	IS ACTIVE	ACTION
PAY39	E0	Inactive	<input type="checkbox"/>
PAY47	S11	Active	<input type="checkbox"/>
PAY25	LD-9	Active	<input type="checkbox"/>
PAY24	LD-8	Active	<input type="checkbox"/>
PAY26	LD-10	Active	<input type="checkbox"/>
PAY27	LD-11	Active	<input type="checkbox"/>
PAY28	LD-12	Active	<input type="checkbox"/>
PAY29	LD-13	Active	<input type="checkbox"/>
PAY30	LD-13A	Active	<input type="checkbox"/>
PAY31	LD-14	Active	<input type="checkbox"/>

Showing 1 to 10 of 46 entries | Previous 1 2 3 4 5 Next

Figure 4-72: Pay Grade 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.
- Click on **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** **Next** to navigate table records

- 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  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

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

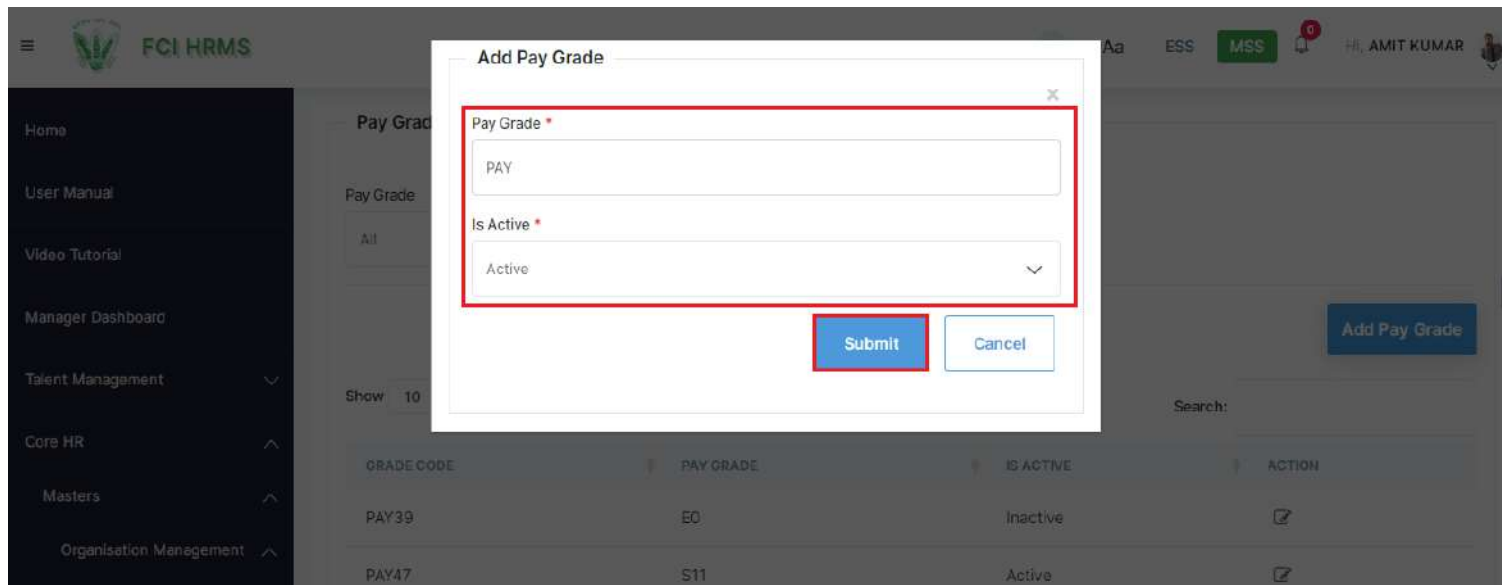


Figure 4-73: Add Pay Grade

Enter the details and click on **Submit** 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

Pay Grade Master

Successful Pay Grade Has Been Submitted Successfully

Pay Grade: All | Is Active: All | **Get Results**

Add Pay Grade

Show 10 entries | Export to: Excel PDF Print | Search:

GRADE CODE	PAY GRADE	IS ACTIVE	ACTION
PAY46	PAY	Active	
PAY39	E0	Inactive	
PAY47	S11	Active	
PAY25	LD-9	Active	

Figure 4-74: New Pay Grade Added

4.1.15.4 Edit Pay Grade

Click on to open Edit Region popup as shown in Figure 4-75

Edit Pay Grade

Grade Code: PAY46

Pay Grade *: PAY

Is Active *: Active

Update **Cancel**

Figure 4-75: Edit Pay Grade Master

Update

Enter the details and click on **Update** 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

Figure 4-76: Existing Pay Grade Updated

4.1.16 Item 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

Figure 4-77: Item 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.
- Click on **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  to navigate table records
- Click on  then on  to add a new Item in the table as mentioned in Section 4.1.16.3 – Add Item
- Click on  to view the items as mentioned in 4.1.16.4 – View Item

4.1.16.3 Add Item



Click on  then in Figure 4-89 then  as shown in Figure 4-90 to open the Add Item popup as shown in Figure 4-78

Figure 4-78: Add Asset

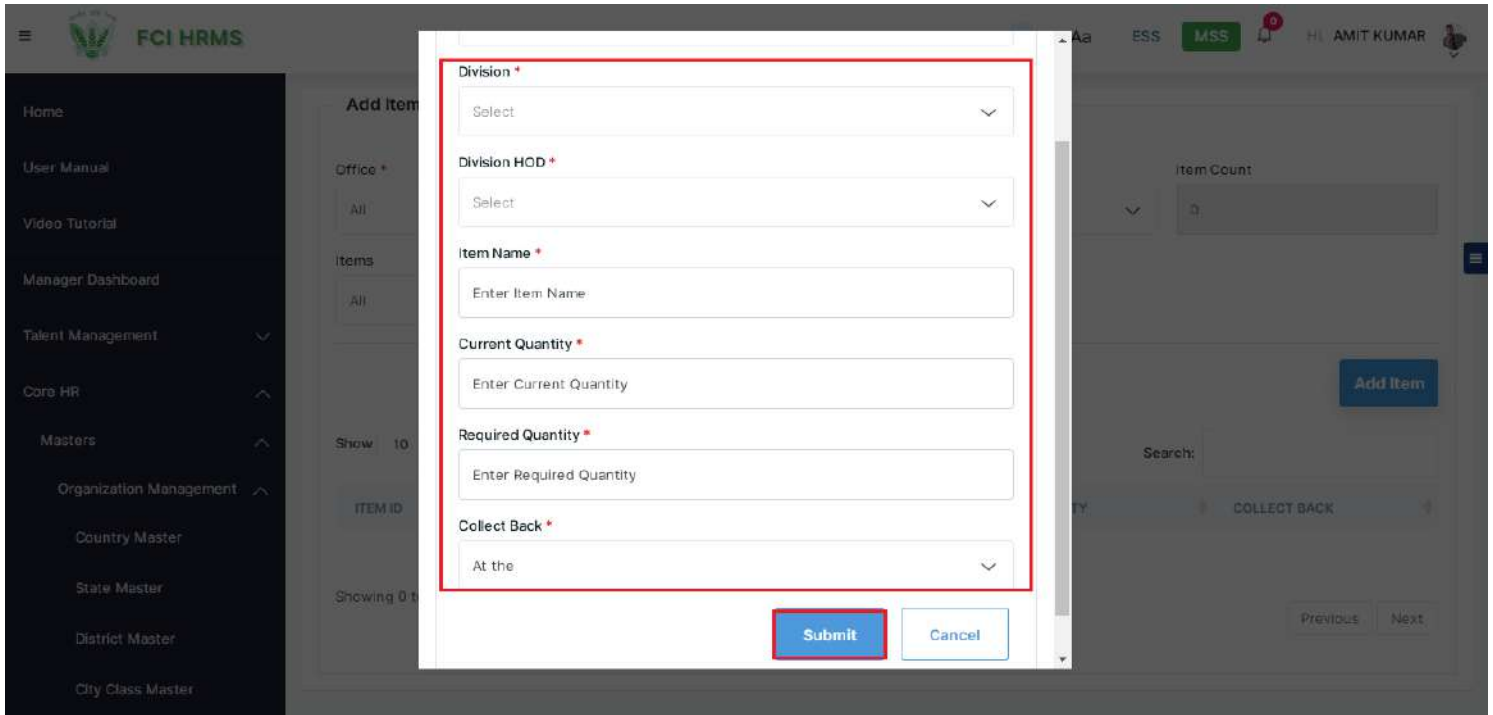



Figure 4-79: Add Item

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

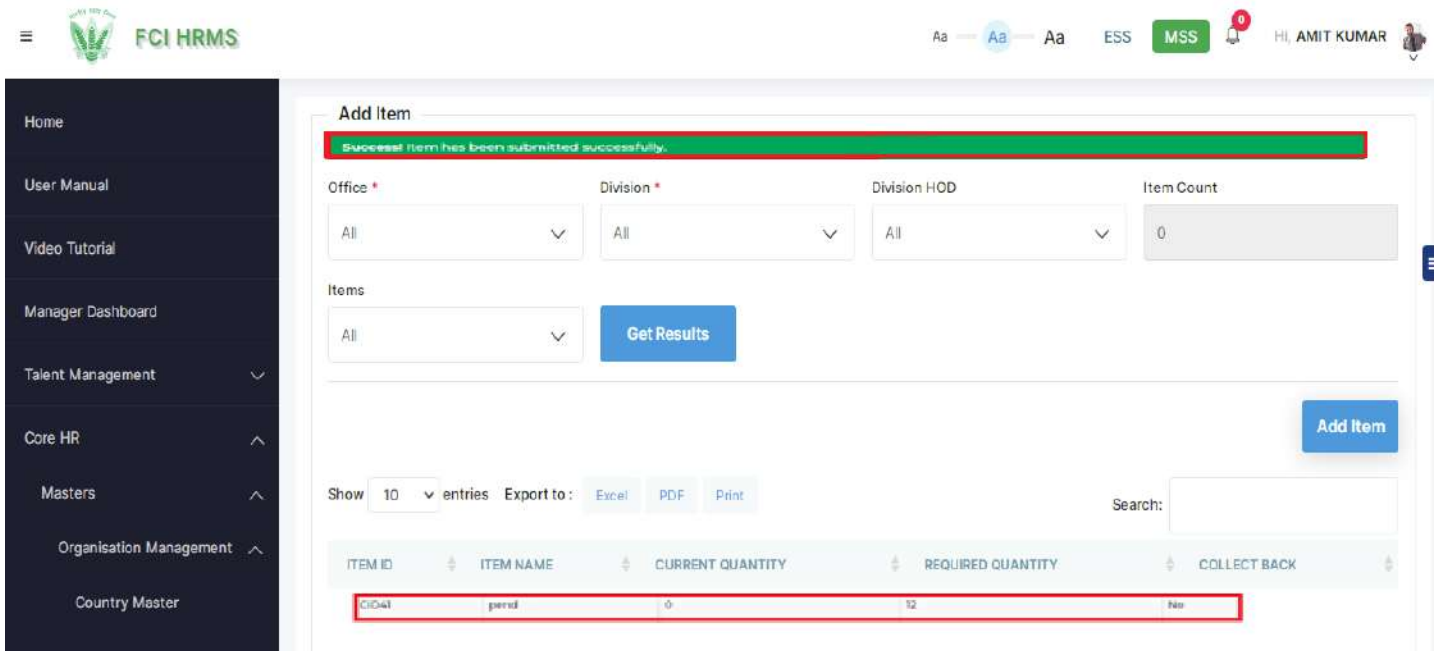



Figure 4-80: New Item Added

4.1.16.4 View Item

Click on  in figure 4-89 to open Item details shown in Figure 4-81:

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

View Item Master

Item ID: CIM4
Division: General

Division HOD: D V PRASAD
Item Count: 320000

ITEM ID	ITEM NAME	CURRENT QUANTITY	REQUIRED QUANTITY	COLLECT BACK
CID976	Gum Bottle	5000	5000	Yes
CID961	Pen Ordinary	5000	5000	Yes
CID962	Pen Gel Ink	5000	5000	Yes
CID963	Parcel Cloth	5000	5000	Yes
CID964	Paper Weight	5000	5000	Yes
CID965	Pad Slip	5000	5000	Yes
CID966	Pad Shorthand	5000	5000	Yes
CID967	Pad Spiral	5000	5000	Yes
CID968	Pad Rough	5000	5000	Yes
CID969	Pad Post - IT 3x5	5000	5000	Yes
CID970	Pad Post - IT 3x3	5000	5000	Yes
CID971	Pad Draft	5000	5000	Yes
CID972	Pad Dak	5000	5000	Yes
CID973	Pad Note - Sheet	5000	5000	Yes
CID974	Letter Head	5000	5000	Yes
CID975	Jug (Water)	5000	5000	Yes
CID960	Pen Pilot V.S	5000	5000	Yes
CID977	Gem Cup	5000	5000	Yes
CID978	Blue Stick	5000	5000	Yes
CID979	File Board	5000	5000	Yes
CID980	File Cover	5000	5000	Yes
CID981	Envelope Small	5000	5000	Yes
CID982	Envelope A4	5000	5000	Yes
CID983	Envelope F.5	5000	5000	Yes
CID984	Duster	5000	5000	Yes
CID985	Desk Calendar Stand	5000	5000	Yes
CID986	Desk Calendar Refill	5000	5000	Yes
CID987	Fluid	5000	5000	Yes
CID988	Candles	5000	5000	Yes
CID989	Cell AA	5000	5000	Yes
CID990	Attendance Register	5000	5000	Yes
CID991	All Pin	5000	5000	Yes
CID944	Register 2 Quire	5000	5000	Yes

Figure 4-81: View Item

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


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

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

4.1.17.4 Add Designation

Click onto  open the add designation form as shown in Figure 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.

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
- Masters
 - Organisation Management
 - Country Master
 - State Master
 - District Master
 - City Class Master
 - City Master
 - Office Type Master
 - Zone Master
 - Region Master
 - Office Setup Master
 - Cadre Master
 - Category Master
 - Division Master
 - Section Master
 - Cell Master

Add Designation Master

Full Designation * Enter Full Designation	Cadre * Select
Office Name * Select	Is Active * inactive
Reporting Designation * Select	<input type="checkbox"/> Is Sensitive
Applicable Division * Select	Category * Select
<input type="checkbox"/> Applicable Section Select	Effective Date * DD/MM/YYYY
Job Description *	Designation Email * .fci@gov.in
Eligibility * Eligibility	Pay Grade * Select
Abbreviated Designation * Enter Abbreviated Designation	Pay Scale * Select
Office Order * Upload Document <input type="button" value="Upload"/>	Start Basic <input type="text"/> End Basic <input type="text"/>
	Salary Type * Select
	Selection Method * Select

Figure 4-83: Add Designation

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

Designation Master

Successful Designation has been saved successfully.

Office Type: All | Office: All | Cadre: All | Category: All

Designation: All | Is Active: All | Status: All | [Get Results](#)


[Add Designation](#)

Show 10 entries | Export to: [Excel](#) [PDF](#) [Print](#) | Search:

DESIGNATION ID	DESIGNATION	CADRE	CATEGORY	OFFICE TYPE	IS ACTIVE	STATUS	ACTION
DES15517	Assistant Grade - III	General	CAT-III	DO	Active	Approved	Edit
DES15518	Assistant Grade - III	Depot	CAT-III	DO	Active	Approved	Edit
DES15519	Assistant Grade - III	General	CAT-III	DO	Active	Approved	Edit
DES15520	Assistant Grade - III	Depot	CAT-III	DO	Active	Approved	Edit
DES16000	Assistant Grade - I	Engineering	CAT-III	DO	Active	Approved	Edit

Figure 4-84: New Designation Added

4.1.17.5 Edit Designation

Click on  to open Edit Designation detail form as shown in Figure 4-85

Edit Designation Master

Designation ID: DES15517

Full Designation: Assistant Grade - III

Cadre: General

Office Name: DO AGRA

Is Active: Active

Reporting Designation: Select

Is Sensitive:

Applicable Division: Board Cell

Category: CAT-III

Applicable Section: Administration

Effective Date: 01/01/1965

Job Description: NA

Designation Email: na@na.com .fc@gov.in

Pay Grade: S-5

Eligibility: NA

Pay Scale: PAY52

Start Basic: 28200 End Basic: 79200

Abbreviated Designation: Assistant Grade - III

Salary Type: IDA

Office Order: Upload Document

Selection Method: Direct Recruitment

Figure 4-85: Edit Designation

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

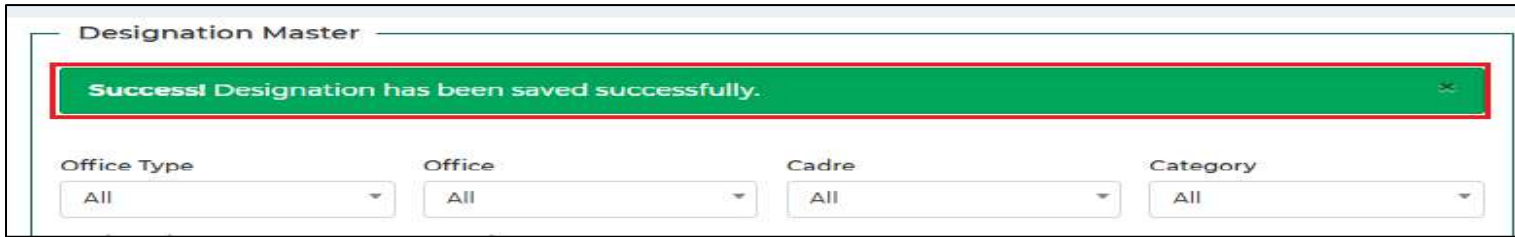


Figure 4-86: Update Designation Message

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

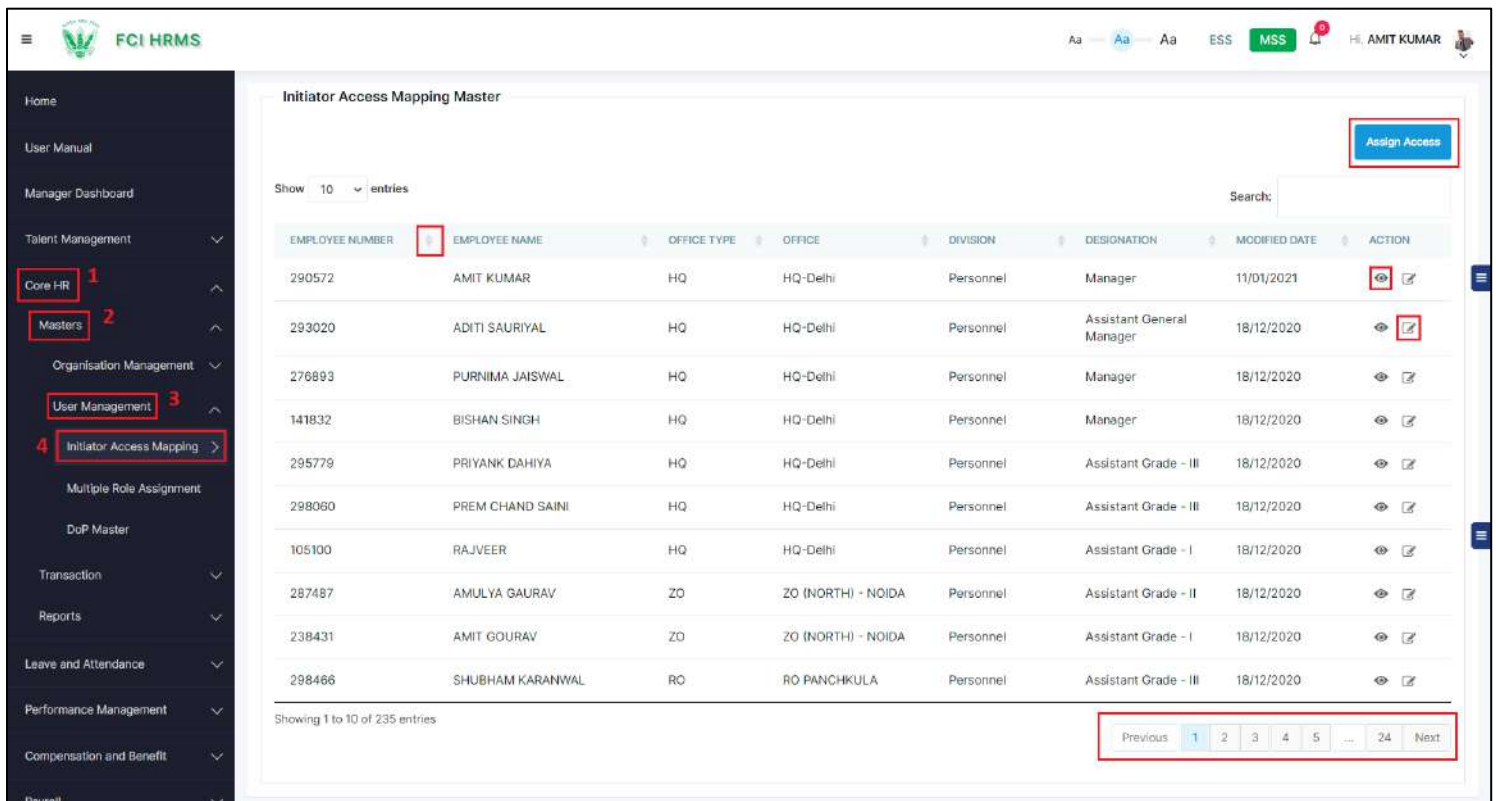









Figure 4-87: Initiator Access Mapping Master

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

- 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  to navigate table records
- Click on  to assign a new access for MSS.
- Click on  to view existing details in the table.
- Click on  to edit existing detail in the table.

4.2.1.3 Assign Access




Click on  to assign a new access for MSS menu links as shown in Figure below:

The screenshot shows the 'Assign Access' form in the FCI HRMS system. The form is divided into several sections:

- Employee Selection:** A dropdown menu for 'Employee Name/Number' (1) is open, showing a list of users including 'Kellton Admin (10)', 'DISPATCHER (20)', 'FCI ADMIN (30)', 'SATISH KUMAR (172568)', 'SATENDRA SINGH (170908)', 'JYOTSNA BARUAH (124556)', and 'AMAR JYOTI GOGOI (276173)'. 'Kellton Admin (10)' is selected.
- Form Fields:** Fields for 'Office', 'Office Type', 'Division', 'Date Of Joining FCI', 'DOB', and 'Section' are present. 'Valid From' (2) and 'Valid Till' fields are also included.
- Process Selection Table:** A table with columns 'PROCESS ID', 'MODULE NAME', and 'PROCESS NAME'. A search bar (3) is on the right. The table lists various processes like 'Employee Biometric Detail', 'Office Setup Master', 'Division Master', etc., each with a checkbox for selection.
- Document Upload Section:** A 'Document Name' field (4) and an 'Upload Document' button are shown. Below the table, it says 'No Data Available in Table'.
- Submission:** A 'Submit' button (5) and a 'Cancel' button are at the bottom right.

Figure 4-88: Assign Access

- 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

Initiator Access Mapping Master

Employee Access has been submitted successfully.

Assign Access

Show 10 entries

Search:

EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE TYPE	OFFICE	DIVISION	DESIGNATION	MODIFIED DATE	ACTION
290572	AMIT KUMAR	HQ	HQ-Delhi	Personnel	Manager	11/01/2021	
293020	ADITI SAURIYAL	HQ	HQ-Delhi	Personnel	Assistant General Manager	18/12/2020	
276893	PURNIMA JAISWAL	HQ	HQ-Delhi	Personnel	Manager	18/12/2020	
141832	BISHAN SINGH	HQ	HQ-Delhi	Personnel	Manager	18/12/2020	
295779	PRIYANK DAHIYA	HQ	HQ-Delhi	Personnel	Assistant Grade - III	18/12/2020	
298060	PREM CHAND SAINI	HQ	HQ-Delhi	Personnel	Assistant Grade - III	18/12/2020	
105100	RAJVEER	HQ	HQ-Delhi	Personnel	Assistant Grade - I	18/12/2020	
287487	AMULYA GAURAV	ZO	ZO (NORTH) - NOIDA	Personnel	Assistant Grade - II	18/12/2020	
238431	AMIT GOURAV	ZO	ZO (NORTH) - NOIDA	Personnel	Assistant Grade - I	18/12/2020	
298466	SHUBHAM KARANWAL	RO	RO PANCHKULA	Personnel	Assistant Grade - III	18/12/2020	

Showing 1 to 10 of 236 entries


Previous 1 2 3 4 5 ... 24 Next

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:

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:

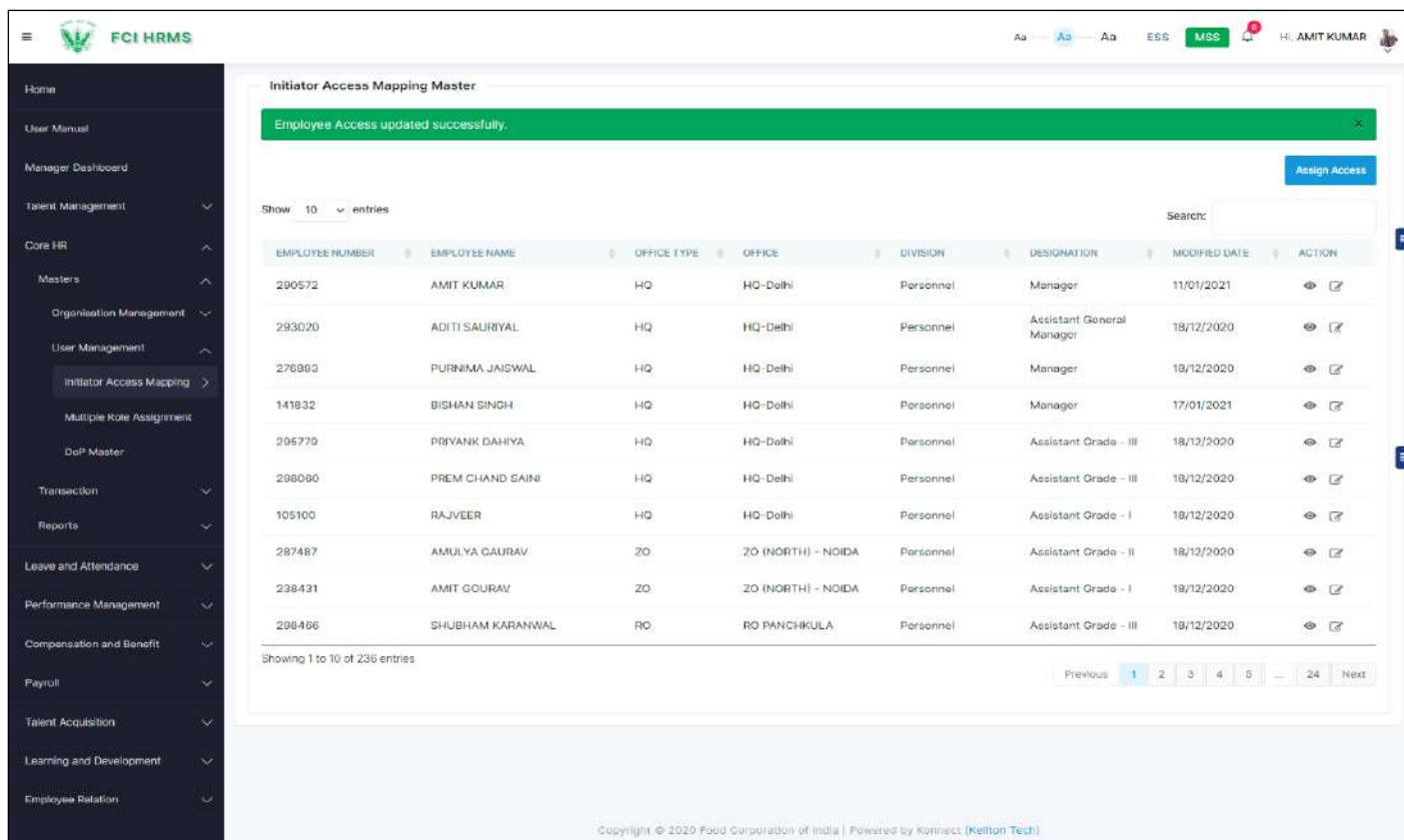


Figure 4-91: Access Updated

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:

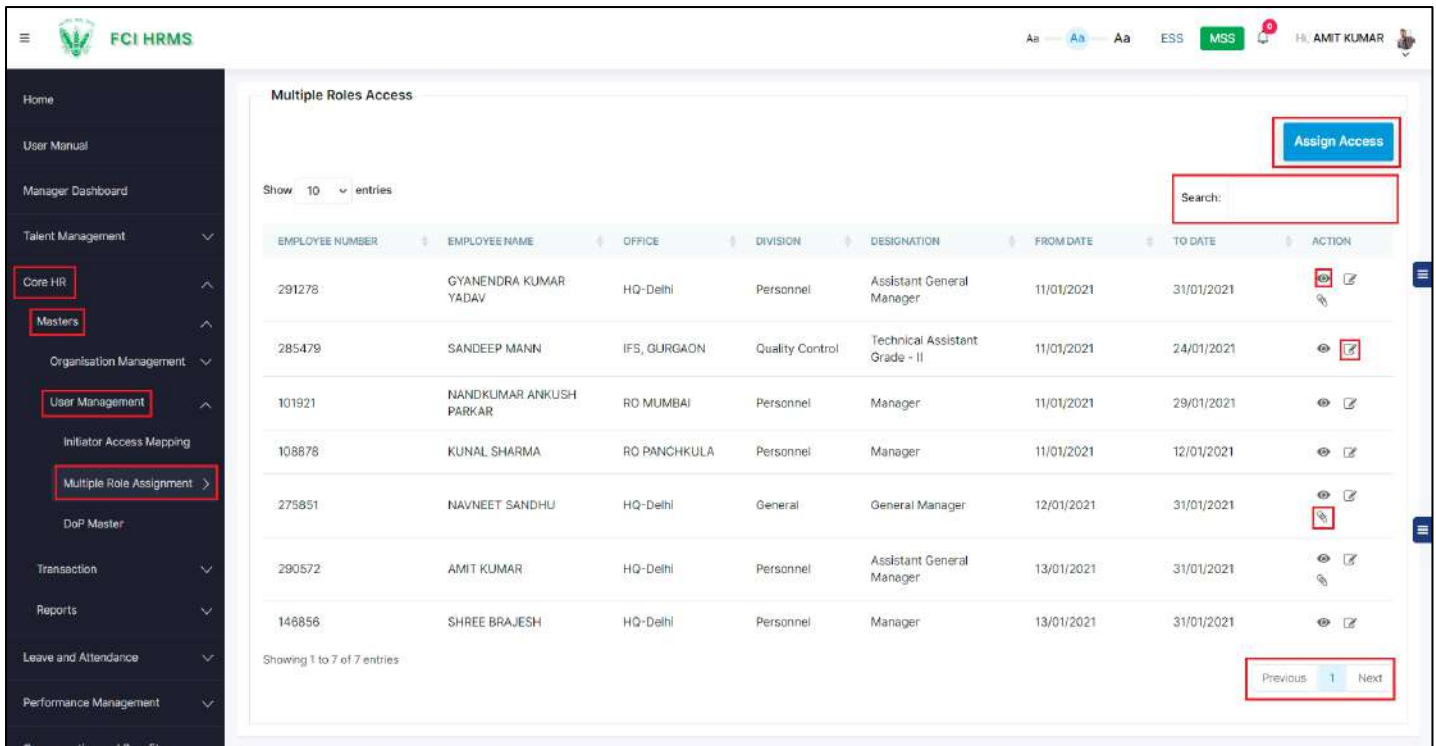


Figure 4-92: Multiple Role Assignment

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


- Click on 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 to navigate table records
- Click on to assign a new access for MSS.
- Click on to view existing details in the table.
- Click on to edit existing detail in the table.

4.2.2.3 Assign Multiple Roles



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


Figure 4-93: Assign Multiple Role

- 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

EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	DIVISION	DESIGNATION	FROM DATE	TO DATE	ACTION
291279	GYANENDRA KUMAR YADAV	HQ- Delhi	Personnel	Assistant General Manager	11/01/2021	31/01/2021	
285479	SANDEEP MANN	IFS, GURGAON	Quality Control	Technical Assistant Grade - II	11/01/2021	24/01/2021	
101921	NANDKUMAR ANKUSH PARKAR	RO MUMBAI	Personnel	Manager	11/01/2021	29/01/2021	
108878	KUNAL SHARMA	RO PANCHKULA	Personnel	Manager	11/01/2021	12/01/2021	
275851	NAVNEET SANDHU	HQ- Delhi	General	General Manager	12/01/2021	31/01/2021	
290572	AMIT KUMAR	HQ- Delhi	Personnel	Assistant General Manager	13/01/2021	31/01/2021	
146856	SHREE BRAJESH	HQ- Delhi	Personnel	Manager	13/01/2021	31/01/2021	
276590	AMIT KOHAR	HQ- Delhi	Finance	Manager	17/01/2021	31/01/2021	

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:

Edit Multiple Roles

Employee Name/Number *
GYANENDRA KUMAR YADAV (291278)

Office Type *
HQ

Office *
HQ-Delhi

Division *
Personnel

Section *
Personnel Establishment

Cadre *
General

Category *
CAT-I

Secondary Designation *
Assistant General Manager


Effective From Date *
11-01-2021

Effective To Date *
25/01/2021

Upload Document
Upload Document

Buttons: Upload, Update, Cancel

Figure 4-95: Edit Multiple Roles

- 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:

Multiple Roles Access

Role has been submitted successfully.

Assign Access

Show: 10 entries

EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	DIVISION	DESIGNATION	FROM DATE	TO DATE	ACTION
291278	GYANENDRA KUMAR YADAV	HQ-Delhi	Personnel	Assistant General Manager	11/01/2021	25/01/2021	
285479	SANDEEP MANN	IFS, GURGAON	Quality Control	Technical Assistant Grade - II	11/01/2021	24/01/2021	
101921	NANDKUMAR ANKUSH PARKAR	RO MUMBAI	Personnel	Manager	11/01/2021	29/01/2021	
108878	KUNAL SHARMA	RO PANCHKULA	Personnel	Manager	11/01/2021	12/01/2021	
275851	NAVNEET SANDHU	HQ-Delhi	General	General Manager	12/01/2021	31/01/2021	
290572	AMIT KUMAR	HQ-Delhi	Personnel	Assistant General Manager	13/01/2021	31/01/2021	
146856	SHREE BRAJESH	HQ-Delhi	Personnel	Manager	13/01/2021	31/01/2021	
276590	AMIT KOHAR	HQ-Delhi	Finance	Manager	17/01/2021	31/01/2021	

Showing 1 to 8 of 8 entries

Previous 1 Next

Figure 4-96: Multiple Roles Updated

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.

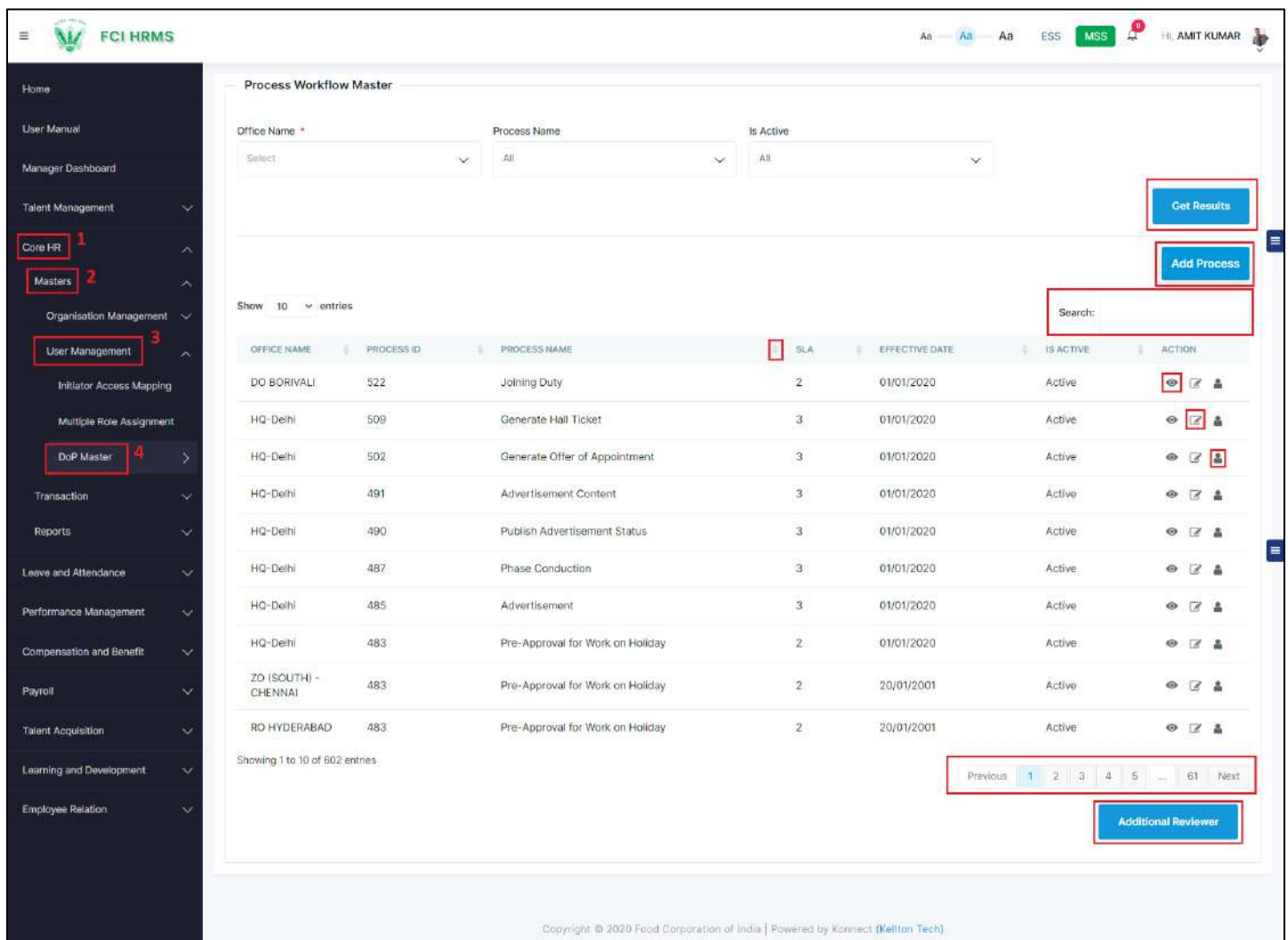
4.2.3.1 Navigation

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



The screenshot displays the 'Process Workflow Master' interface. On the left, a dark sidebar contains a navigation menu with 'DoP Master' highlighted. The main area features three filter dropdowns: 'Office Name' (set to 'Select'), 'Process Name' (set to 'All'), and 'Is Active' (set to 'All'). A 'Get Results' button is located to the right of these filters. Below the filters, a table lists process entries with columns for Office Name, Process ID, Process Name, SLA, Effective Date, Is Active, and Action. A search bar is positioned above the table. At the bottom right, there is a pagination control showing 'Previous', '1', '2', '3', '4', '5', '61', and 'Next', along with an 'Additional Reviewer' button.

Figure 4-97: DoP Master

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

- Click on  to apply the available filters.

- 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 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

Click on to create a new DoP as shown in Figure below:

Add Process Workflow Configuration

Process ID: Office: Module: Process Name:

Effective Date: GLA: IS Active:

Different Categories

Select Category:

CAT-I

Different Designation

OFFICE TYPE	OFFICE	DIVISION	SECTION	DESIGNATION	IS REPORTING	DISPATCHER	POST FACTO	ACTION
IFS	IFS, GURGAON	Personnel	Administration	Assistant Grade - II (General / CAT-II / S-0)	No	Yes	No	
IFS	IFS, GURGAON	Personnel	EJ	Manager (General / CAT-II / E-1)	No	No	No	
IFS	IFS, GURGAON	Personnel	Personnel Establishment	Assistant General Manager (General / CAT-I / E-3)	No	No	Yes	

Approver Definition

OFFICE TYPE	OFFICE	DIVISION	SECTION	DESIGNATION	IS REPORTING
HQ	HQ-Delhi	Personnel	Personnel Establishment	Executive Director (Administration / CAT-	No

Document Name: Supportive Document:

Show: 10 entries

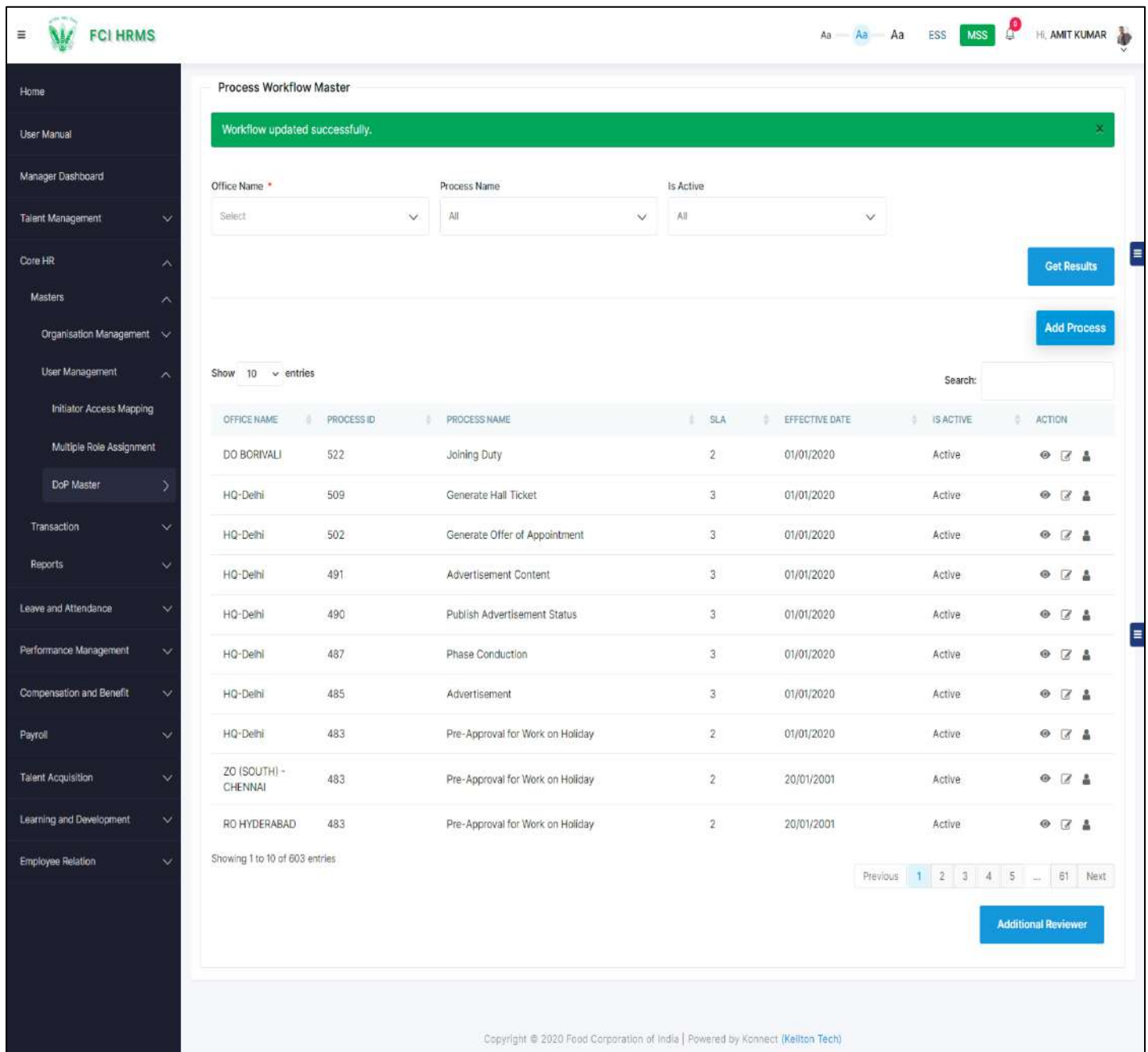
S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
No Data Available in Table			

Showing 0 to 0 of 0 entries

Figure 4-98: Add Process

Submit

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



The screenshot shows the 'Process Workflow Master' interface. At the top, a green banner displays the message 'Workflow updated successfully.' Below this, there are three dropdown menus for 'Office Name' (set to 'Select'), 'Process Name' (set to 'All'), and 'Is Active' (set to 'All'). A 'Get Results' button is positioned to the right of these filters. Below the filters, there is a search bar and a table of process entries. The table has columns for Office Name, Process ID, Process Name, SLA, Effective Date, Is Active, and Action. The table lists 10 entries, including 'Joining Duty', 'Generate Hall Ticket', 'Generate Offer of Appointment', 'Advertisement Content', 'Publish Advertisement Status', 'Phase Conduction', 'Advertisement', 'Pre-Approval for Work on Holiday' (for HQ-Delhi, ZO (SOUTH) - CHENNAI, and RO HYDERABAD). A pagination bar at the bottom shows 'Showing 1 to 10 of 603 entries' and a page navigation control with 'Previous', '1', '2', '3', '4', '5', '...', '61', and 'Next'. An 'Additional Reviewer' button is located at the bottom right of the table area.
































OFFICE NAME	PROCESS ID	PROCESS NAME	SLA	EFFECTIVE DATE	IS ACTIVE	ACTION
DO BORIVALI	522	Joining Duty	2	01/01/2020	Active	  
HQ-Delhi	509	Generate Hall Ticket	3	01/01/2020	Active	  
HQ-Delhi	502	Generate Offer of Appointment	3	01/01/2020	Active	  
HQ-Delhi	491	Advertisement Content	3	01/01/2020	Active	  
HQ-Delhi	490	Publish Advertisement Status	3	01/01/2020	Active	  
HQ-Delhi	487	Phase Conduction	3	01/01/2020	Active	  
HQ-Delhi	485	Advertisement	3	01/01/2020	Active	  
HQ-Delhi	483	Pre-Approval for Work on Holiday	2	01/01/2020	Active	  
ZO (SOUTH) - CHENNAI	483	Pre-Approval for Work on Holiday	2	20/01/2001	Active	  
RO HYDERABAD	483	Pre-Approval for Work on Holiday	2	20/01/2001	Active	  

Figure 4-99: Process Workflow Created

4.2.3.4 Edit Process

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

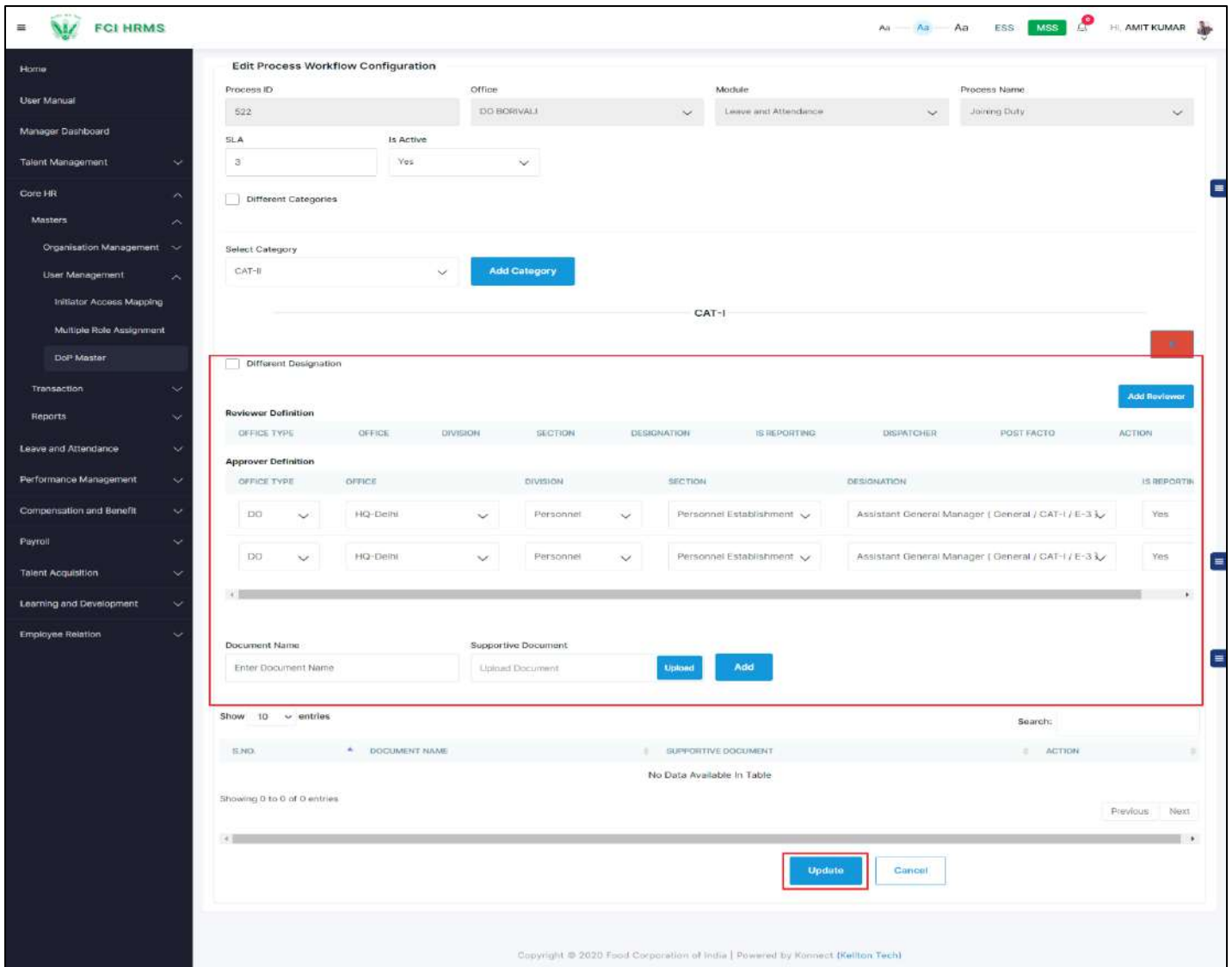



Figure 4-100: Edit Process Workflow

- 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:

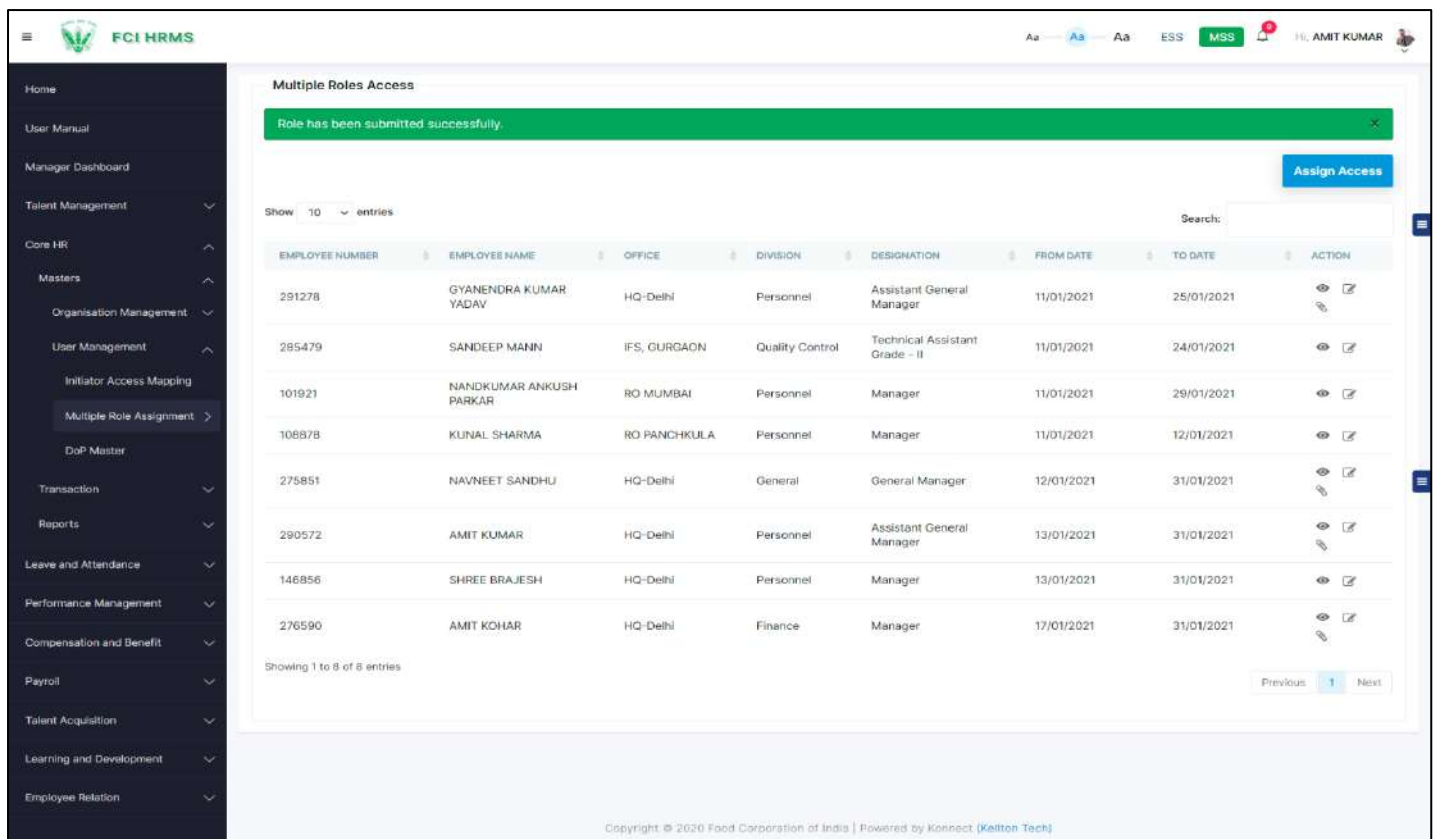


Figure 4-101: Process Workflow Updated

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

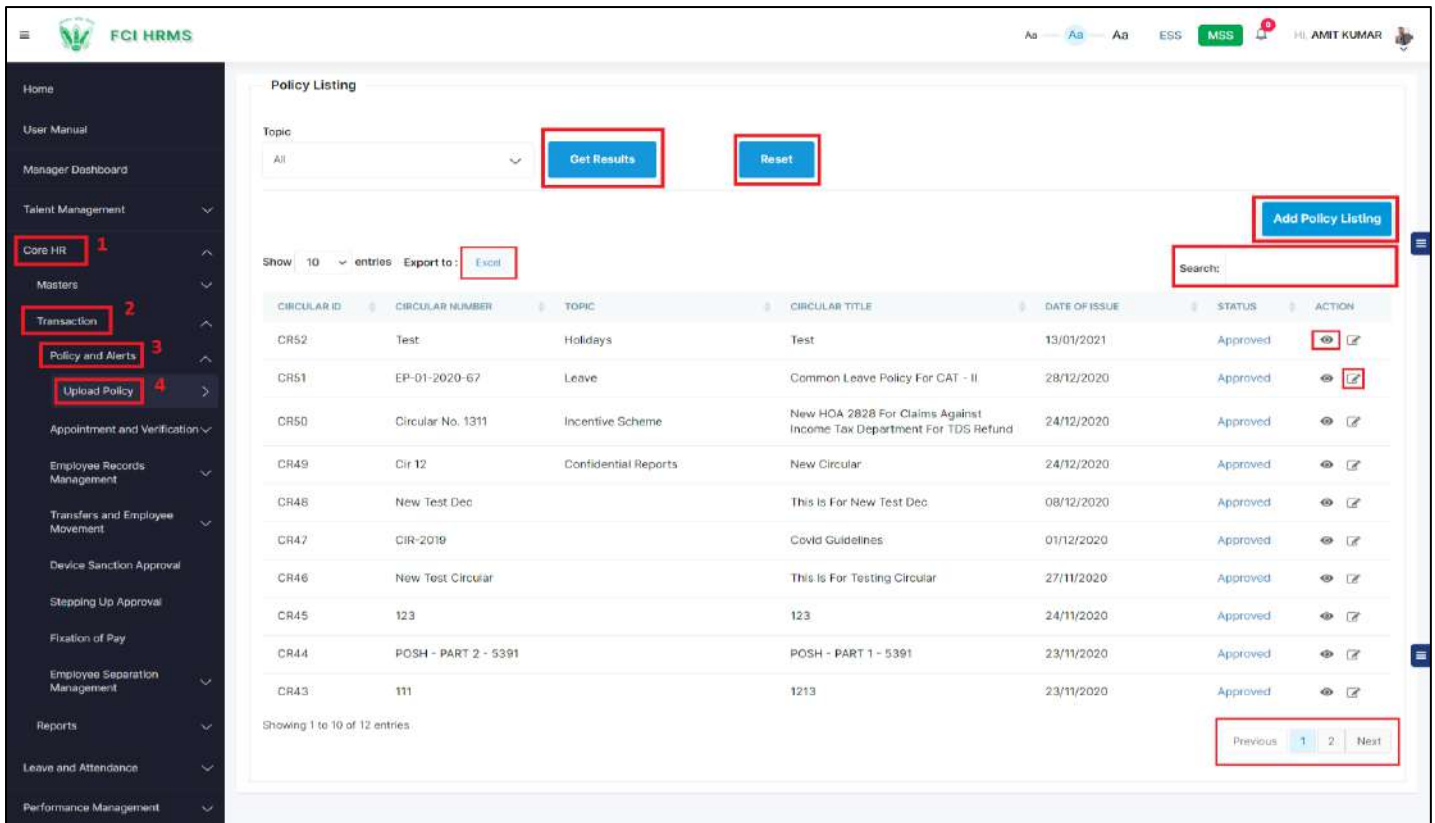




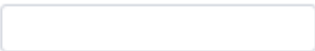






Figure 4-102: Policy Listing

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

- Click on  to apply the available filters.
- Click on  to reset the applied filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to generate new request.
- 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  to view existing details in the table.
- Click on  to edit existing detail in the table.
- Click on  to navigate table records

4.3.1.3 Add Policy

Add Policy Listing

Click on **Add Policy Listing** to upload a new policy using upload policy form as shown in Figure below:

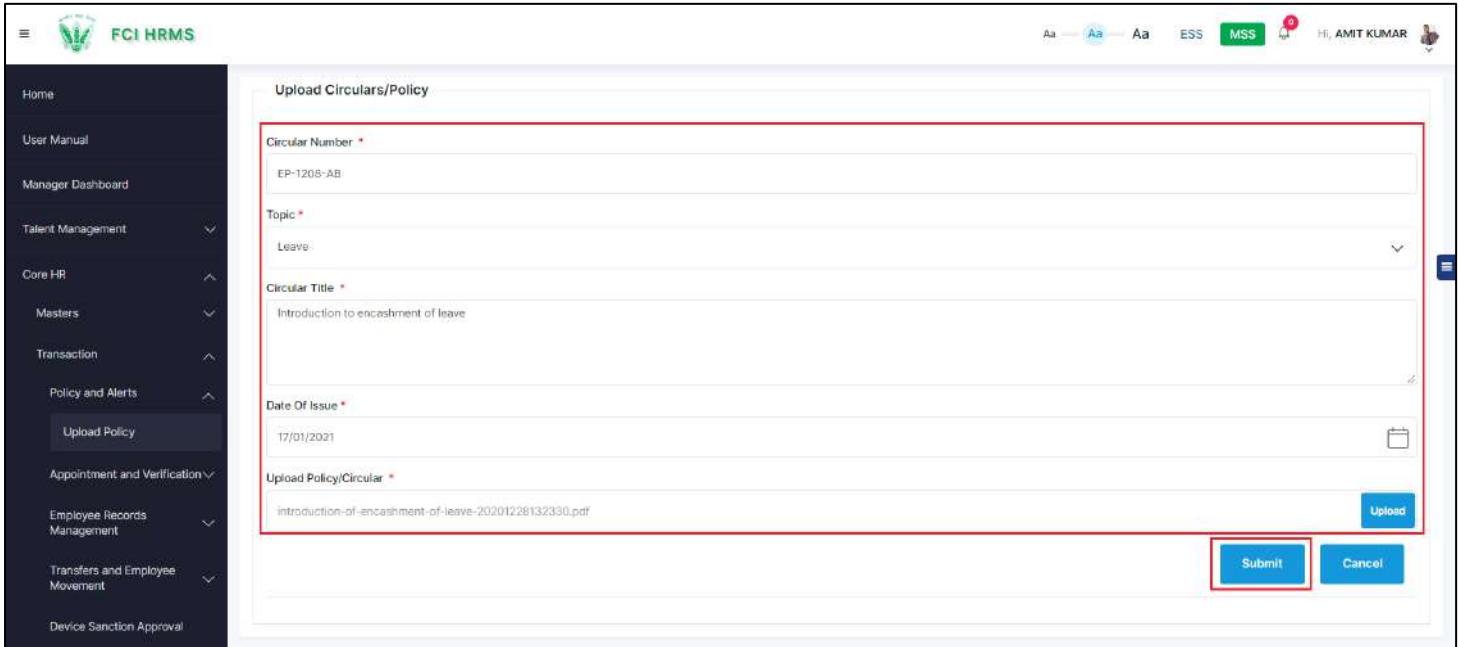
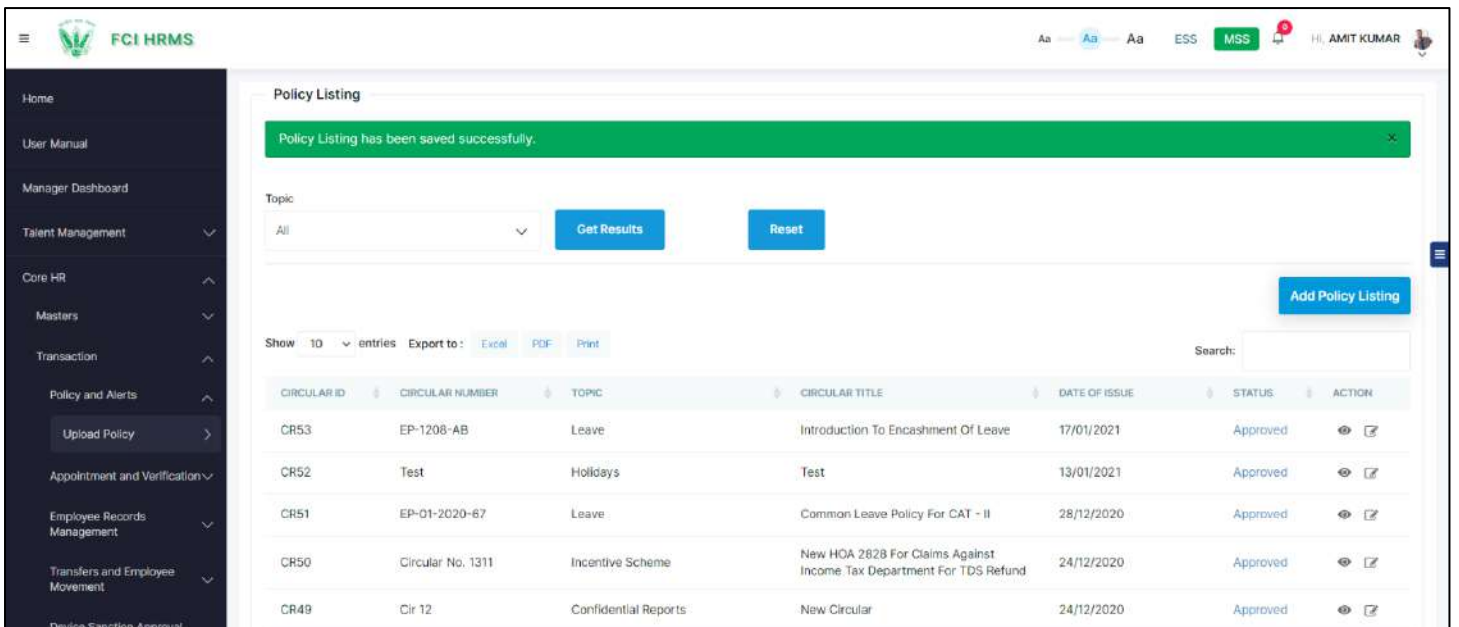


Figure 4-103: Add Policy/Circulars

Submit

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













CIRCULAR ID	CIRCULAR NUMBER	TOPIC	CIRCULAR TITLE	DATE OF ISSUE	STATUS	ACTION
CR53	EP-1208-AB	Leave	Introduction To Encashment Of Leave	17/01/2021	Approved	 
CR52	Test	Holidays	Test	13/01/2021	Approved	 
CR51	EP-01-2020-67	Leave	Common Leave Policy For CAT - II	28/12/2020	Approved	 
CR50	Circular No. 1311	Incentive Scheme	New HCA 2628 For Claims Against Income Tax Department For TDS Refund	24/12/2020	Approved	 
CR49	Cir 12	Confidential Reports	New Circular	24/12/2020	Approved	 


Figure 4-104: Policy Uploaded

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



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:

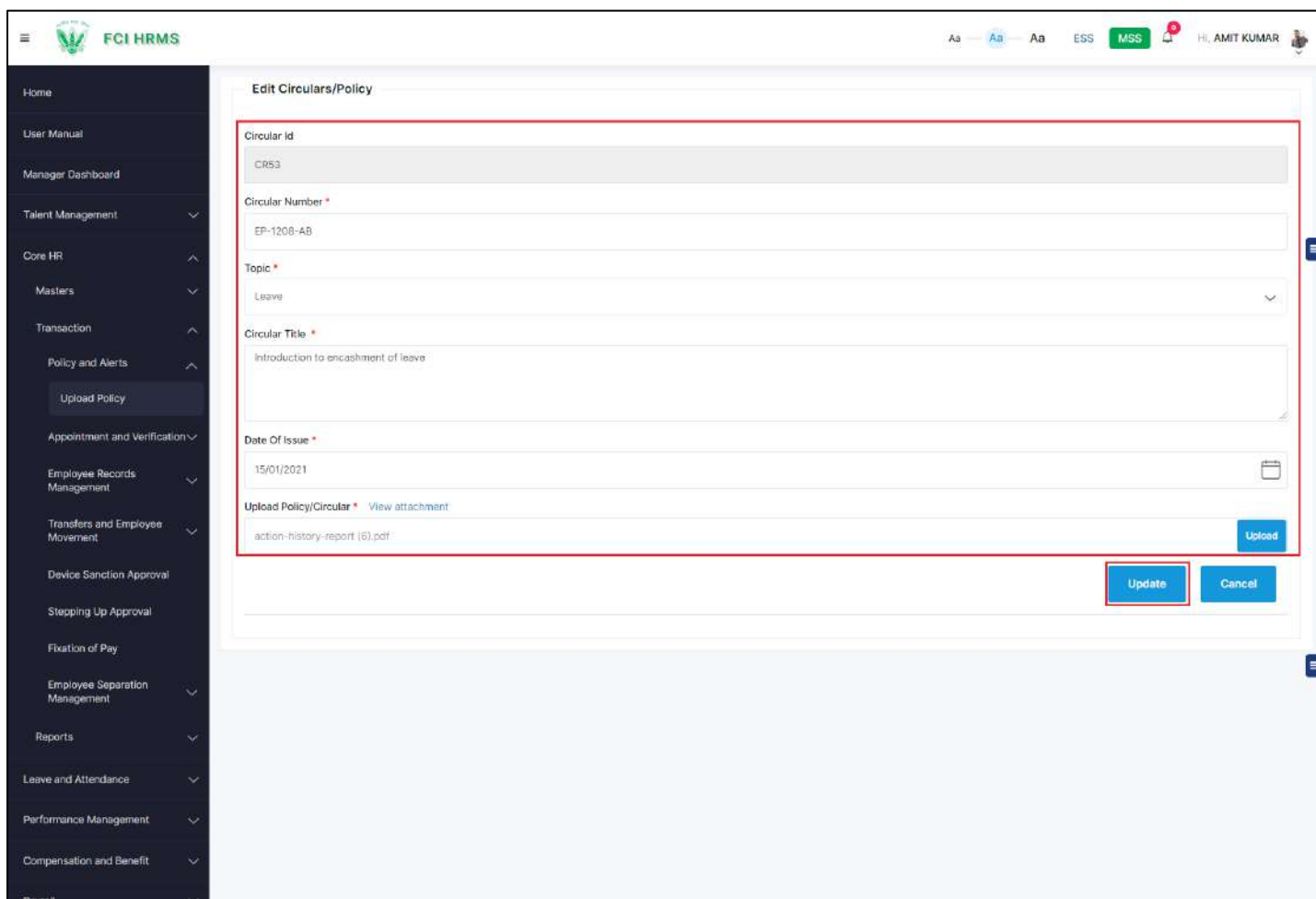



Figure 4-106: Edit Circulars/Policy

- 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:

Policy Listing

Policy Listing updated successfully.

Topic: All [Get Results](#) [Reset](#) [Add Policy Listing](#)

Show 10 entries Export to: [Excel](#) [PDF](#) [Print](#) Search:

CIRCULAR ID	CIRCULAR NUMBER	TOPIC	CIRCULAR TITLE	DATE OF ISSUE	STATUS	ACTION
CR53	EP-1208-AB	Leave	Introduction To Encashment Of Leave	15/01/2021	Approved	View Edit
CR52	Test	Holidays	Test	13/01/2021	Approved	View Edit
CR51	EP-01-2020-67	Leave	Common Leave Policy For CAT - II	28/12/2020	Approved	View Edit
CR50	Circular No. 1311	Incentive Scheme	New HCA 2828 For Claims Against Income Tax Department For TDS Refund	24/12/2020	Approved	View Edit
CR49	Cir 12	Confidential Reports	New Circular	24/12/2020	Approved	View Edit
CR48	New Test Dec		This Is For New Test Dec	08/12/2020	Approved	View Edit
CR47	CIR-2019		Covid Guidelines	01/12/2020	Approved	View Edit
CR46	New Test Circular		This Is For Testing Circular	27/11/2020	Approved	View Edit
CR45	123		123	24/11/2020	Approved	View Edit
CR44	POSH - PART 2 - 5391		POSH - PART 1 - 5391	23/11/2020	Approved	View Edit

Showing 1 to 10 of 13 entries [Previous](#) [1](#) [2](#) [Next](#)

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 >> Requests >> Appointment and Verification >> Cardex Assignment

4.4.1.2 SLA

2 Days

4.4.1.3 Landing Page

Figure 4-108: Landing Page

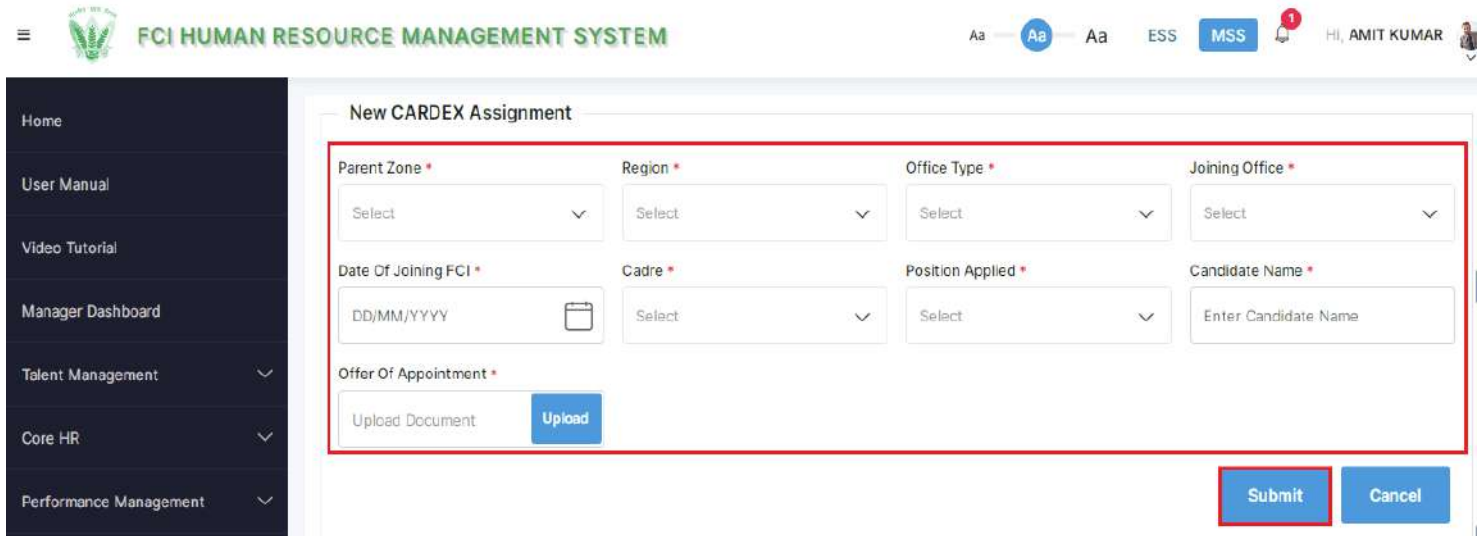
User shall be able to perform the following activities from the landing page:

- 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.
- Click on **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 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 reassign an existing record in the table.
- Click on to view an details in the table.

4.4.1.4 Add Information

Add Cardex Assignment

Click on **Add Cardex Assignment** to open Add detail form as shown in Figure below



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS HI, AMIT KUMAR

New CARDEX Assignment

Parent Zone * Region * Office Type * Joining Office *

Date Of Joining FCI * Cadre * Position Applied * Candidate Name *

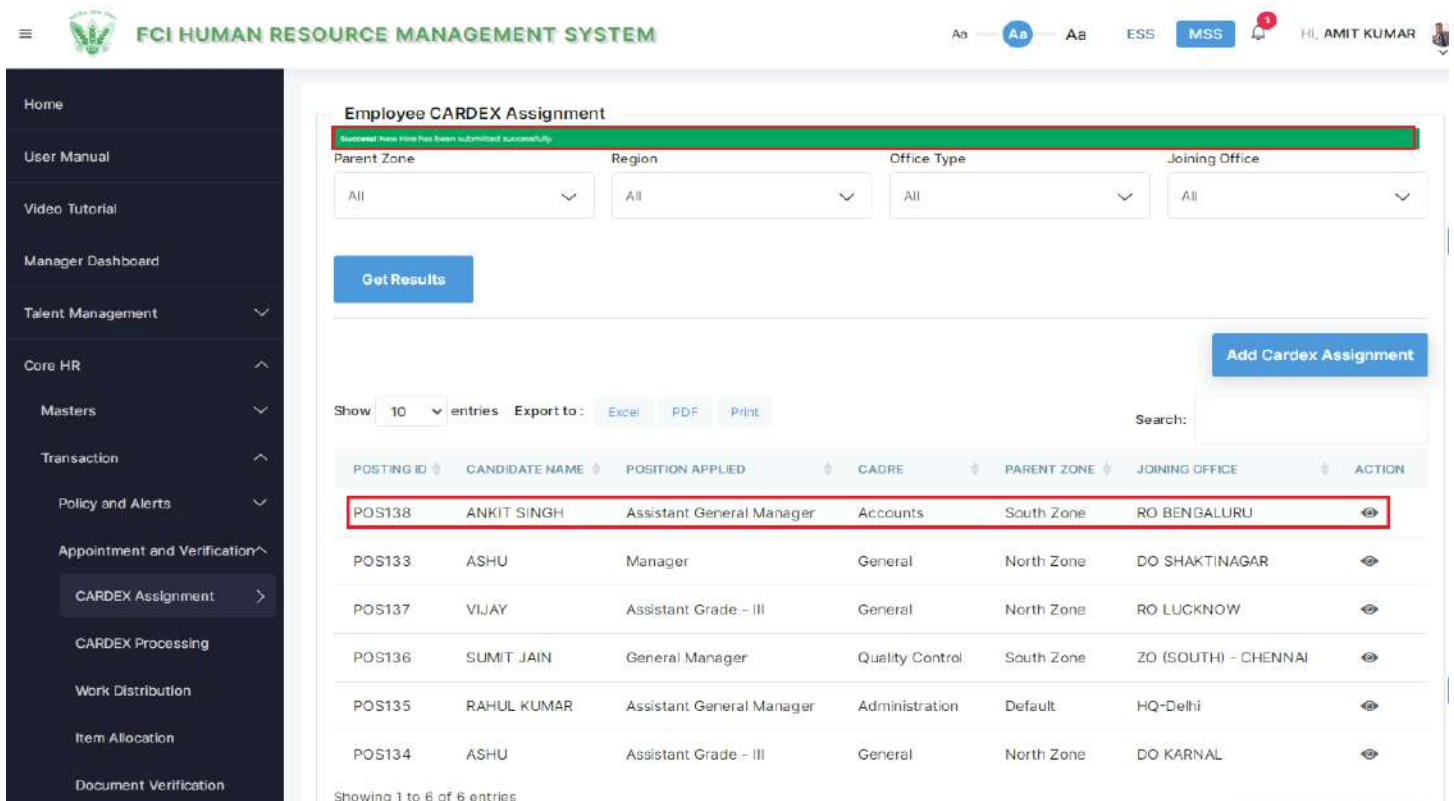
Offer Of Appointment *

Submit Cancel

Figure 4-109: Add Assignment

Submit

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



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS HI, AMIT KUMAR

Employee CARDEX Assignment

Success Message From Post Entry Submitted Successfully

Parent Zone Region Office Type Joining Office

Get Results

Add Cardex Assignment

Show 10 entries Export to: Excel PDF Print Search:

POSTING ID	CANDIDATE NAME	POSITION APPLIED	CADRE	PARENT ZONE	JOINING OFFICE	ACTION
POS138	ANKIT SINGH	Assistant General Manager	Accounts	South Zone	RO BENGALURU	
POS133	ASHU	Manager	General	North Zone	DO SHAKTINAGAR	
POS137	VIJAY	Assistant Grade - III	General	North Zone	RO LUCKNOW	
POS136	SUMIT JAIN	General Manager	Quality Control	South Zone	ZO (SOUTH) - CHENNAI	
POS135	RAHUL KUMAR	Assistant General Manager	Administration	Default	HQ-Delhi	
POS134	ASHU	Assistant Grade - III	General	North Zone	DO KARNAL	

Showing 1 to 6 of 6 entries

Figure 4-110: 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




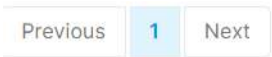


User shall be able to initiate the CARDEX process for the selected candidate by navigating the landing as per the navigation mentioned in Section 4.4.2.1 as shown below.

The screenshot displays the 'Employee Cardex Listing' interface. On the left, a dark sidebar contains navigation items, with 'CARDEX Processing' highlighted in red and numbered '4'. The top header shows 'FCI HUMAN RESOURCE MANAGEMENT SYSTEM' and the user 'HI, PRIYANK DAHIYA'. The main area features several filter dropdowns for Office Type, Zone, Region, Office, Category, Designation, and Status. A 'Get Results' button is highlighted in red. Below the filters, there are options to 'Show 10 entries' and 'Export to: Excel', with 'Excel' highlighted in red. A search bar is also present. The table below lists cardex entries with columns for ACTION, STATUS, CARD INDEX ID, EMPLOYEE NUMBER, EMPLOYEE NAME, CATEGORY, DESIGNATION, DATE OF JOINING, and MODE OF JOINING. The first entry is for NEERAJ KUMAR (Assistant Grade - III) with status 'Approved'. The second entry is for PAWAN KUMAR (Assistant General Manager) with status 'Pending Review'. The third entry is for NEERAJ KUMAR (Assistant Grade - III) with status 'Pending Review'. The fourth entry is for VIRENDER (Technical Assistant Grade III) with status 'Approved'. The fifth entry is for SURESH (Assistant Grade - II) with status 'Approved'. A 'Previous 1 Next' pagination control is at the bottom right.

Figure 4-111: CARDEX Processing


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

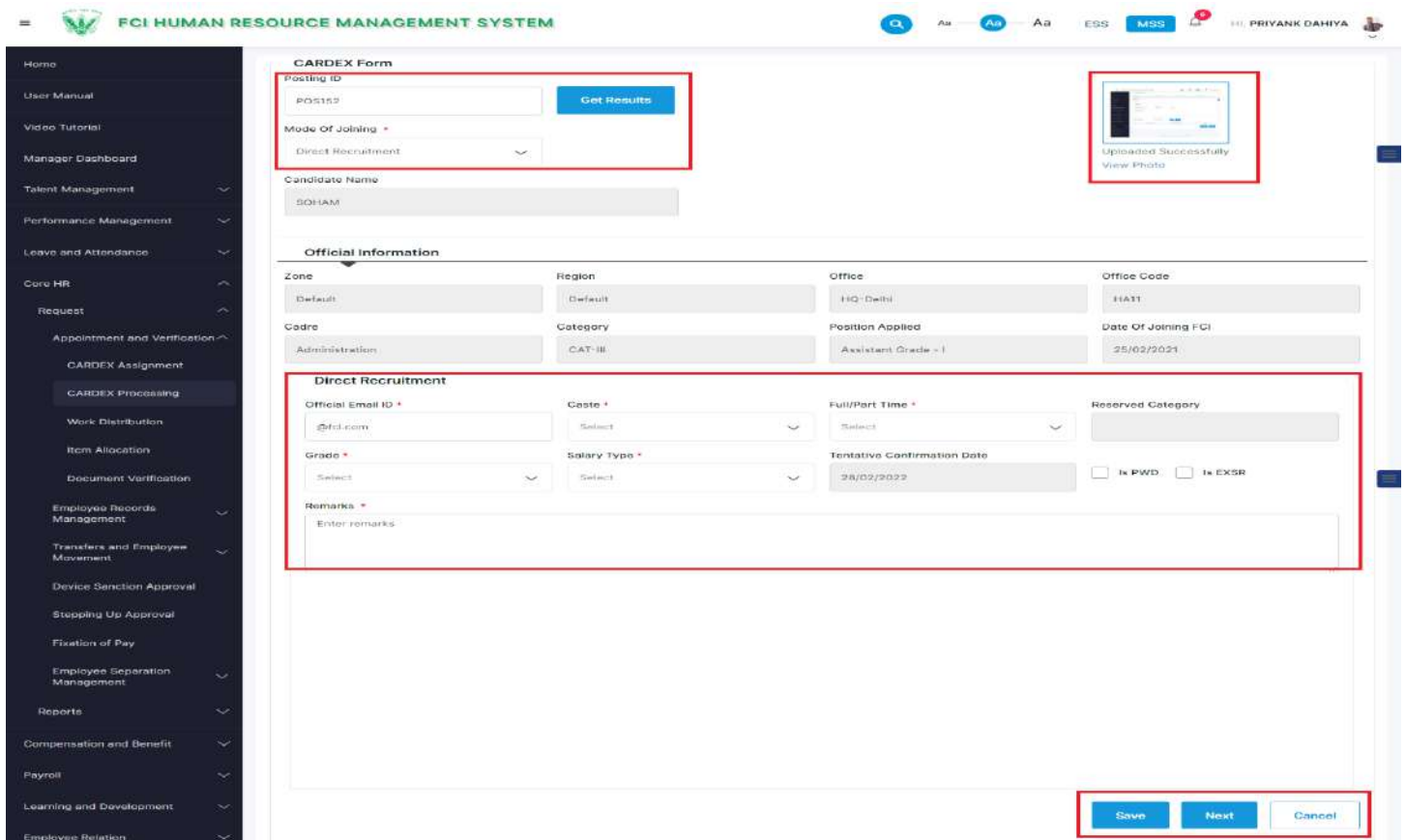
- Click on  to apply the available filters.

- Click on  to export the table records in Excel as per table columns.
- 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  to navigate table records
- Click on  to edit an existing detail in the table.
- Click on  to view a detail in the table.

4.4.2.4 Add CARDEX Details



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



The screenshot shows the 'CARDEX Form' interface. At the top, there's a 'Posting ID' field with 'POST153' and a 'Get Results' button. Below it is the 'Mode of Joining' dropdown set to 'Direct Recruitment'. The 'Candidate Name' field contains 'SOHAM'. The 'Official Information' section includes fields for Zone (Default), Region (Default), Office (HQ-Delhi), Office Code (HA11), Cadre (Administration), Category (CAT-III), Position Applied (Assistant Grade - I), and Date of Joining FCI (25/02/2021). The 'Direct Recruitment' section has fields for Official Email ID, Caste, Full/Part Time, Reserved Category, Grade, Salary Type, Tentative Confirmation Date (28/02/2022), and a Remarks text area. At the bottom right, there are 'Save', 'Next', and 'Cancel' buttons. A notification box on the right says 'Uploaded Successfully View Photo'.

Figure 4-112: CARDEX Form


Submit

Enter the details and click on **Submit** 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  to open View detail form as shown in Figure below:

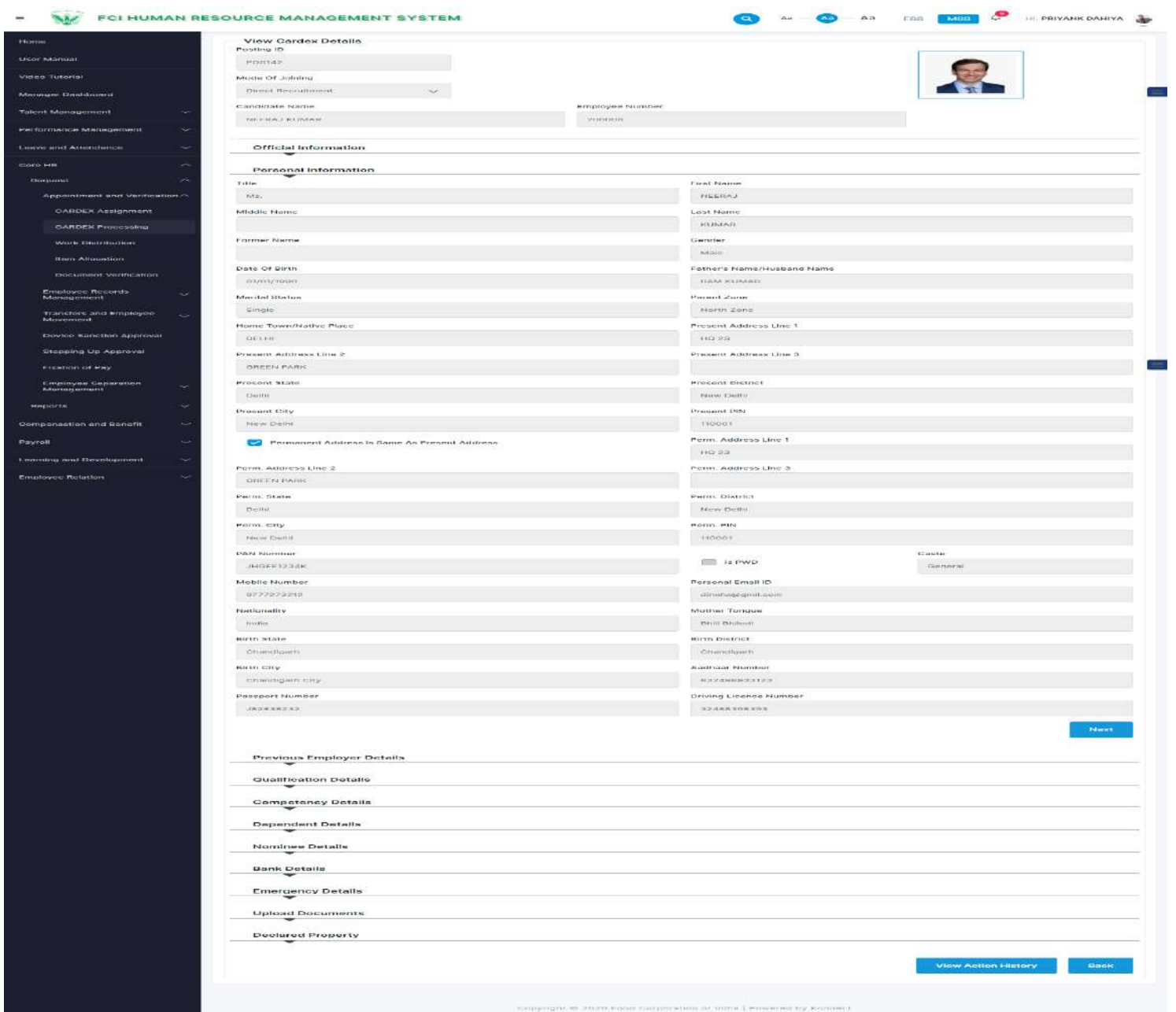



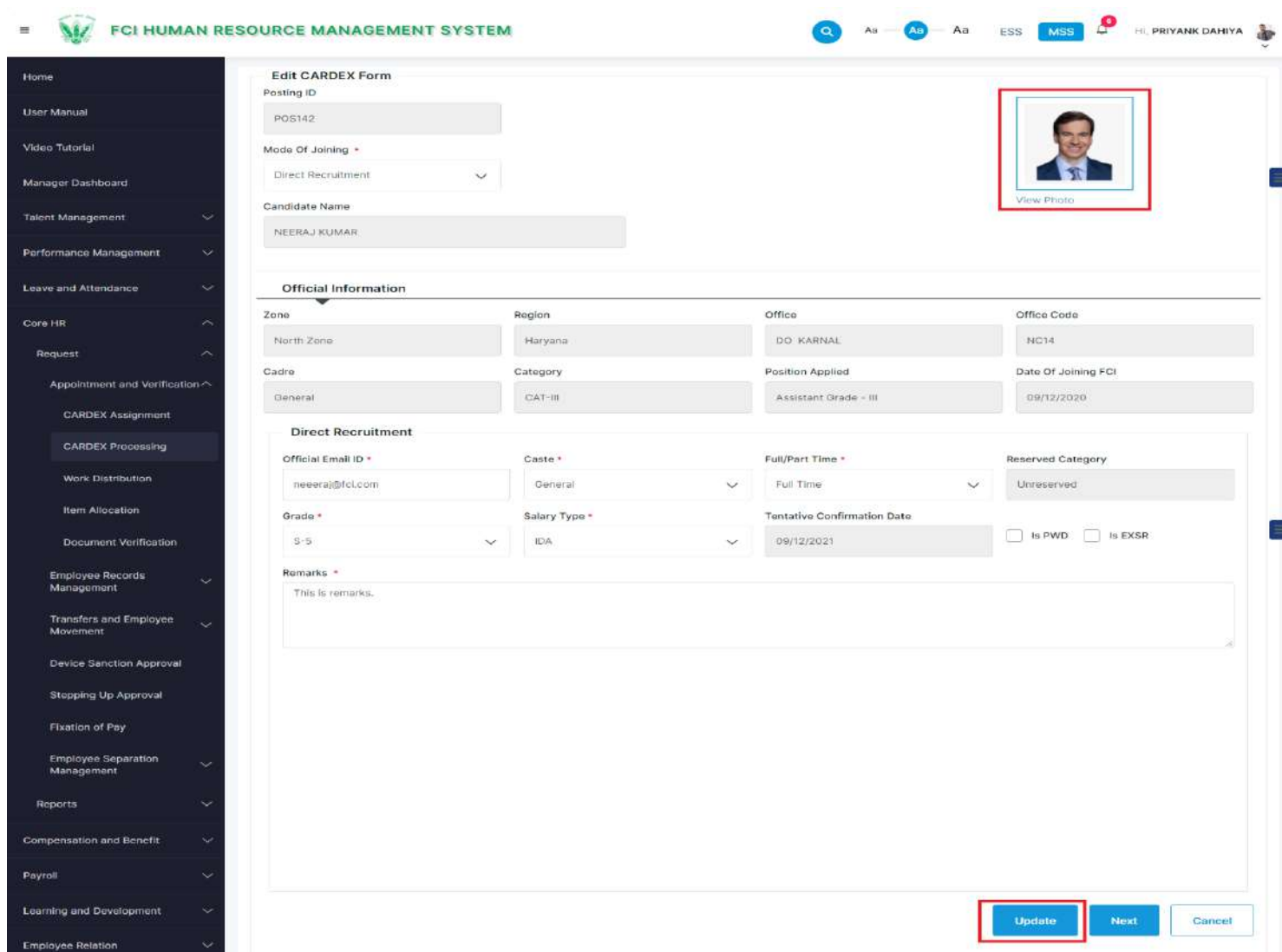
Figure 4-114: View CARDEX Form

Further the User can:

- Click on **View Action History** to open the Action History which reflects the approval routing for the specific transaction.
- Click on **Back** 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:



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Edit CARDEX Form

Posting ID: POS142

Mode Of Joining: Direct Recruitment

Candidate Name: NEERAJ KUMAR

Official Information

Zone: North Zone	Region: Haryana	Office: DO KARNAL	Office Code: NC14
Cadre: General	Category: CAT-III	Position Applied: Assistant Grade - III	Date Of Joining FCI: 09/12/2020

Direct Recruitment

Official Email ID: neeraj@fci.com

Caste: General

Full/Part Time: Full Time

Reserved Category: Unreserved

Grade: S-5

Salary Type: IDA

Tentative Confirmation Date: 09/12/2021

Is PWD: Is EXSR:

Remarks: This is remarks.

Update **Next** **Cancel**

Figure 4-115: Edit CARDEX Form

- Click on **Update** 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:

Figure 4-116: Work Distribution


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

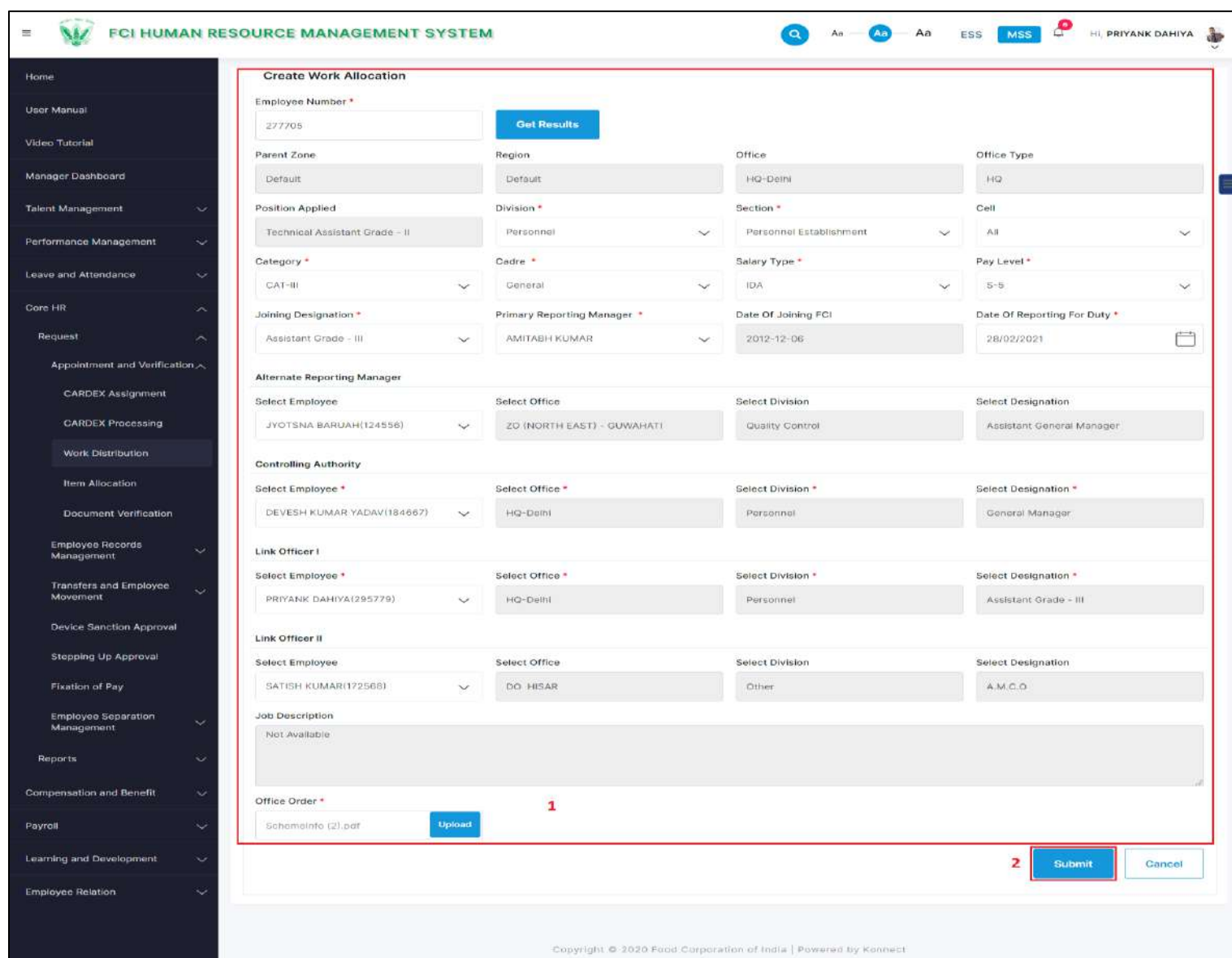
- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of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

- Click on    to navigate table records
- Click on  to edit an existing record in the table
- Click on  to download joining letter.
- Click on  to view an existing record in the table.

4.4.3.4 Add Work Distribution

Add Work Distribution

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



The screenshot shows the 'Create Work Allocation' form in the FCI HRMS. The form includes the following sections and fields:

- Employee Number:** 277705, with a **Get Results** button.
- Parent Zone:** Default
- Region:** Default
- Office:** HQ-Delhi
- Office Type:** HQ
- Position Applied:** Technical Assistant Grade - II
- Division:** Personnel
- Section:** Personnel Establishment
- Cell:** All
- Category:** CAT-III
- Cadre:** General
- Salary Type:** IDA
- Pay Level:** S-5
- Joining Designation:** Assistant Grade - III
- Primary Reporting Manager:** AMITABH KUMAR
- Date Of Joining FCI:** 2012-12-06
- Date Of Reporting For Duty:** 28/02/2021
- Alternate Reporting Manager:**
 - Select Employee: JYOTSNA BARUAH(124556)
 - Select Office: ZO (NORTH EAST) - GUWAHATI
 - Select Division: Quality Control
 - Select Designation: Assistant General Manager
- Controlling Authority:**
 - Select Employee: DEVESH KUMAR YADAV(184667)
 - Select Office: HQ-Delhi
 - Select Division: Personnel
 - Select Designation: General Manager
- Link Officer I:**
 - Select Employee: PRIYANK DAHIYA(295779)
 - Select Office: HQ-Delhi
 - Select Division: Personnel
 - Select Designation: Assistant Grade - III
- Link Officer II:**
 - Select Employee: SATISH KUMAR(172566)
 - Select Office: DO HISAR
 - Select Division: Other
 - Select Designation: A.M.C.O.
- Job Description:** NOT Available
- Office Order:** SchemeInfo (2).pdf, with an **Upload** button and a red '1' above it.

At the bottom right, there is a red '2' above the **Submit** button and a **Cancel** button.

Figure 4-117: Add Work Distribution



Submit

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



Figure 4-118: Successful Message

4.4.3.5 View Work Distribution

Click on to open View detail form as shown in Figure below:

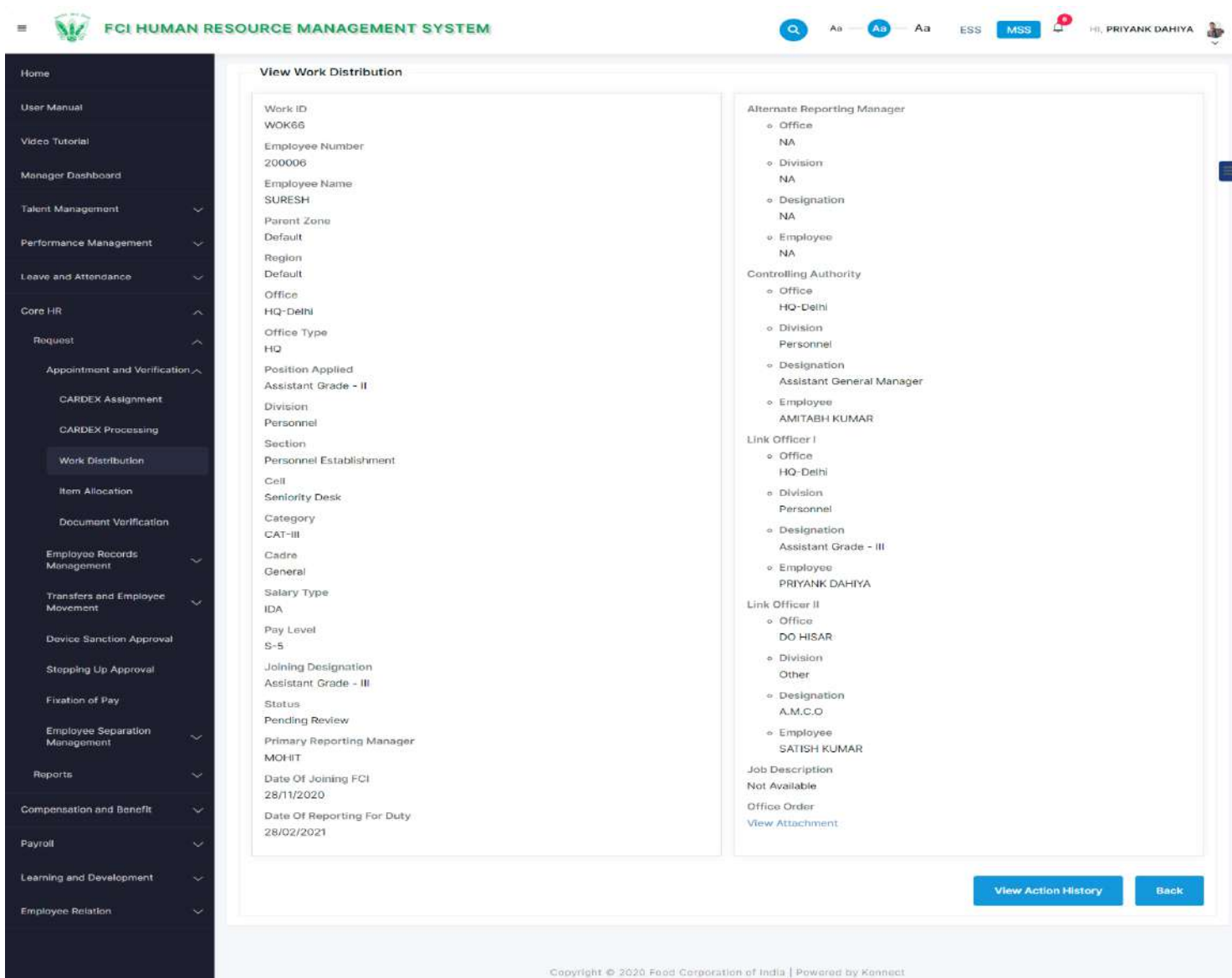


Figure 4-119: View Information

Further the User can:



View Action History

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

Back

- 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:

Figure 4-120: Edit Work Distribution

Update

Enter the details and click on **Update** 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:



Figure 4-121: Edit Successful of Request

4.4.3.7 Dispatch Work Distribution

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

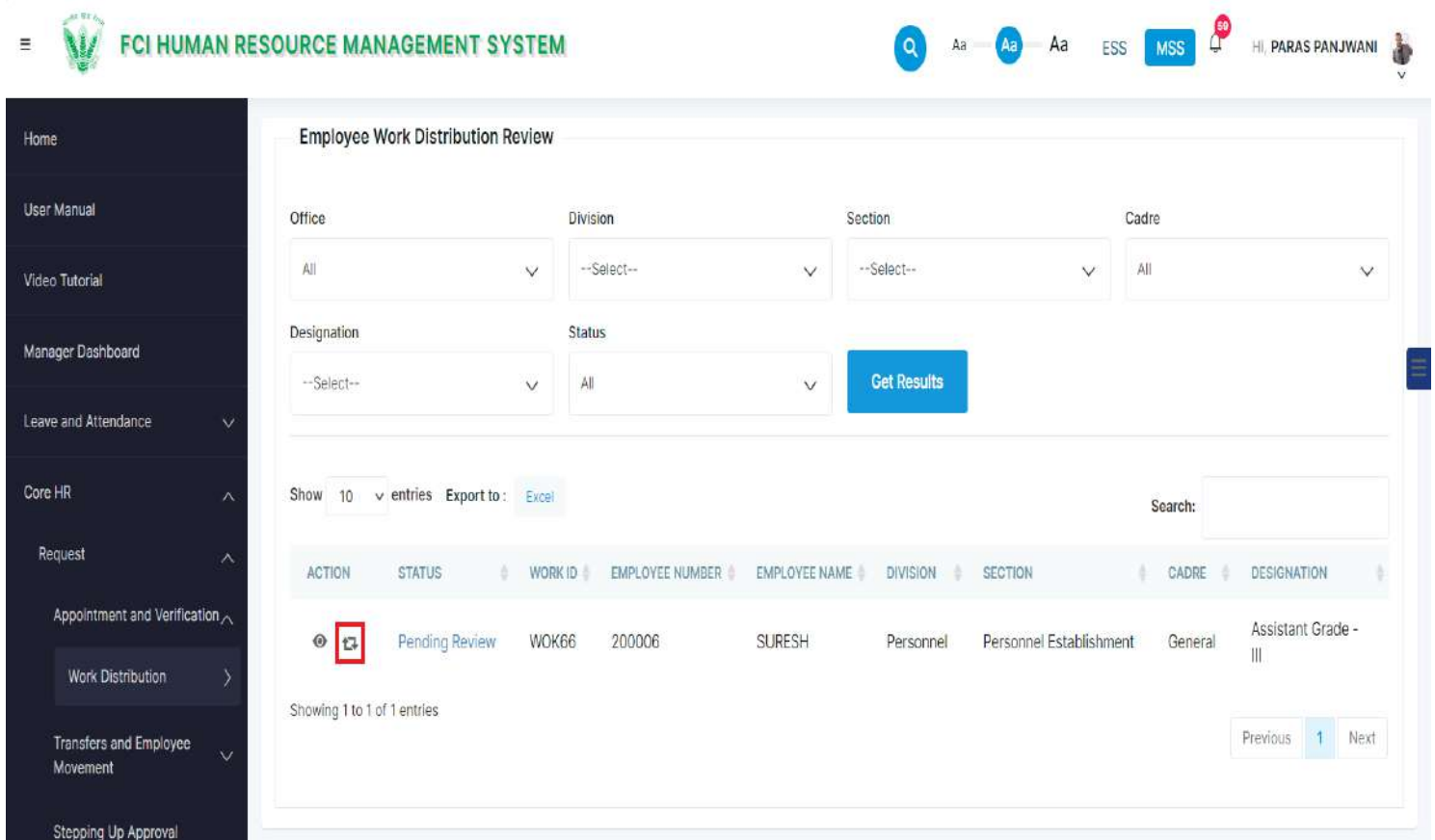



Figure 4-122: Reviewer Landing Page

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

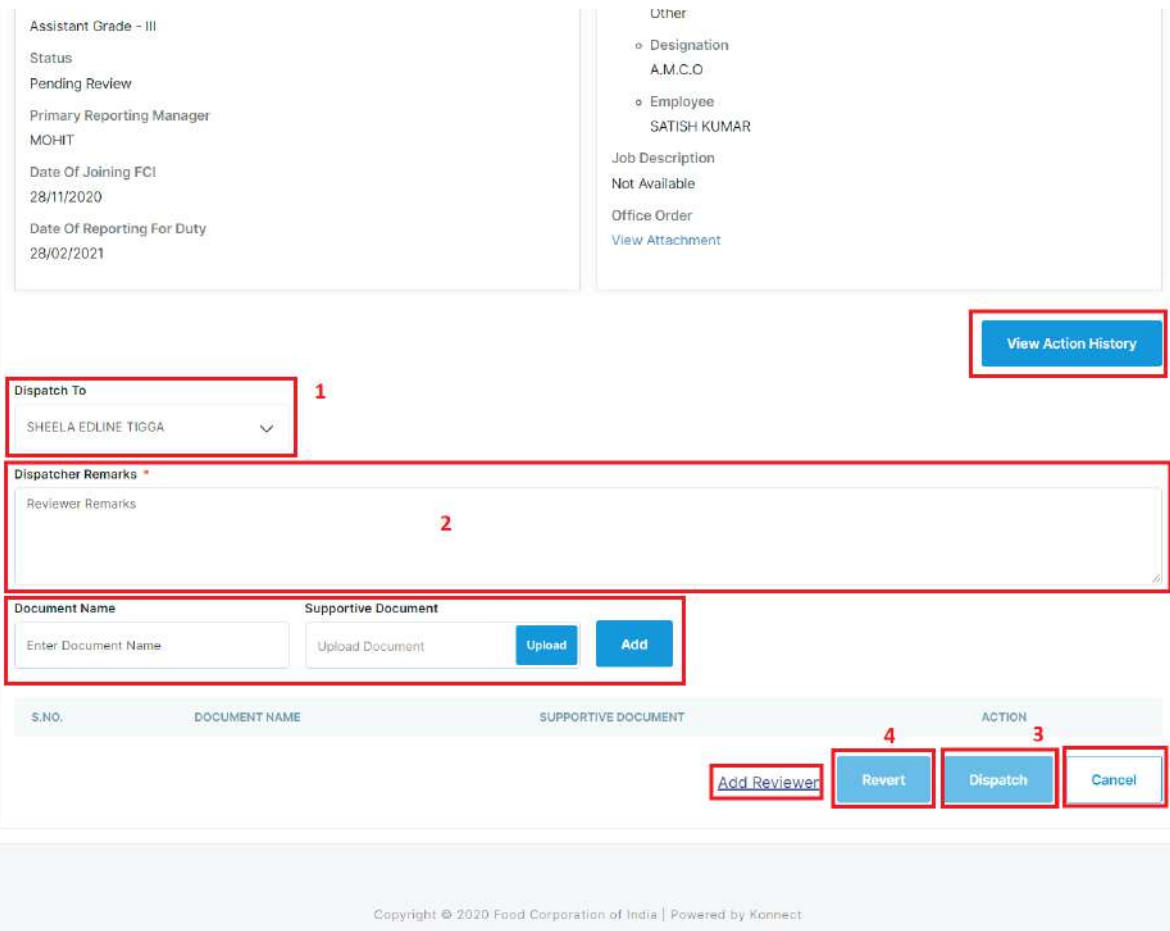







Figure 4-123: Dispatch Work Allocation

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.
- 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.

- 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.

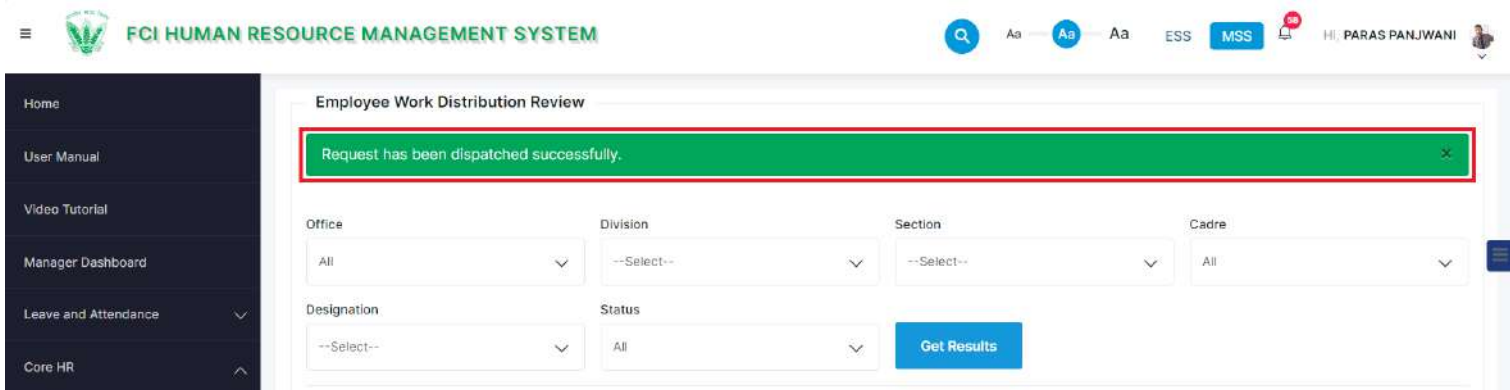


Figure 4-124: Successfully Dispatched

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:

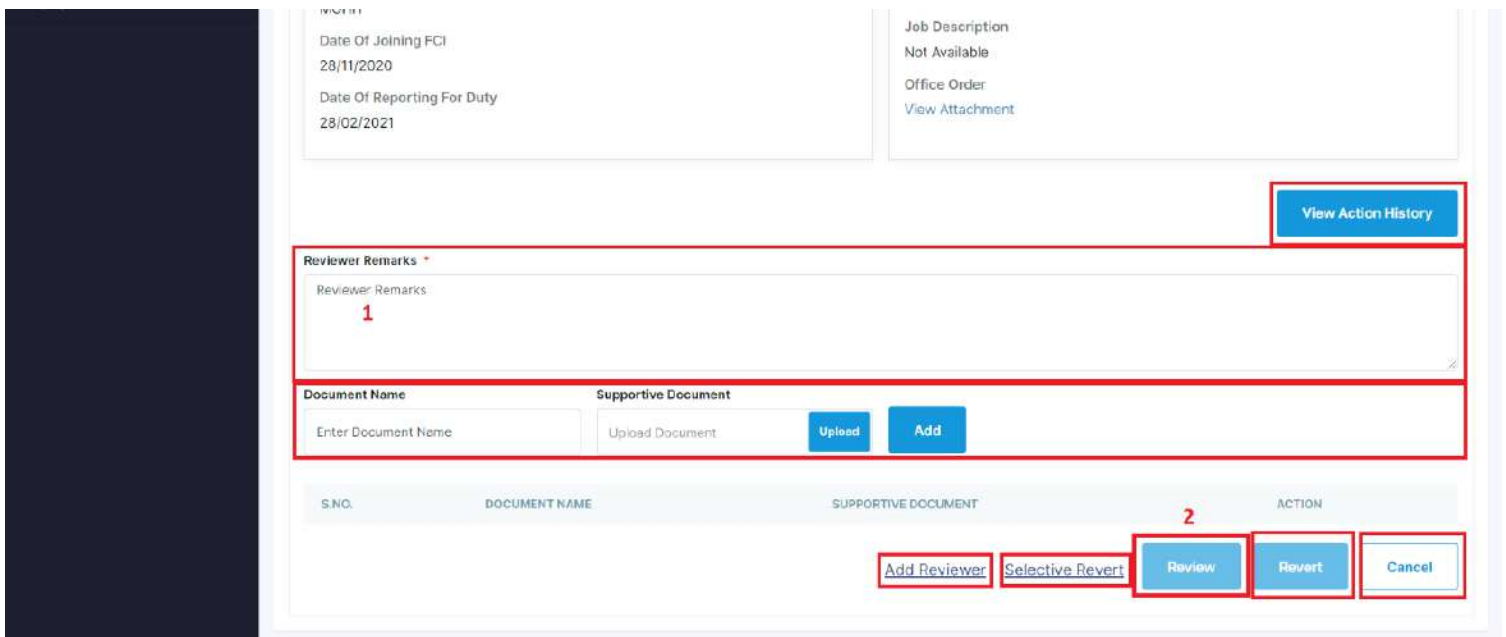






Figure 4-125: Review Work Distribution

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.
- 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.
- 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.
- 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:






Figure 4-126: Employee Work Distribution Approval

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

Figure 4-127: Approve Work Distribution

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.
- 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.
- 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.
- 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.

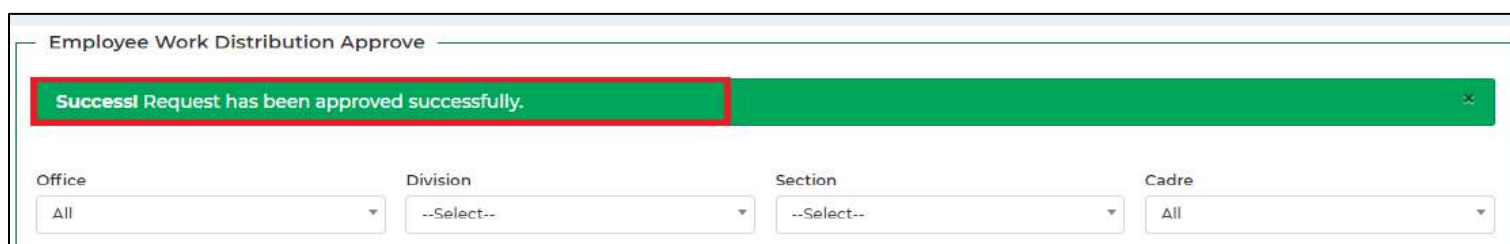


Figure 4-128: Work Distribution Approved

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:

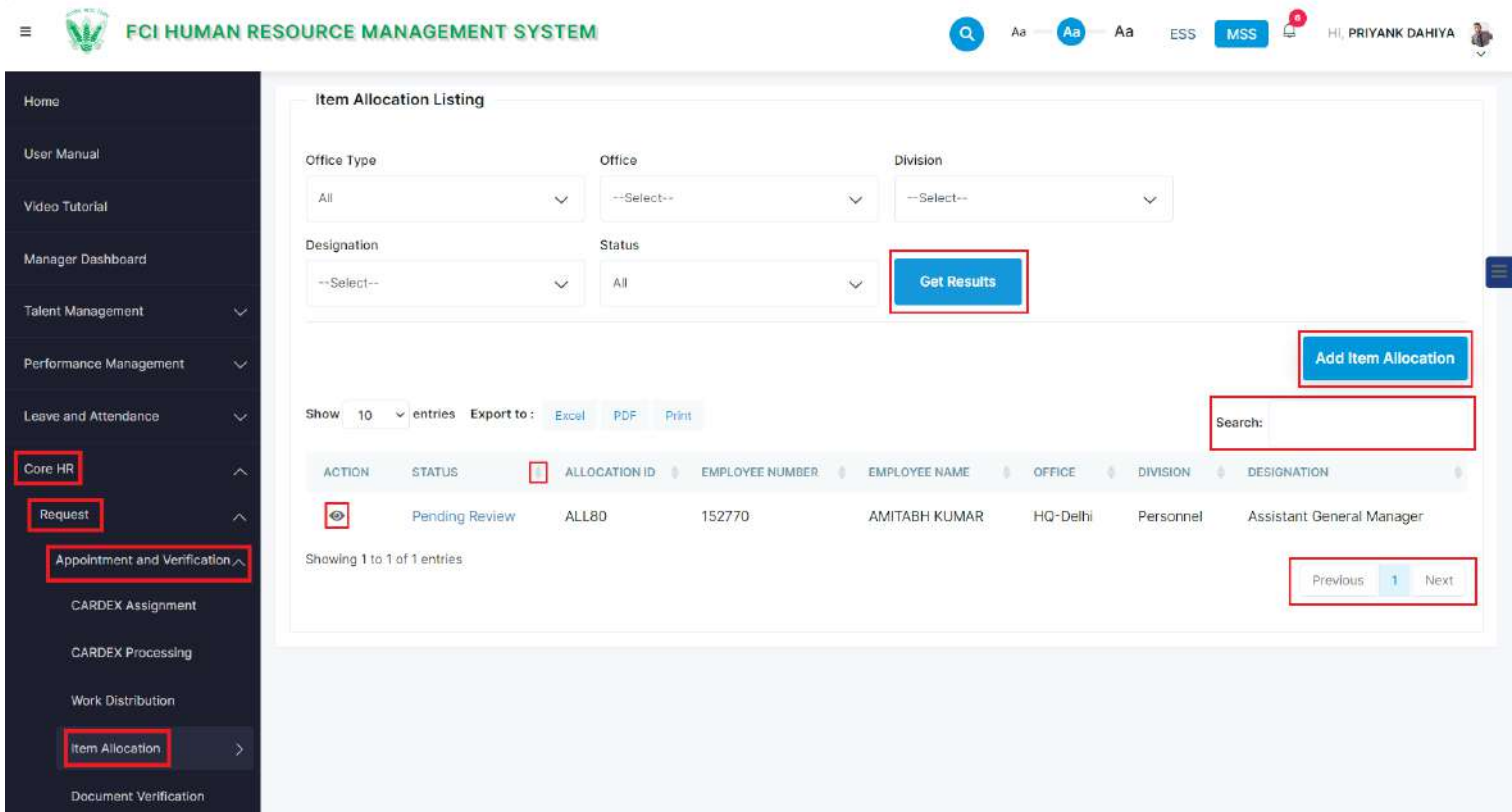











Figure 4-129: Item Allocation

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- 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  to navigate table records
- Click on  to edit an existing record in the table
- Click on  to generate joining letter with eSign.

- Click on  to view an existing record in the table.

4.4.4.4 Add Item Allocation

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

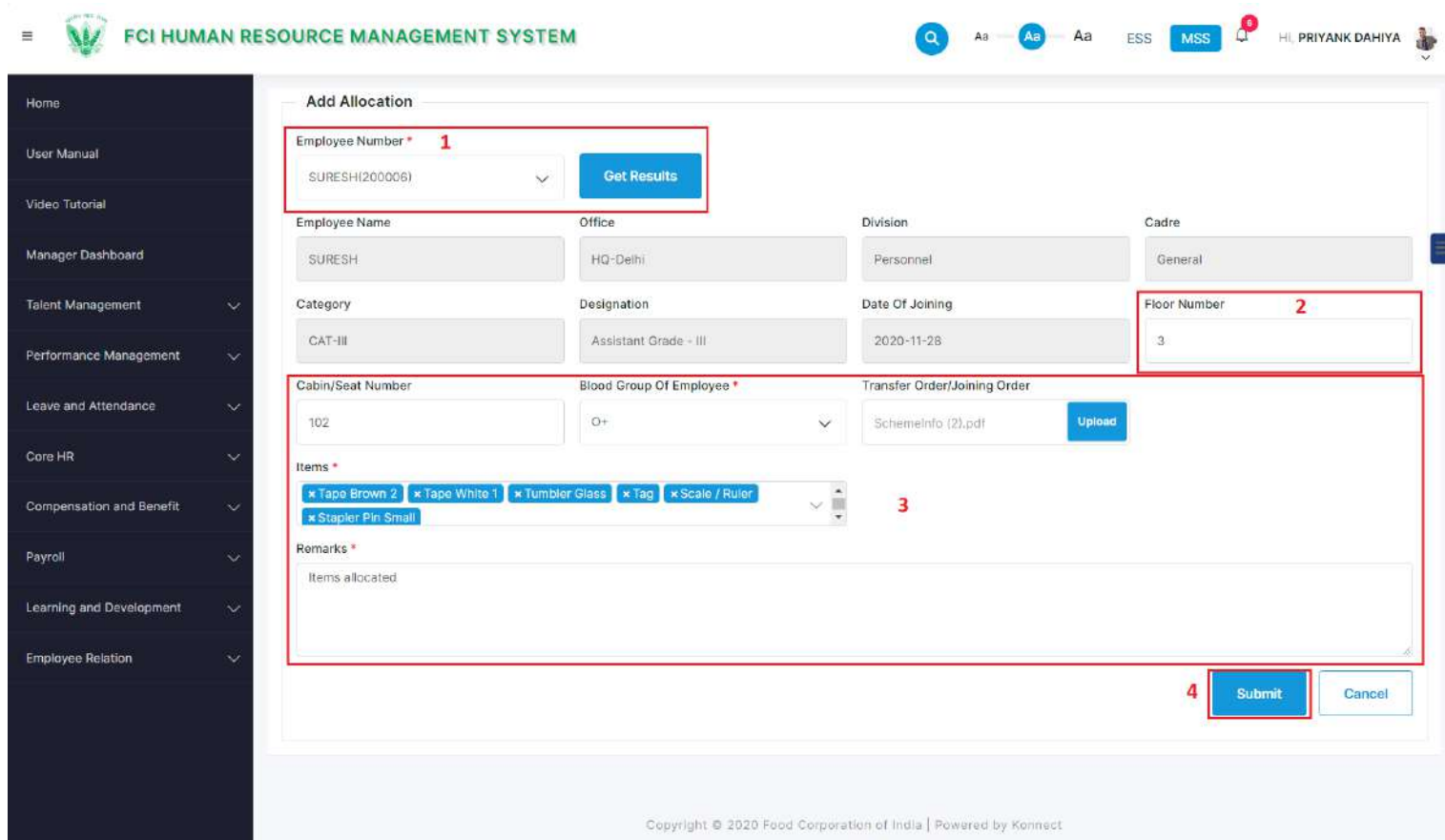


Figure 4-130: Add Allocation



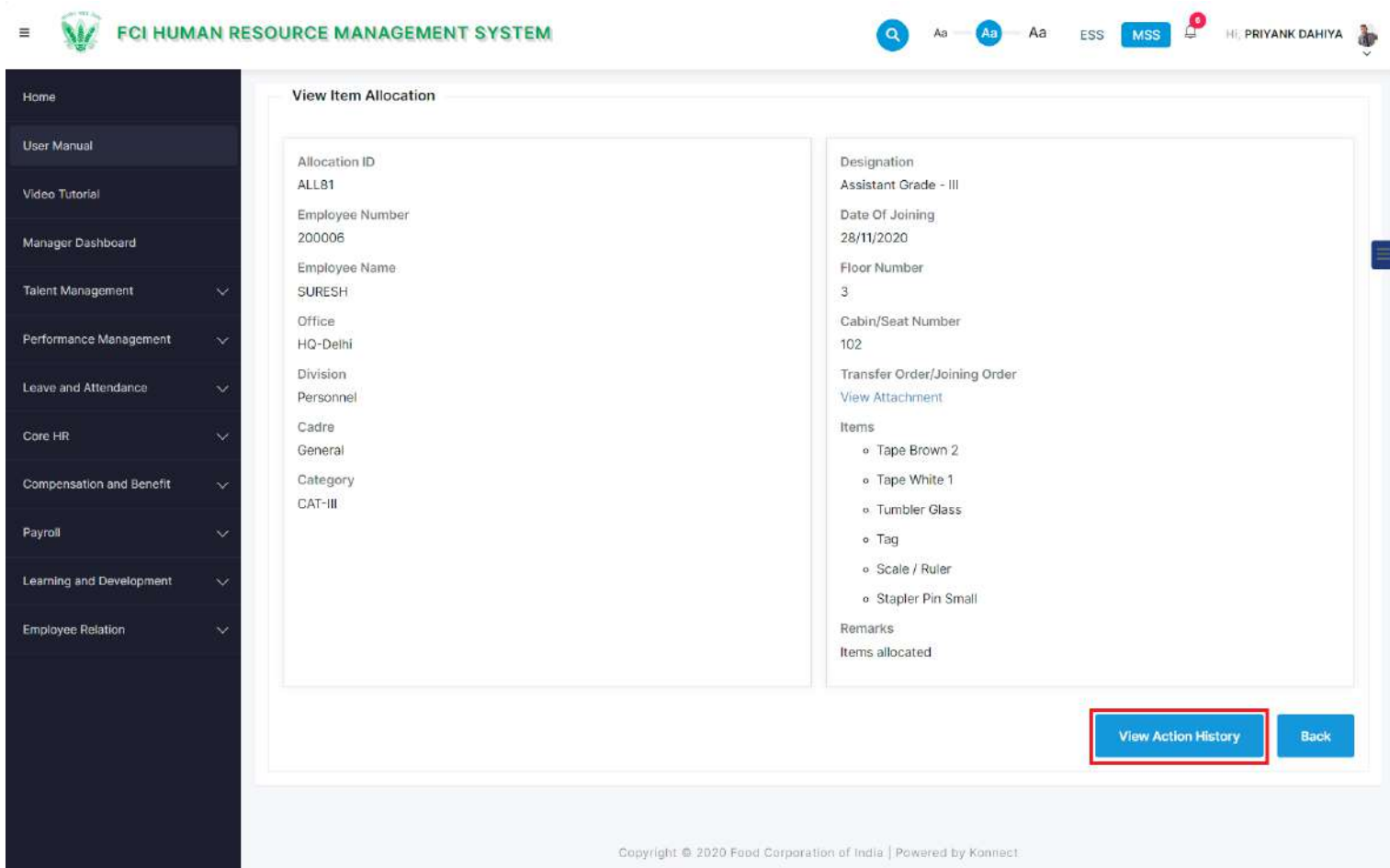
Enter the details and click on  and a new request will be generated and added into MSS landing page with success message as shown in Figure below:



Figure 4-131: Successful Message

4.4.4.5 View Item Allocation



Click on  to open View detail form as shown in Figure below:



The screenshot shows the 'View Item Allocation' form in the FCI HRMS system. The form is divided into two main sections. The left section contains the following fields: Allocation ID (ALL81), Employee Number (200006), Employee Name (SURESH), Office (HQ-Delhi), Division (Personnel), Cadre (General), and Category (CAT-III). The right section contains: Designation (Assistant Grade - III), Date Of Joining (28/11/2020), Floor Number (3), Cabin/Seat Number (102), Transfer Order/Joining Order (View Attachment), and a list of Items: Tape Brown 2, Tape White 1, Tumbler Glass, Tag, Scale / Ruler, and Stapler Pin Small. The Remarks field contains 'Items allocated'. At the bottom right of the form, there are two buttons: 'View Action History' (highlighted with a red box) and 'Back'.


Figure 4-132: View Item Allocation

Further the User can:

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

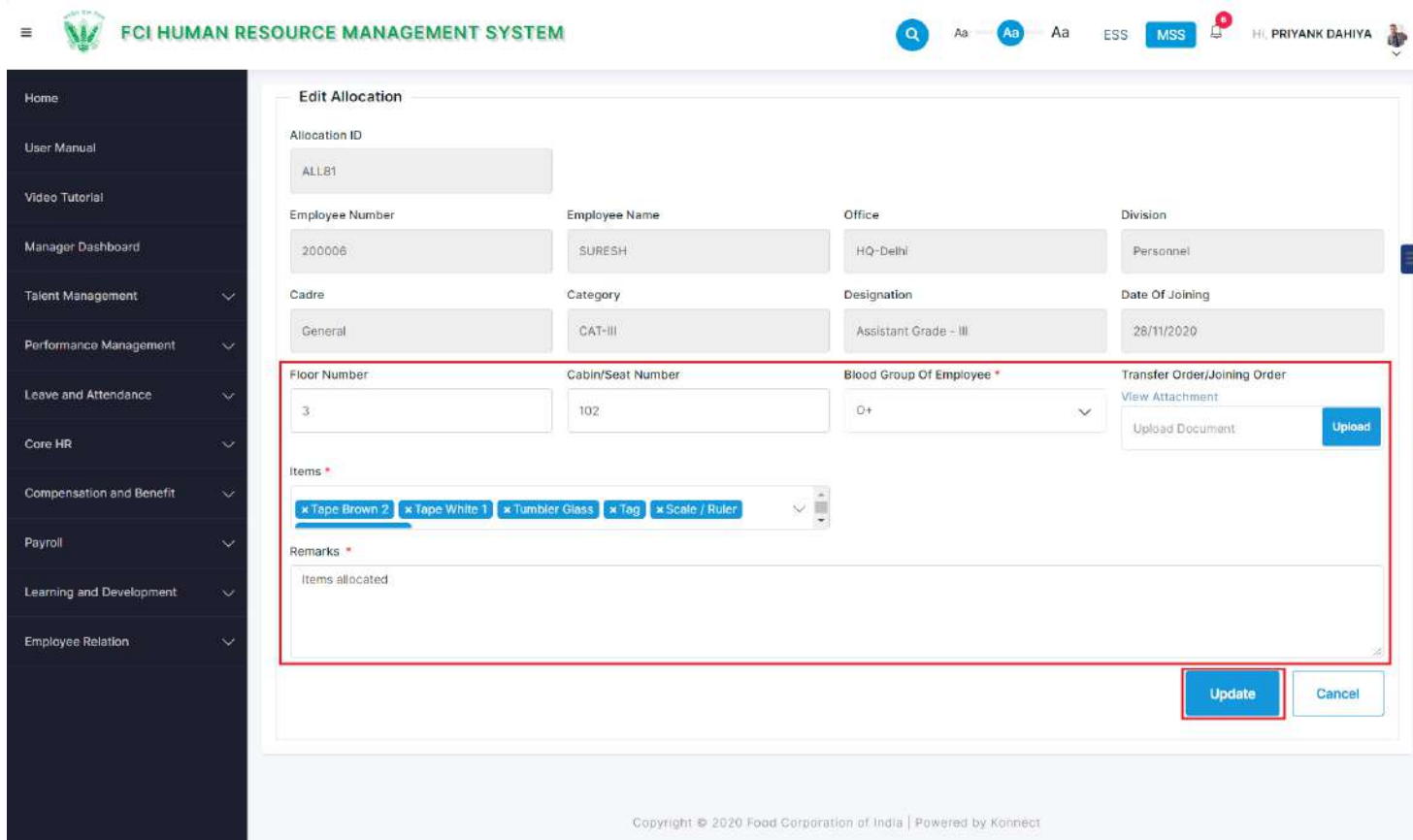



Figure 4-133: Edit Item Allocation

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:

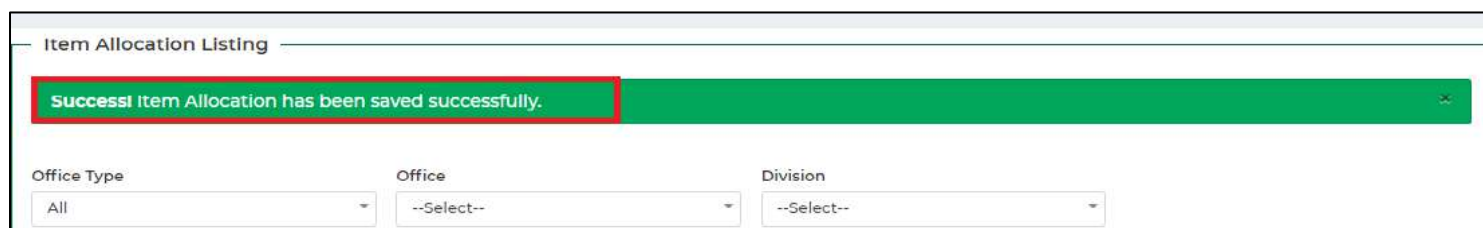


Figure 4-134: Updated Item Allocation

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:

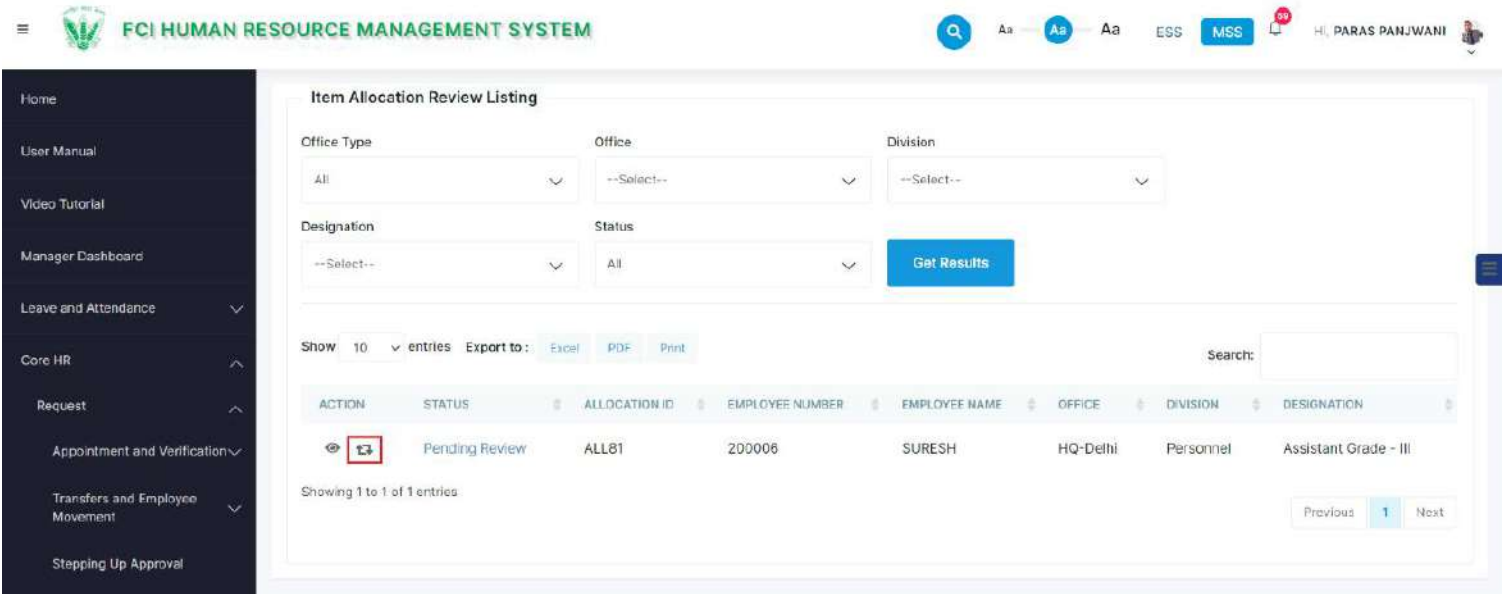



Figure 4-135: Item Allocation Review Listing

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

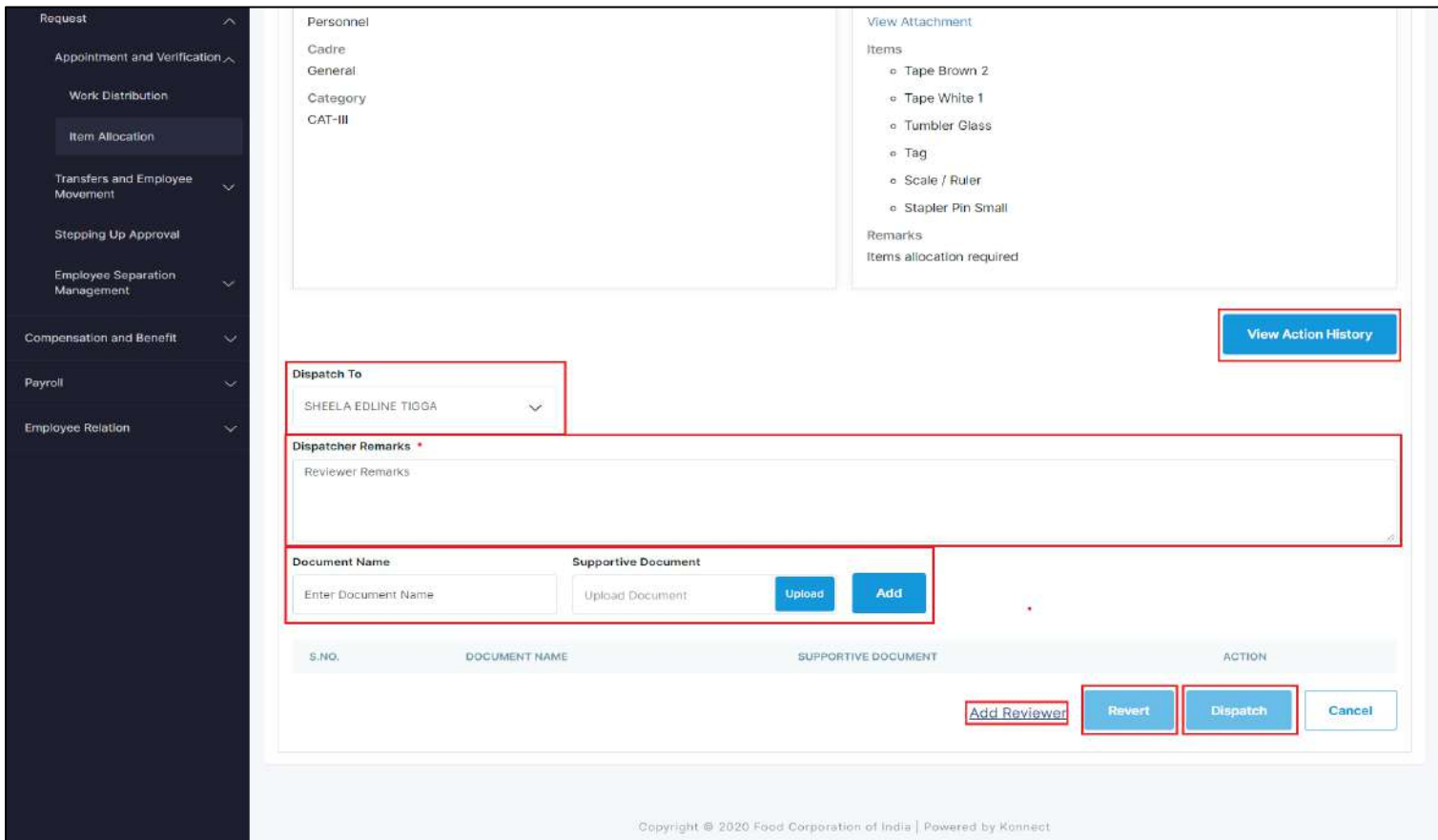







Figure 4-136: Dispatch Item Allocation

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.
- 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.
- 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.

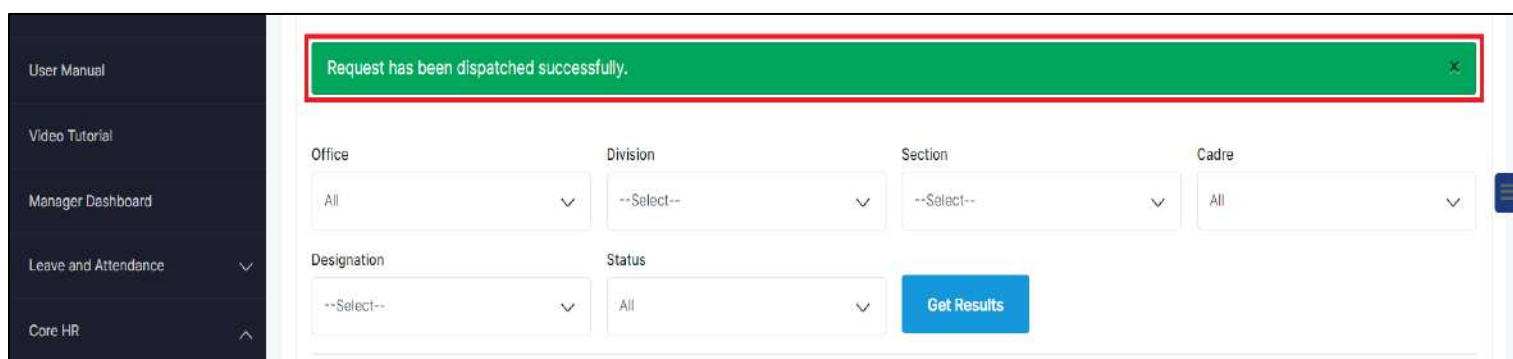


Figure 4-137: Item Allocation Dispatched

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:

Figure 4-138: Review Item Allocation

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.
- 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.
- 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.



- 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:

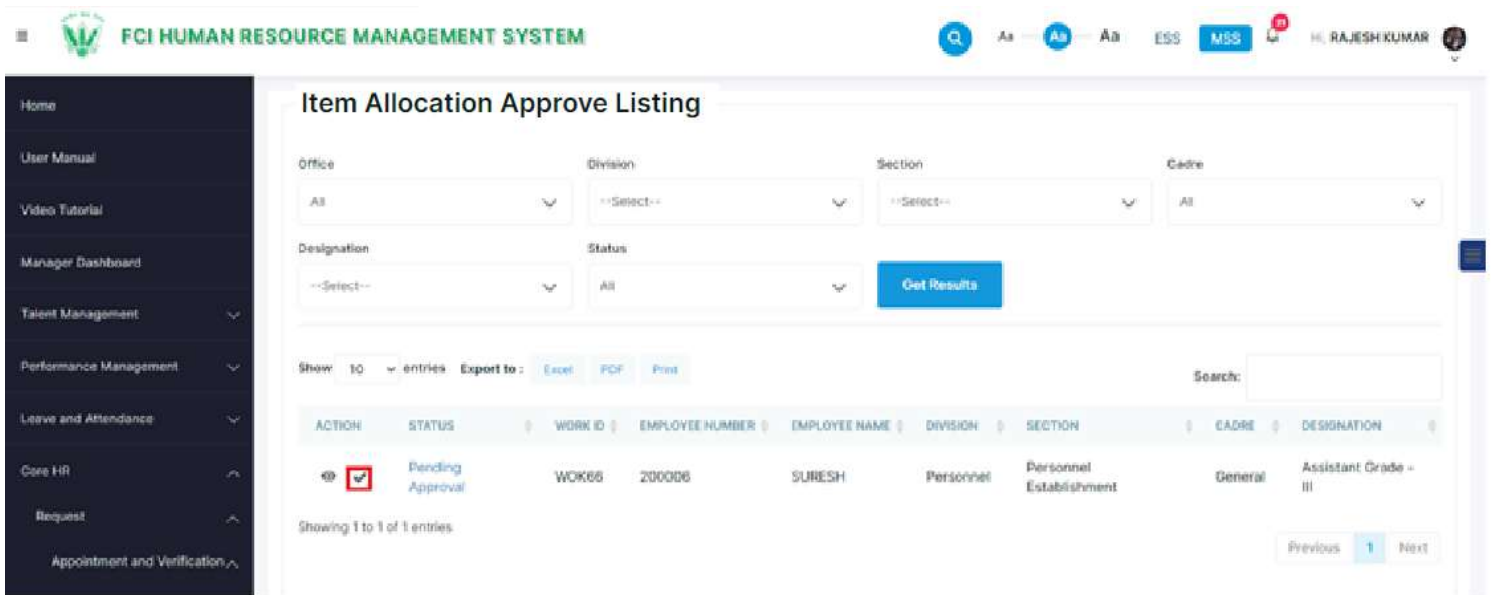


Figure 4-139: Item Allocation Approval

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

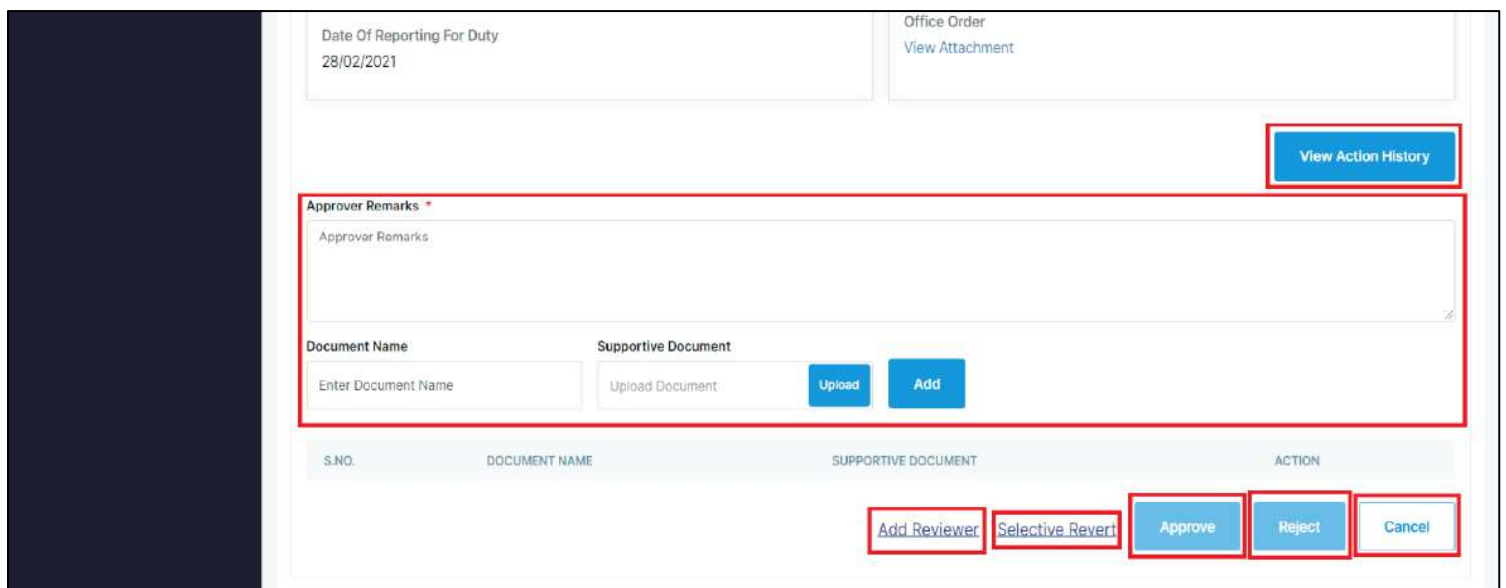







Figure 4-140: Approve Item Allocation

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.
- 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.
- 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.
- 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.

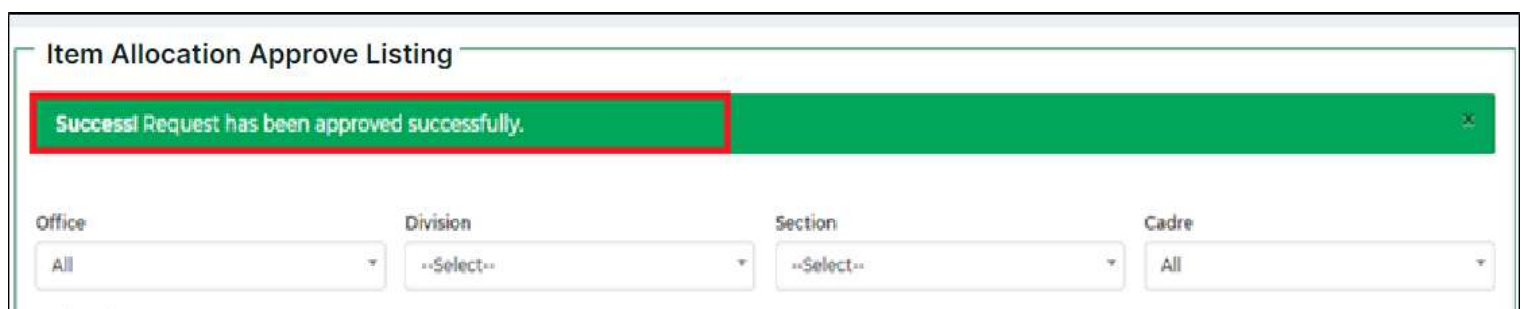


Figure 4-141: Item Allocation Approved

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:

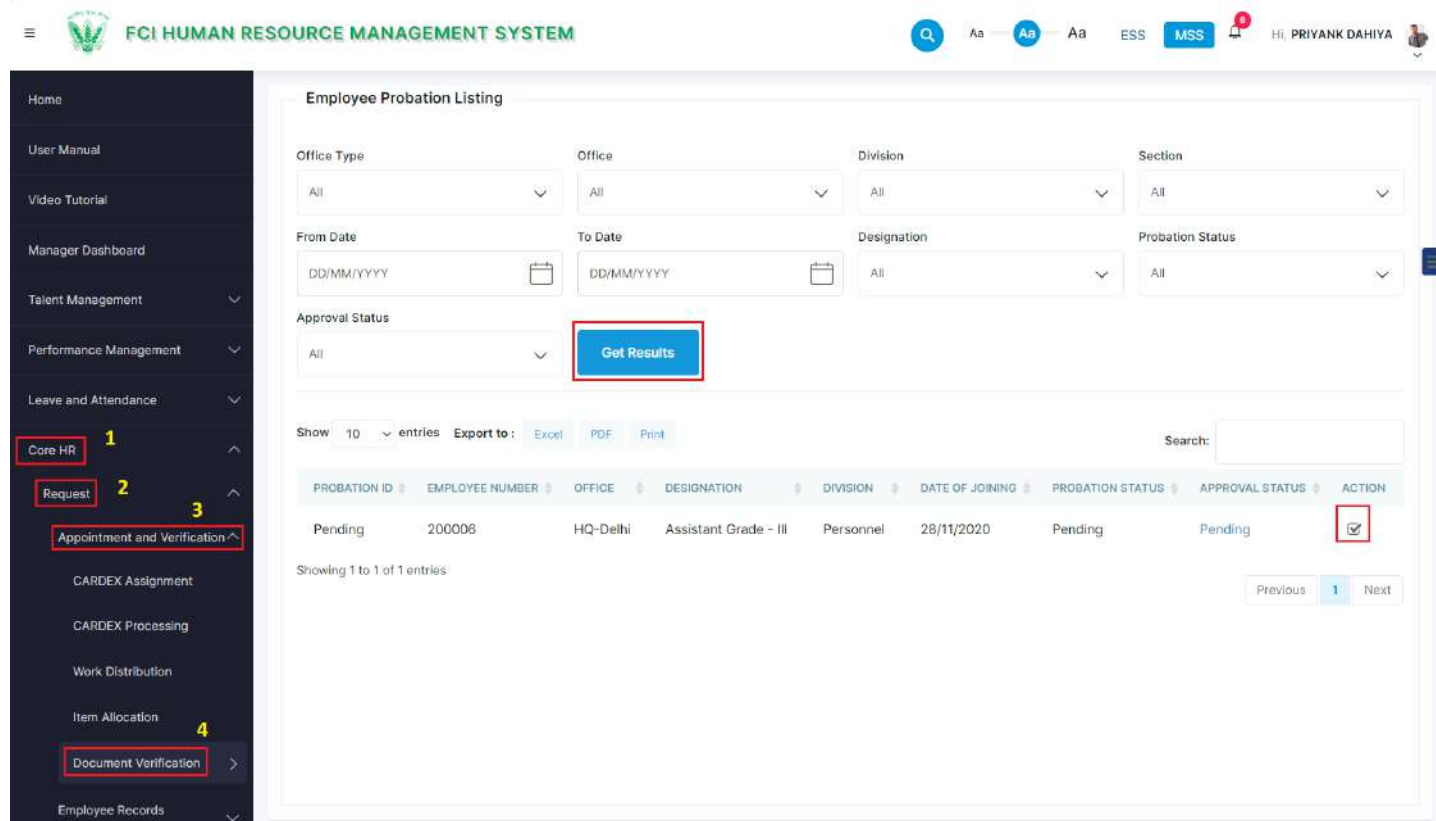







Figure 4-142: Employee Probation Listing

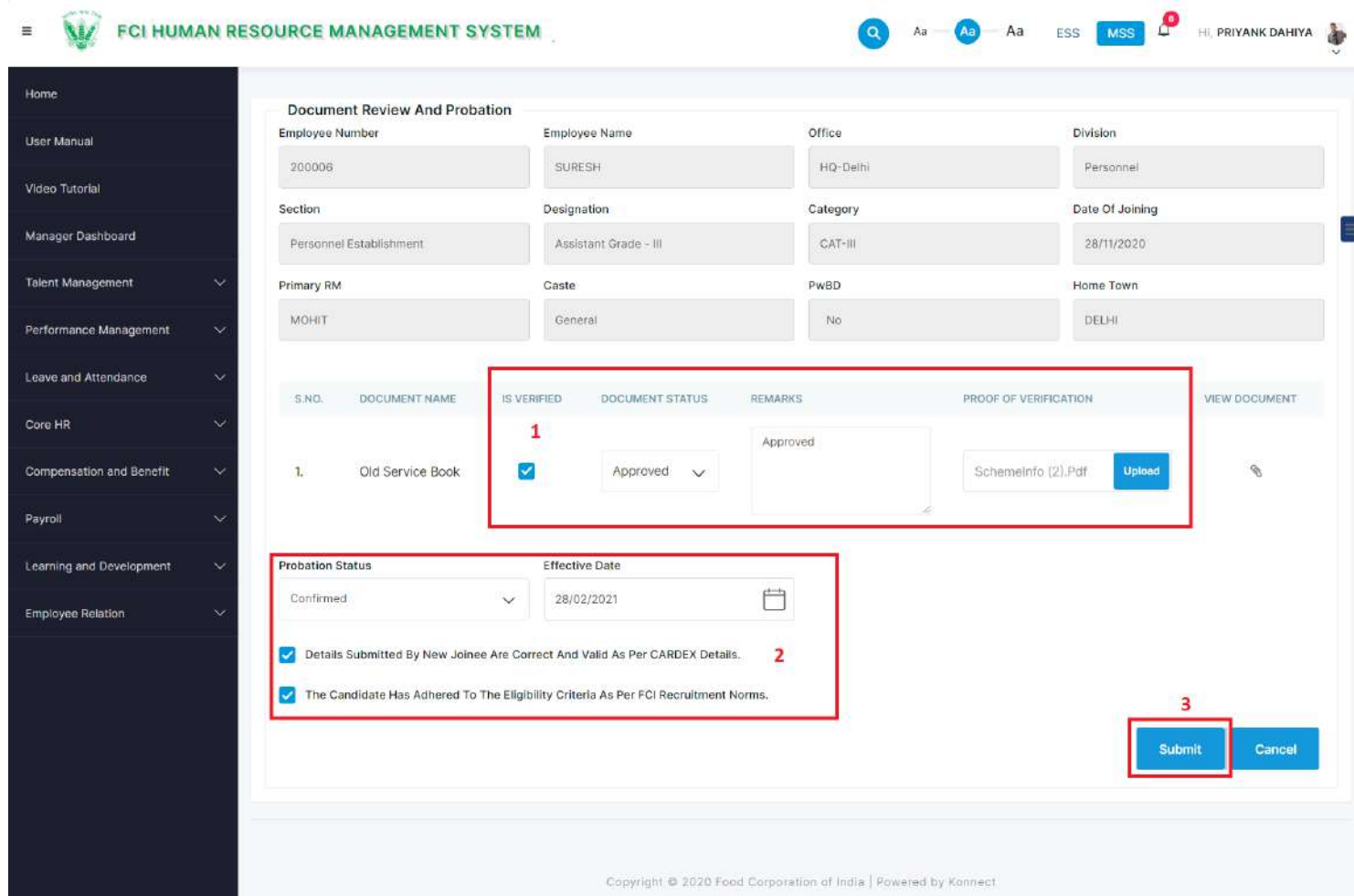
User shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **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 Status, to open the action history in a popup that describes the approval routing of the entire transaction

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

4.4.5.4 Verify Documents and Probation

Click on  to open Add new information in the Figure below:



Document Review And Probation

Employee Number: 200006 | Employee Name: SURESH | Office: HQ-Delhi | Division: Personnel

Section: Personnel Establishment | Designation: Assistant Grade - III | Category: CAT-III | Date Of Joining: 28/11/2020

Primary RM: MOHIT | Caste: General | PwBD: No | Home Town: DELHI

S.NO.	DOCUMENT NAME	IS VERIFIED	DOCUMENT STATUS	REMARKS	PROOF OF VERIFICATION	VIEW DOCUMENT
1.	Old Service Book	<input checked="" type="checkbox"/>	Approved	Approved	Schemefinfo (2).Pdf <input type="button" value="Upload"/>	

Probation Status: Confirmed | Effective Date: 28/02/2021

Details Submitted By New Joinee Are Correct And Valid As Per CARDEX Details. **2**

The Candidate Has Adhered To The Eligibility Criteria As Per FCI Recruitment Norms.

3

Figure 4-143: Document Review and Probation


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 to open View detail form as shown in Figure below:

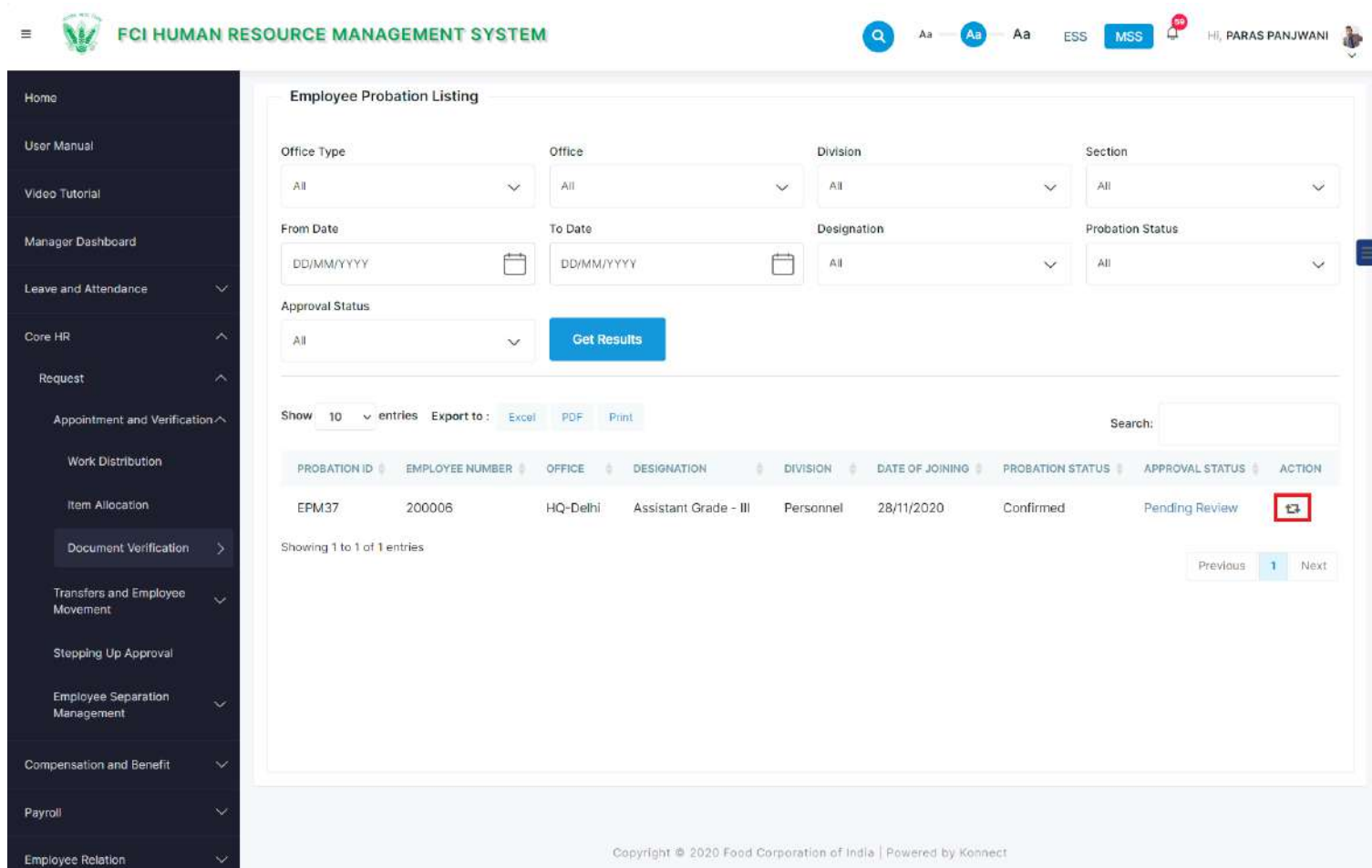
Figure 4-145: View Employee Probation Details

Further the User can:

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

4.4.5.6 Dispatch Documents and Probation

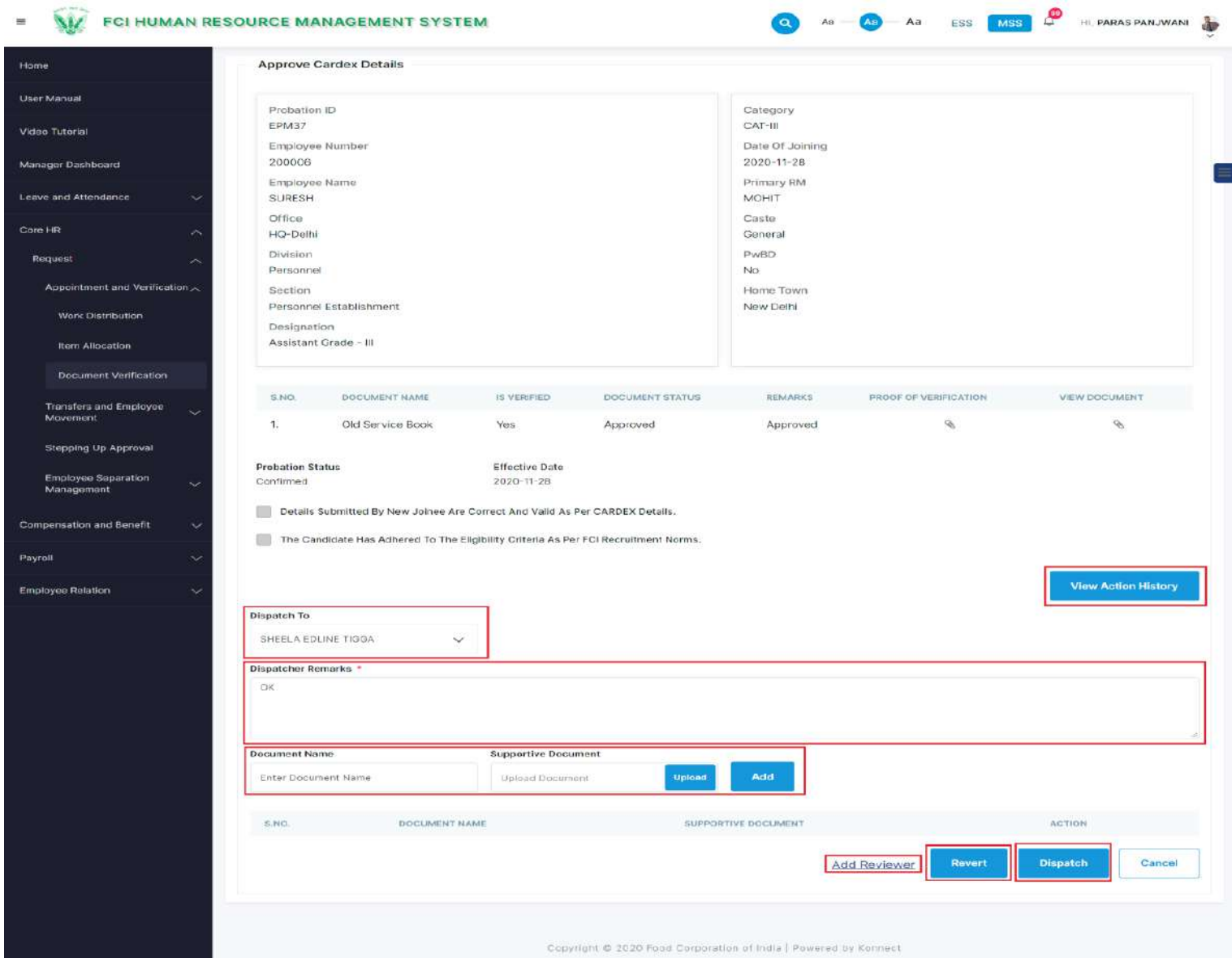
To Dispatch the request submitted by HRMS user the reviewing authority shall navigate to Reviewer landing page as shown in Figure below:



The screenshot shows the 'Employee Probation Listing' interface. It features a sidebar with navigation options like Home, User Manual, Video Tutorial, Manager Dashboard, Leave and Attendance, Core HR, Request, Appointment and Verification, Work Distribution, Item Allocation, Document Verification, Transfers and Employee Movement, Stepping Up Approval, Employee Separation Management, Compensation and Benefit, Payroll, and Employee Relation. The main content area includes filters for Office Type, Office, Division, Section, From Date, To Date, Designation, Probation Status, and Approval Status. A 'Get Results' button is present. Below the filters is a table with columns: PROBATION ID, EMPLOYEE NUMBER, OFFICE, DESIGNATION, DIVISION, DATE OF JOINING, PROBATION STATUS, APPROVAL STATUS, and ACTION. The table contains one entry with ID EPM37, Employee Number 200006, Office HQ-Delhi, Designation Assistant Grade - III, Division Personnel, Date of Joining 28/11/2020, Probation Status Confirmed, and Approval Status Pending Review. The ACTION column for this entry contains a red-bordered icon representing a review form. The page also includes a search bar, export options (Excel, PDF, Print), and pagination controls (Previous, 1, Next).

Figure 4-146: Employee Probation Review Listing

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



Approve Cardex Details

Probation ID: EPM37
Employee Number: 200006
Employee Name: SURESH
Office: HQ-Delhi
Division: Personnel
Section: Personnel Establishment
Designation: Assistant Grade - III

Category: CAT-III
Date Of Joining: 2020-11-28
Primary RM: MOHIT
Caste: General
PwBD: No
Home Town: New Delhi

S.NO.	DOCUMENT NAME	IS VERIFIED	DOCUMENT STATUS	REMARKS	PROOF OF VERIFICATION	VIEW DOCUMENT
1.	Old Service Book	Yes	Approved	Approved		

Probation Status: Confirmed
Effective Date: 2020-11-28

Details Submitted By New Joiner Are Correct And Valid As Per CARDEX Details.
 The Candidate Has Adhered To The Eligibility Criteria As Per FCI Recruitment Norms.

[View Action History](#)

Dispatch To: SHEELA EDLINE TIQQA

Dispatcher Remarks: OK

Document Name: Supportive Document: [Upload](#) [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Revert Dispatch Cancel

Figure 4-147: Dispatch Document Verification and Probation

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

- Click on [View Action History](#) to open the Action History which reflects the approval routing for the specific transaction.
- Click on [Add](#) 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.

Dispatch

- Click on **Dispatch** 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 **Revert** 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 **Cancel** to navigate back.

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:

Figure 4-149: Review Document Verification and Probation

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

View Action History

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

Add

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

[Add Reviewer](#)

- 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.

[Selective Revert](#)

- 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.

Review

- Click on **Review** 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 **Revert** 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.

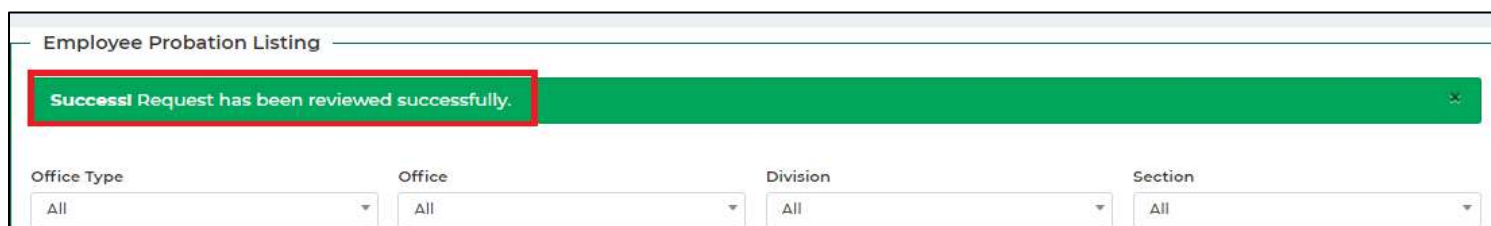


Figure 4-150: Document Verification and Probation Reviewed

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

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  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.
- 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.
- 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.
- 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.



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

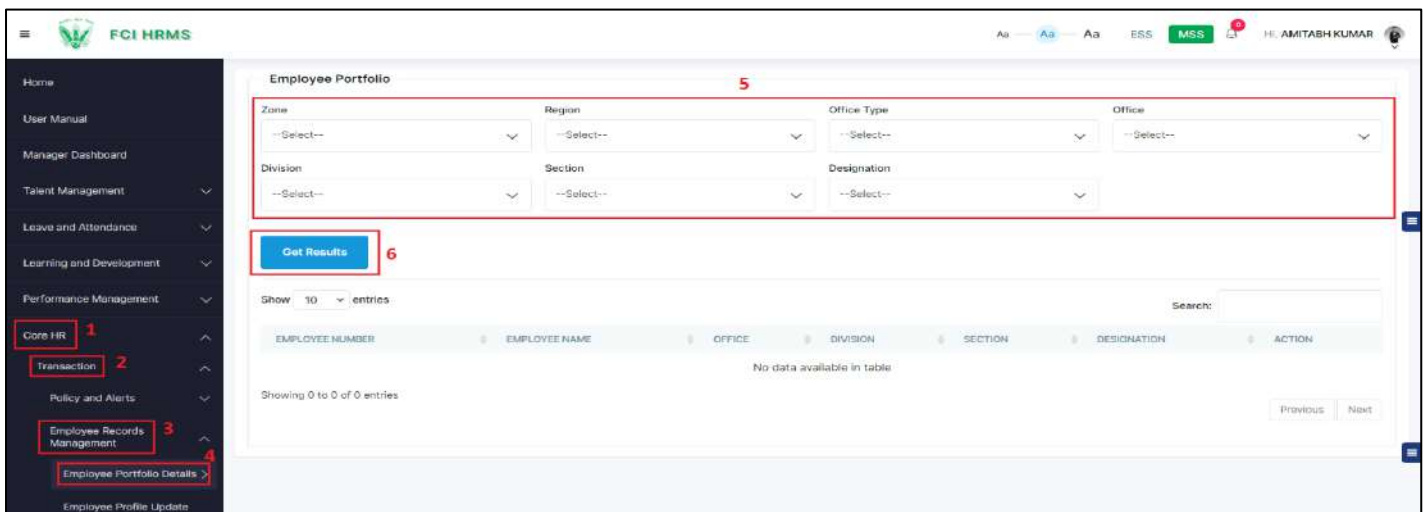



Figure 4-153: Employee Portfolio Detail

- Apply the filters and click on  to fetch the records as shown in Figure below:

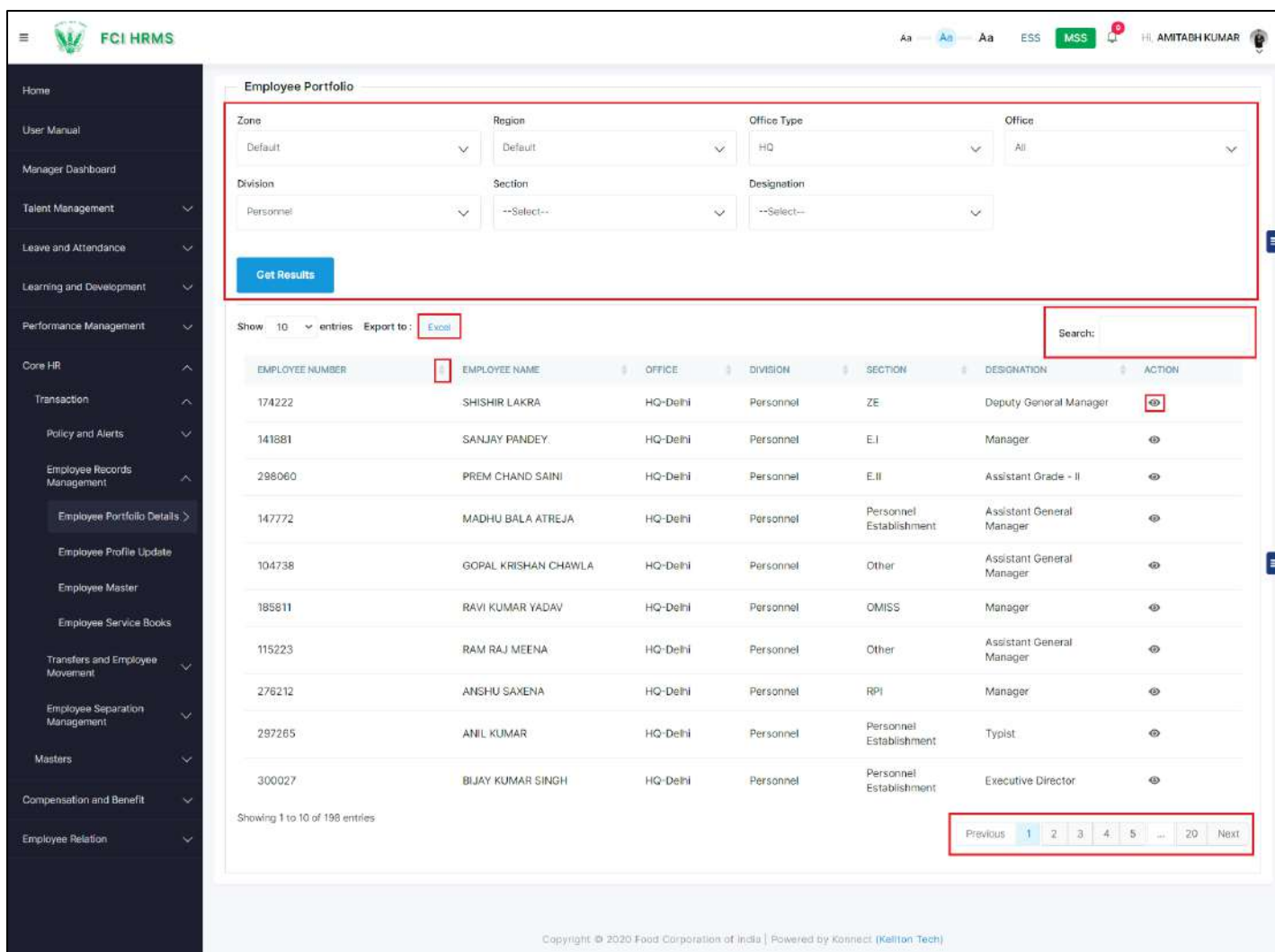


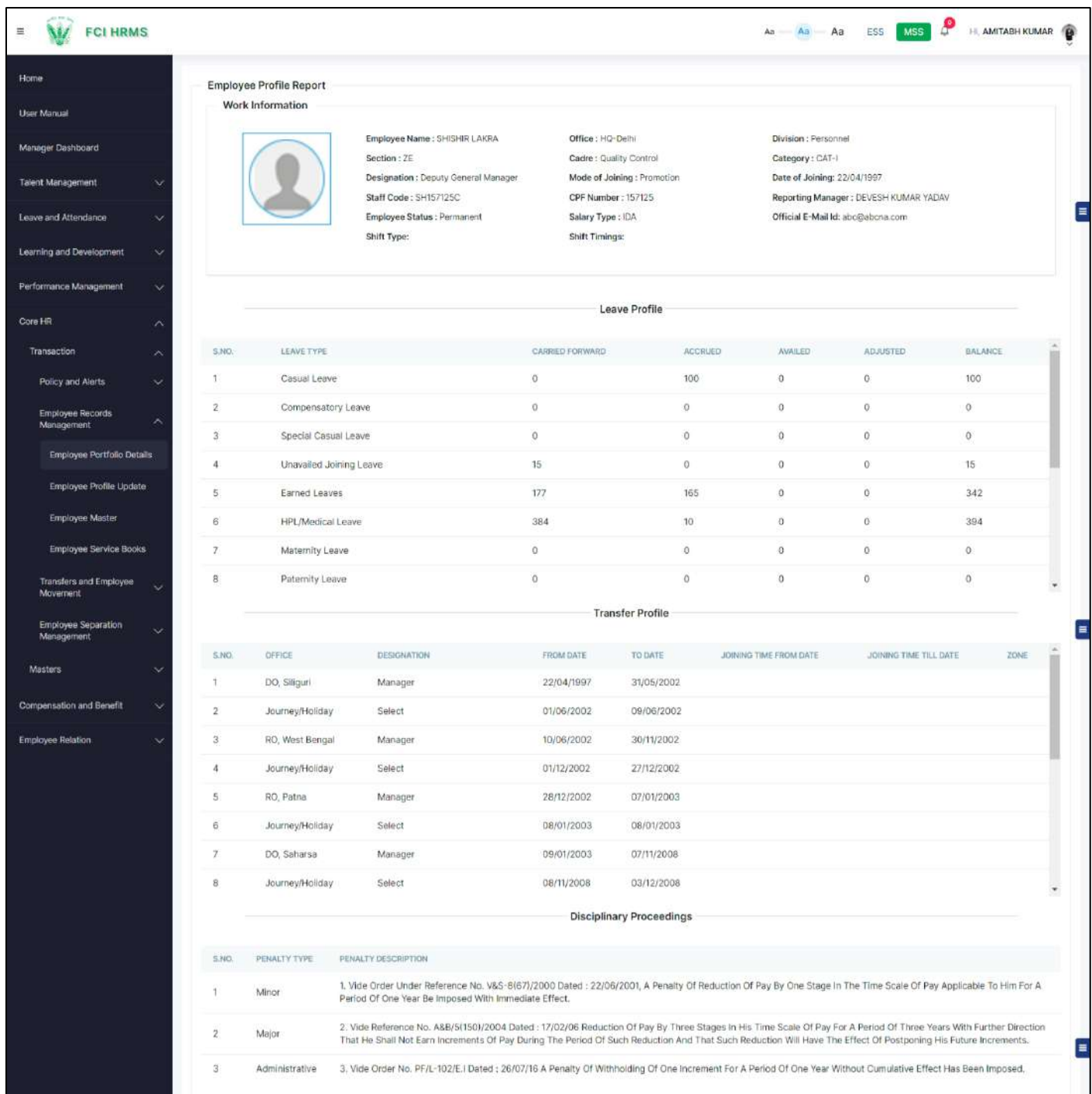



Figure 4-154: Employee Portfolio Detail

- 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  to view portfolio details of the employee as shown in below Figure:



The screenshot displays the 'Employee Profile Report' for SHISHIR LAKRA. It includes a navigation sidebar on the left and a main content area with three sections: Work Information, Leave Profile, and Transfer Profile. The Work Information section shows details like Office (HQ-Delhi), Designation (Deputy General Manager), and Employee Status (Permanent). The Leave Profile section is a table with 8 rows detailing various leave types and their balances. The Transfer Profile section is a table with 8 rows showing office and designation changes over time. The Disciplinary Proceedings section lists three minor and major penalties.

	Employee Name : SHISHIR LAKRA Section : ZE Designation : Deputy General Manager Staff Code : SH157125C Employee Status : Permanent Shift Type :	Office : HQ-Delhi Cadre : Quality Control Mode of Joining : Promotion CPF Number : 157125 Salary Type : IDA Shift Timings :	Division : Personnel Category : CAT-1 Date of Joining : 22/04/1997 Reporting Manager : DEVESH KUMAR YADAV Official E-Mail Id : abc@abcna.com
---	--	--	---

S.NO.	LEAVE TYPE	CARRIED FORWARD	ACCRUED	AWAILED	ADJUSTED	BALANCE
1	Casual Leave	0	100	0	0	100
2	Compensatory Leave	0	0	0	0	0
3	Special Casual Leave	0	0	0	0	0
4	Unavailed Joining Leave	15	0	0	0	15
5	Earned Leaves	177	165	0	0	342
6	HPL/Medical Leave	384	10	0	0	394
7	Maternity Leave	0	0	0	0	0
8	Paternity Leave	0	0	0	0	0

S.NO.	OFFICE	DESIGNATION	FROM DATE	TO DATE	JOINING TIME FROM DATE	JOINING TIME TILL DATE	ZONE
1	DO, Siliguri	Manager	22/04/1997	31/05/2002			
2	Journey/Holiday	Select	01/06/2002	09/06/2002			
3	RO, West Bengal	Manager	10/06/2002	30/11/2002			
4	Journey/Holiday	Select	01/12/2002	27/12/2002			
5	RO, Patna	Manager	28/12/2002	07/01/2003			
6	Journey/Holiday	Select	08/01/2003	08/01/2003			
7	DO, Saharsa	Manager	09/01/2003	07/11/2008			
8	Journey/Holiday	Select	08/11/2008	03/12/2008			

S.NO.	PENALTY TYPE	PENALTY DESCRIPTION
1	Minor	1. Vide Order Under Reference No. V&S-8(67)/2000 Dated : 22/06/2001, A Penalty Of Reduction Of Pay By One Stage In The Time Scale Of Pay Applicable To Him For A Period Of One Year Be Imposed With Immediate Effect.
2	Major	2. Vide Reference No. A&B/5(150)/2004 Dated : 17/02/06 Reduction Of Pay By Three Stages In His Time Scale Of Pay For A Period Of Three Years With Further Direction That He Shall Not Earn Increments Of Pay During The Period Of Such Reduction And That Such Reduction Will Have The Effect Of Postponing His Future Increments.
3	Administrative	3. Vide Order No. PF/L-102/E.I Dated : 26/07/16 A Penalty Of Withholding Of One Increment For A Period Of One Year Without Cumulative Effect Has Been Imposed.

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:

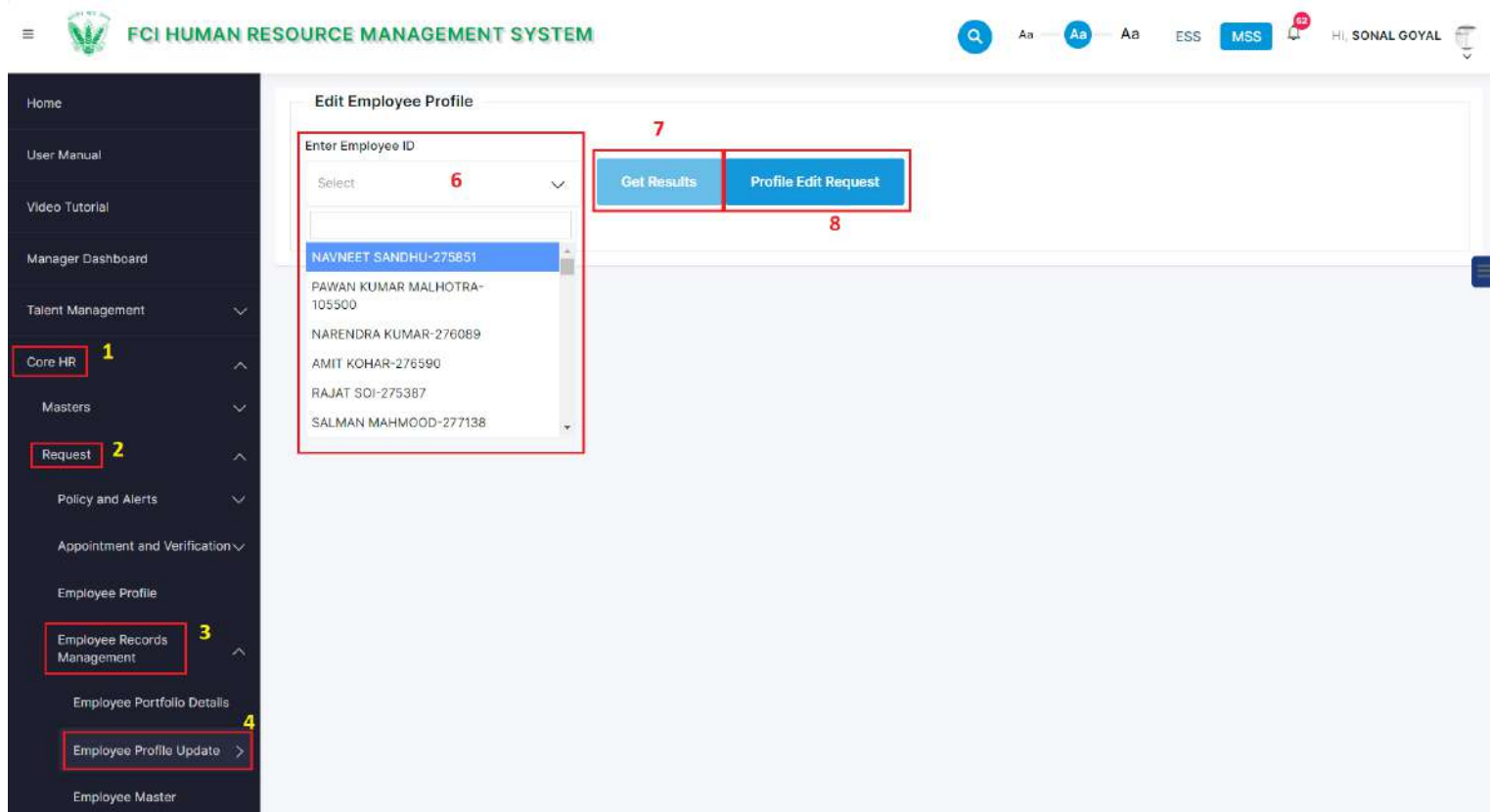


Figure 4-156: Edit Employee Profile

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

- Click on **Get Results** to fetch the profile and portfolio details of the selected employee.
- Click on **Profile Edit Request** 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:



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS Hi, SONAL GOYAL

- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
- Masters
- Request
- Policy and Alerts
- Appointment and Verification
- Employee Profile
- Employee Records Management
- Employee Portfolio Details
- Employee Profile Update
- Employee Master
- Employee Service Books
- Employee Biometric Detail
- Transfers and Employee Movement
- Device Sanction Approval
- Stepping Up Approval
- Fixation of Pay
- Employee Separation Management
- Reports
- Performance Management
- Compensation and Benefit
- Payroll
- Talent Acquisition
- Learning and Development
- Employee Relation
- Leave and Attendance

Edit Employee Profile

Enter Employee ID

Get Results
Profile Edit Request

NAVNEET SANDHU
275851
Assistant General Manager

Date of Joining : 14/10/2011	Site Joining Date : -	Category : CAT-1
Cadre : General	Aadhar Number : 1234556789	Pan Number : ABCD12345E
Staff Code : SH028794C	UAN Number : 111111111111	CPF Code Type : 28794
Employment Type : Part Time	Employment Status : Permanent	Gender : Female
Date of Birth : 12/06/1988	Marital Status : Single	Religion :
Pay Scale Type : E-3	Basic Salary : 69950	Bank Name : CORPORATION BANK
Branch Name : RAJENDRA PLACE -NEW DELHI	Account Number : 111111111111	City Type : -
Location : HQ-Delhi	Date of Retirement : 30/06/2048	Pay Status : Regular
Parzone : -	Last Promotion Date : -	Caste Category : General
Handicapped Type : No	Ex Servicemen : No	Father / Husband Name : LATE SHREE EXAMPLE

Profile Edit Request

Show 10 entries Export to: Excel Search:

REQUEST ID	REQUEST DATE	TITLE	STATUS	ACTION
EPR11	15/02/2021	Title	Pending	1

Showing 1 to 1 of 1 entries

Leave Profile
Personal Information
Transfer Profile
Qualification Details
Nominee Details
Dependent Details
Emergency


S.NO.	LEAVE TYPE	BALANCE
1	Casual Leave	8
2	Restricted Holiday	2
3	Special Casual Leave	0
4	HPL/Medical Leave	97
5	Compensatory Leave	0
6	Unavailed Joining Leave	0
7	Earned Leaves	195
8	Maternity Leave	0
9	Adoption Leave	0
10	Child Care Leave	520
11	Study Leave	0
12	Leave Not Due	0
13	Extra Ordinary Leave	0
14	WRIL(Work Related Injury Leave)	0
15	LWP (Leave Without Pay)	0
16	Leave For Miscarriage	0

3 Submit

Figure 4-157: Edit Profile Request

Submit

Enter the details and click on **Submit** 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  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

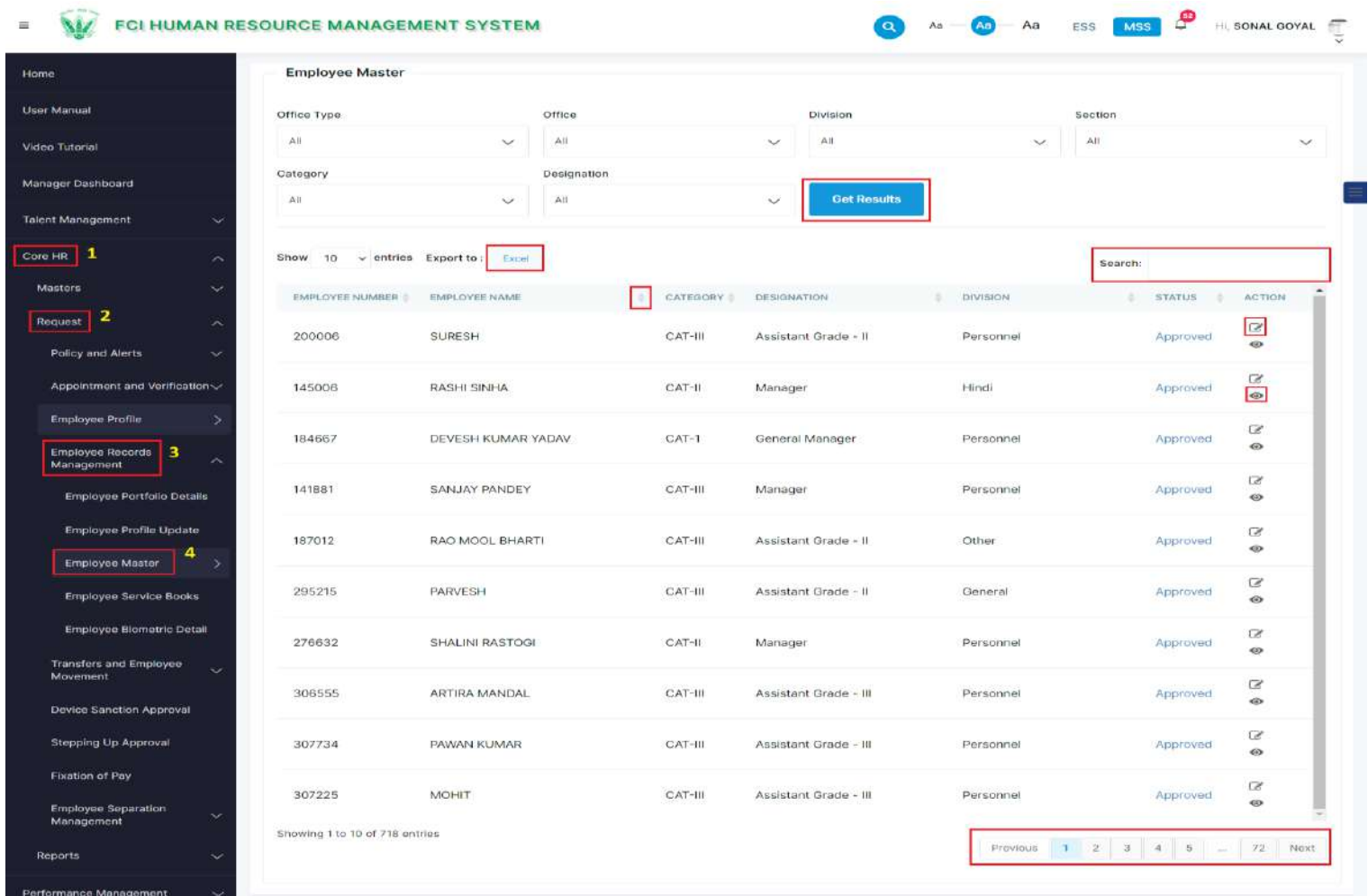
Left Navigation: Core HR >> Requests >> Employee Records Management >> Employee Master

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

Office Type: All | Office: All | Division: All | Section: All

Category: All | Designation: All | **Get Results**

Show: 10 entries | Export to: **Excel** | Search: _____





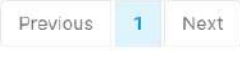


EMPLOYEE NUMBER	EMPLOYEE NAME	CATEGORY	DESIGNATION	DIVISION	STATUS	ACTION
200006	SURESH	CAT-III	Assistant Grade - II	Personnel	Approved	
145008	RASHI SINHA	CAT-II	Manager	Hindi	Approved	
184667	DEVESH KUMAR YADAV	CAT-I	General Manager	Personnel	Approved	
141881	SANJAY PANDEY	CAT-III	Manager	Personnel	Approved	
187012	RAO MOOL BHARTI	CAT-III	Assistant Grade - II	Other	Approved	
295215	PARVESH	CAT-III	Assistant Grade - II	General	Approved	
276632	SHALINI RASTOGI	CAT-II	Manager	Personnel	Approved	
306555	ARTIRA MANDAL	CAT-III	Assistant Grade - III	Personnel	Approved	
307734	PAWAN KUMAR	CAT-III	Assistant Grade - III	Personnel	Approved	
307225	MOHIT	CAT-III	Assistant Grade - III	Personnel	Approved	

Showing 1 to 10 of 718 entries


Previous | 1 | 2 | 3 | 4 | 5 | ... | 72 | Next



Figure 4-158: Employee Master

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- 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  to navigate table records
- Click on  to edit an existing record in the table
- Click on  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  to view the employee – ESS – My Profile.
- Click on  to add reason for updating employee detail in employee master.



- Home
- User Manual
- Video Tutorial
- Manager Dashboard
- Talent Management
- Core HR
 - Masters
 - Request
 - Policy and Alerts
 - Appointment and Verification
 - Employee Profile**
 - Employee Records Management
 - Transfers and Employee Movement
 - Device Sanction Approval
 - Stepping Up Approval
 - Fixation of Pay
 - Employee Separation Management
- Reports
- Performance Management
- Compensation and Benefit
- Payroll
- Talent Acquisition
- Learning and Development
- Employee Relation
- Leave and Attendance

Edit Employee Master Information

Employee Work Information 1

Employee Number 200006	Employee Name SURESH	Office HQ-Delhi	Division Personnel
Section Personnel Establishment	Cell Seniority Desk	Cadre General	Category CAT-III
Caste General	Date Of Joining FCI 2020-11-28	DOB 1989-01-01	Notional Date Of Birth N/A
Primary Reporting Manager MOHIT	Alternate Reporting Manager	Mode Of Joining Deputation	GPF Number 123456
Staff Code SN123456H	Vendor Code Enter Vendor Code	Parent Zone Default	Current Designation * Assistant Grade - II
Job Description Not Available	Employee Status Probation	Current APAR Rating	Is Sensitive No
Seal Cover 0	Suspended From Date N/A	Suspended Upto Date N/A	Under Penalty
Penalty From Date N/A	Penalty To Date N/A	EPS Number * 123456	FPS Number 123456
MIC Number * 0	MHS Status * 0	Zsn	Is Difficult No
Previous Reporting Manager N/A	Previous Reporting Manager Designation N/A	Previous Reporting Manager Office N/A	Date Of Exit 26/10/2021
Promotion Source	Previous Office N/A	DR Marks N/A	Emergency Person Name SUNNY
Emergency Relation Brother	Emergency Relation Contact Number 9164445600	Is Doubtful * No	Is Agreed * No
Doubtful Start Date DD/MM/YYYY	Doubtful End Date DD/MM/YYYY	Agreed Start Date DD/MM/YYYY	Agreed End Date DD/MM/YYYY

Employee Pay Details

Pay Status Regular	Current Basic 0
Increment Status Regular	Pay Scale 28200-79200
Pay Grade S-5	HRA City Class X

DCPS Number Enter DCPS Number	LIC Number Enter LIC Number
----------------------------------	--------------------------------

View Employee Profile Add reason 2

Show 10 entries

S.NO.	REASON FOR CHANGE	DATE OF CHANGE
1	New Details	03/01/2021

Showing 0 to 0 of 0 entries

Previous Next


Office Order * 3

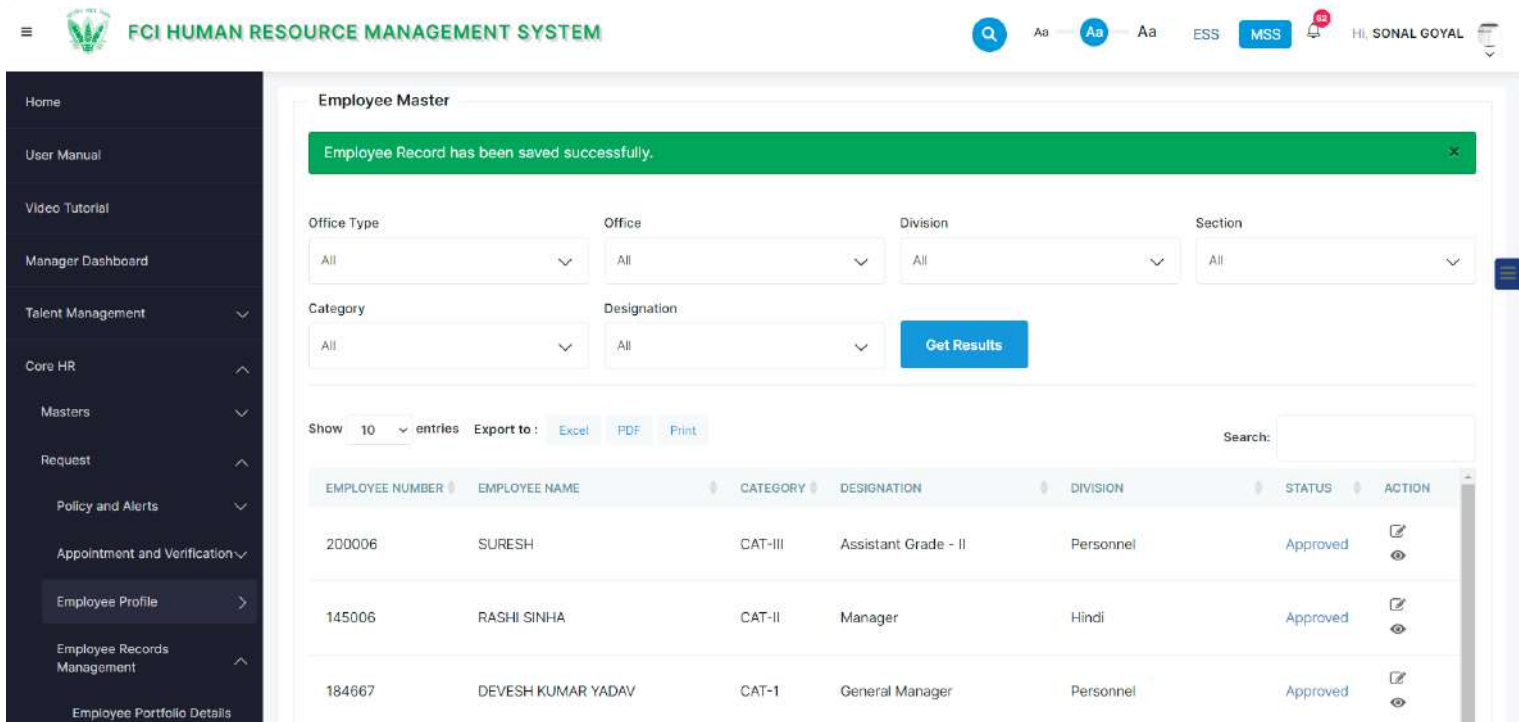
SchemelInfo.pdf Upload

Update Cancel 4

Figure 4-159: Update Employee Master



Click on  to update employee master details based on self-approval.



The screenshot shows the 'Employee Master' page in the FCI HRMS. A green notification bar at the top states 'Employee Record has been saved successfully.' Below this, there are several filter dropdowns: Office Type (All), Office (All), Division (All), Section (All), Category (All), and Designation (All). A 'Get Results' button is present. Below the filters, there are options to show 10 entries and export to Excel, PDF, or Print. A search bar is also available. The main table displays the following data:








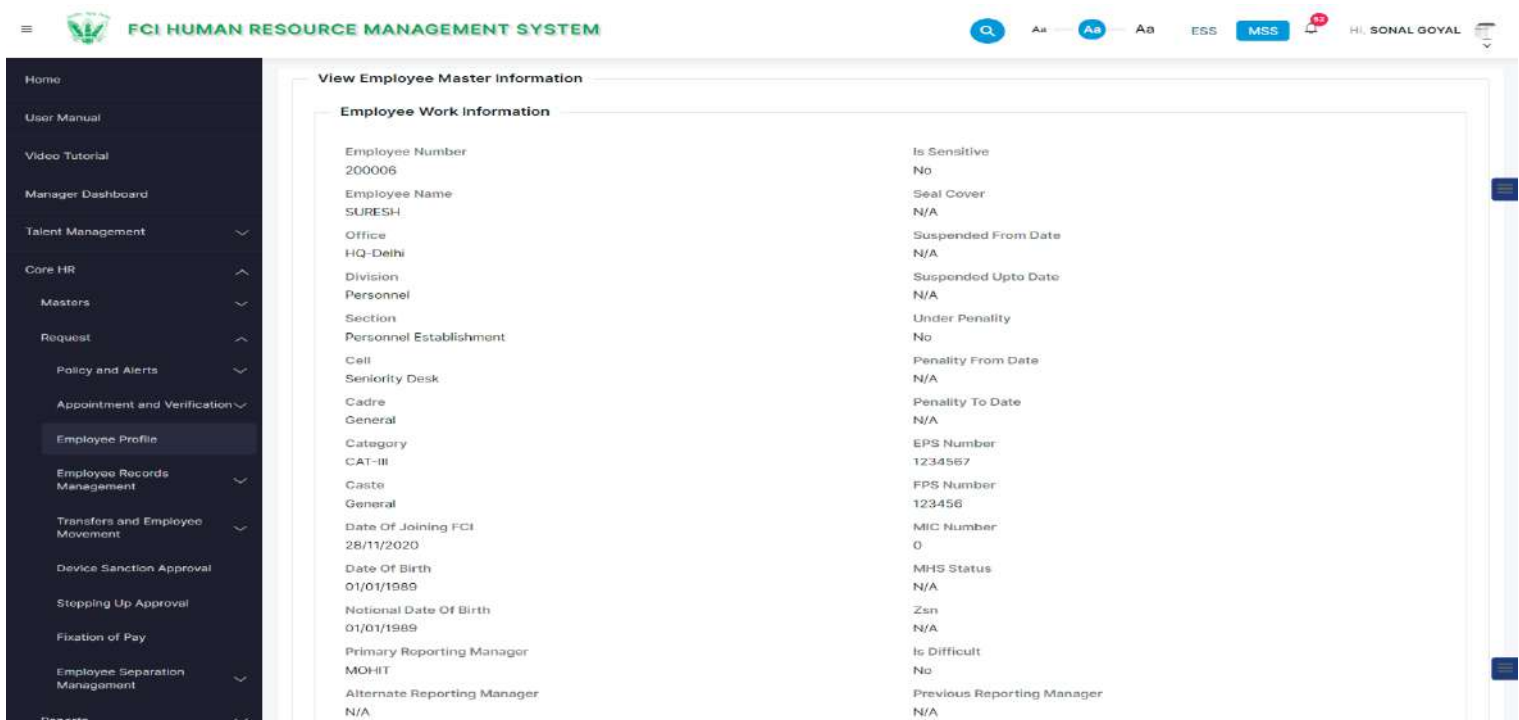
EMPLOYEE NUMBER	EMPLOYEE NAME	CATEGORY	DESIGNATION	DIVISION	STATUS	ACTION
200006	SURESH	CAT-III	Assistant Grade - II	Personnel	Approved	 
145006	RASHI SINHA	CAT-II	Manager	Hindi	Approved	 
184867	DEVESH KUMAR YADAV	CAT-1	General Manager	Personnel	Approved	 

Figure 4-160: Employee Master Updated.

4.5.3.5 View Employee Master



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



The screenshot shows the 'View Employee Master Information' page. It displays detailed work information for an employee with the following data:

Field	Value
Employee Number	200006
Employee Name	SURESH
Office	HQ-Delhi
Division	Personnel
Section	Personnel Establishment
Cell	General
Seniority Desk	General
Cadre	General
Date Of Joining FCI	28/11/2020
Date Of Birth	01/01/1989
Notional Date Of Birth	01/01/1989
Primary Reporting Manager	MOHIT
Alternate Reporting Manager	N/A
Is Sensitive	No
Seal Cover	N/A
Suspended From Date	N/A
Suspended Upto Date	N/A
Under Penalty	No
Penalty From Date	N/A
Penalty To Date	N/A
EPS Number	1234567
FPS Number	123456
MIC Number	0
MHS Status	N/A
Zsn	N/A
Is Difficult	No
Previous Reporting Manager	N/A

Figure 4-161: View Employee Master

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

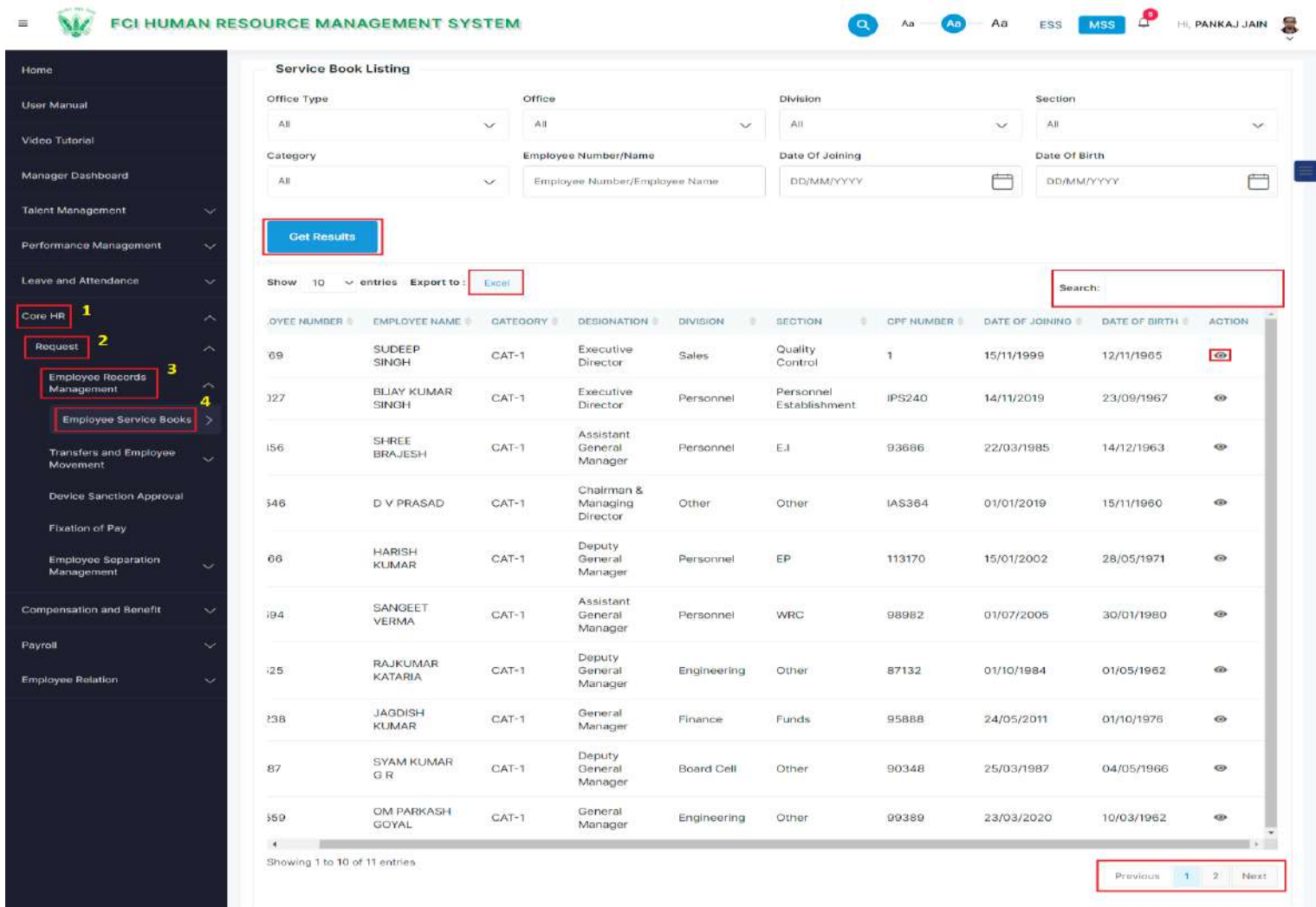
Left Navigation: Core HR >> Requests >> Employee Records Management >> Employee Service Books

For ESS

Left Navigation: Core HR >> My Service Book

4.5.4.2 Landing Page





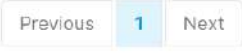

User shall traverse the navigation as mentioned in Section 4.5.4.1 to reach the Employee Service Book Landing Page as shown in Figure below




Employee Number	Employee Name	Category	Designation	Division	Section	CPF Number	Date of Joining	Date of Birth	Action
09	SUDEEP SINGH	CAT-1	Executive Director	Sales	Quality Control	1	15/11/1999	12/11/1985	
327	BLJAY KUMAR SINGH	CAT-1	Executive Director	Personnel	Personnel Establishment	IPS240	14/11/2019	23/09/1967	
156	SHREE BRAJESH	CAT-1	Assistant General Manager	Personnel	E.I	93686	22/03/1985	14/12/1963	
346	D V PRASAD	CAT-1	Chairman & Managing Director	Other	Other	IAS364	01/01/2019	15/11/1960	
06	HARISH KUMAR	CAT-1	Deputy General Manager	Personnel	EP	113170	15/01/2002	28/05/1971	
194	SANGEET VERMA	CAT-1	Assistant General Manager	Personnel	WRC	98962	01/07/2005	30/01/1980	
125	RAJKUMAR KATARIA	CAT-1	Deputy General Manager	Engineering	Other	87132	01/10/1984	01/05/1962	
138	JAGDISH KUMAR	CAT-1	General Manager	Finance	Funds	95888	24/05/2011	01/10/1976	
87	SYAM KUMAR G.R	CAT-1	Deputy General Manager	Board Cell	Other	90348	25/03/1987	04/05/1966	
359	OM PARKASH GOYAL	CAT-1	General Manager	Engineering	Other	99389	23/03/2020	10/03/1962	

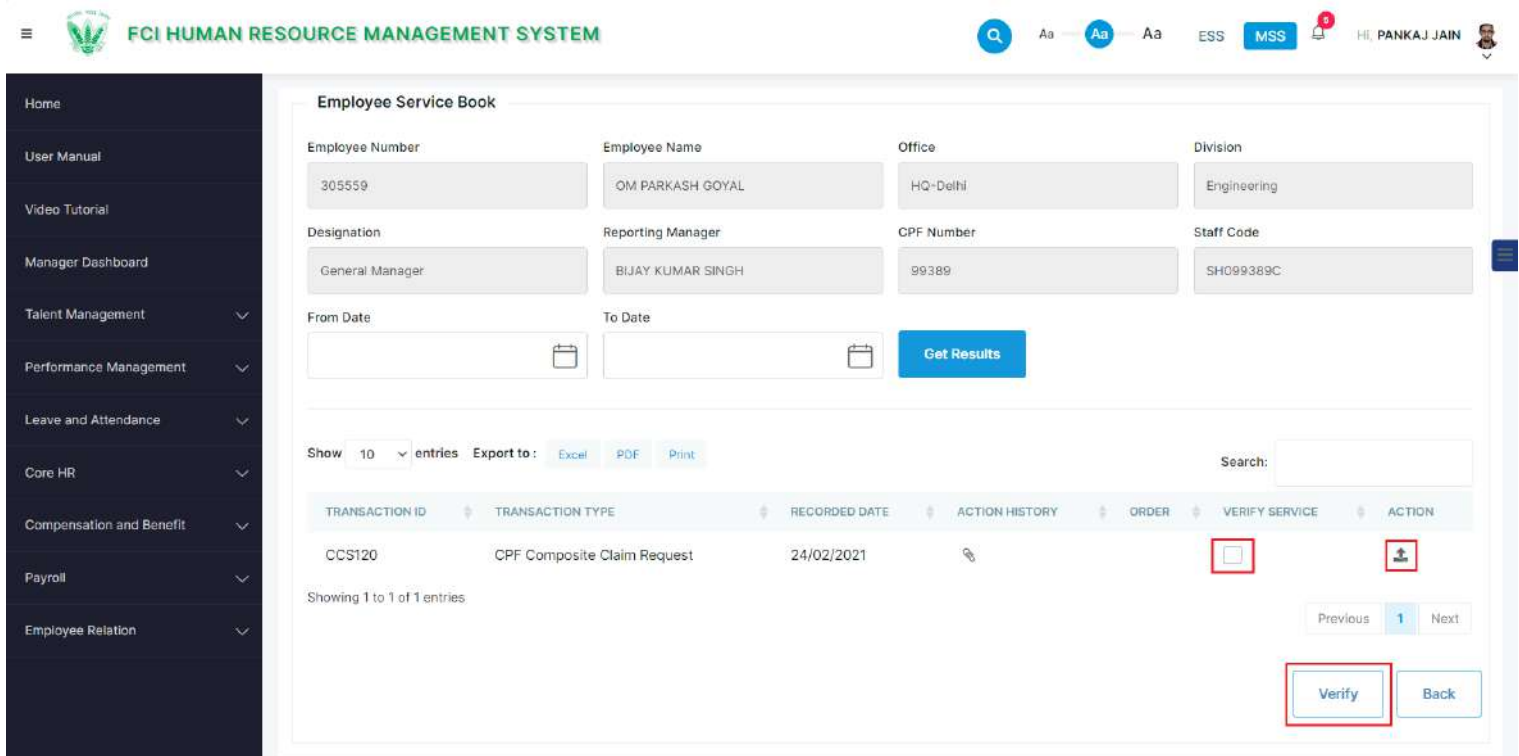
Figure 4-162: Employee Service Book

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- 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  to navigate table records
- Click on  to view an existing record in the table.

4.5.4.3 View Service Book

Click on  to view the service book of the selected employee as shown below



The screenshot shows the 'Employee Service Book' interface in the FCI HRMS. The top navigation bar includes the system name, search, and user profile. A left sidebar contains various HR modules. The main content area displays employee details for OM PARKASH GOYAL, including Employee Number (305559), Office (HQ-Delhi), and Division (Engineering). Below this, there are fields for Designation (General Manager), Reporting Manager (BIJAY KUMAR SINGH), CPF Number (99389), and Staff Code (SH099389C). A 'Get Results' button is present. The interface also features a table with columns for Transaction ID, Transaction Type, Recorded Date, Action History, Order, Verify Service, and Action. A single entry is shown for transaction CCS120, dated 24/02/2021, with a 'Verify' checkbox and a download icon. At the bottom right, there are 'Verify' and 'Back' buttons.

Figure 4-163: Employee Service Book Detail

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

Figure 4-164: Upload Service Documents and Noting

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:

Figure 4-165: Letter Template Master

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

- Click on to apply the available filters.
- Click on to export the table records in Excel as per table columns.
- 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 to navigate table records
- Click on to view an existing record in the table.

4.6.1.4 Generate Letter

User shall perform the following steps to generate a letter:

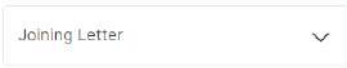
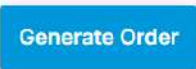
- Click on  to select the required letter to generate.
- Click on  to generate the selected template as shown below

Figure 4-166: Predefined Letter Input


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**

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

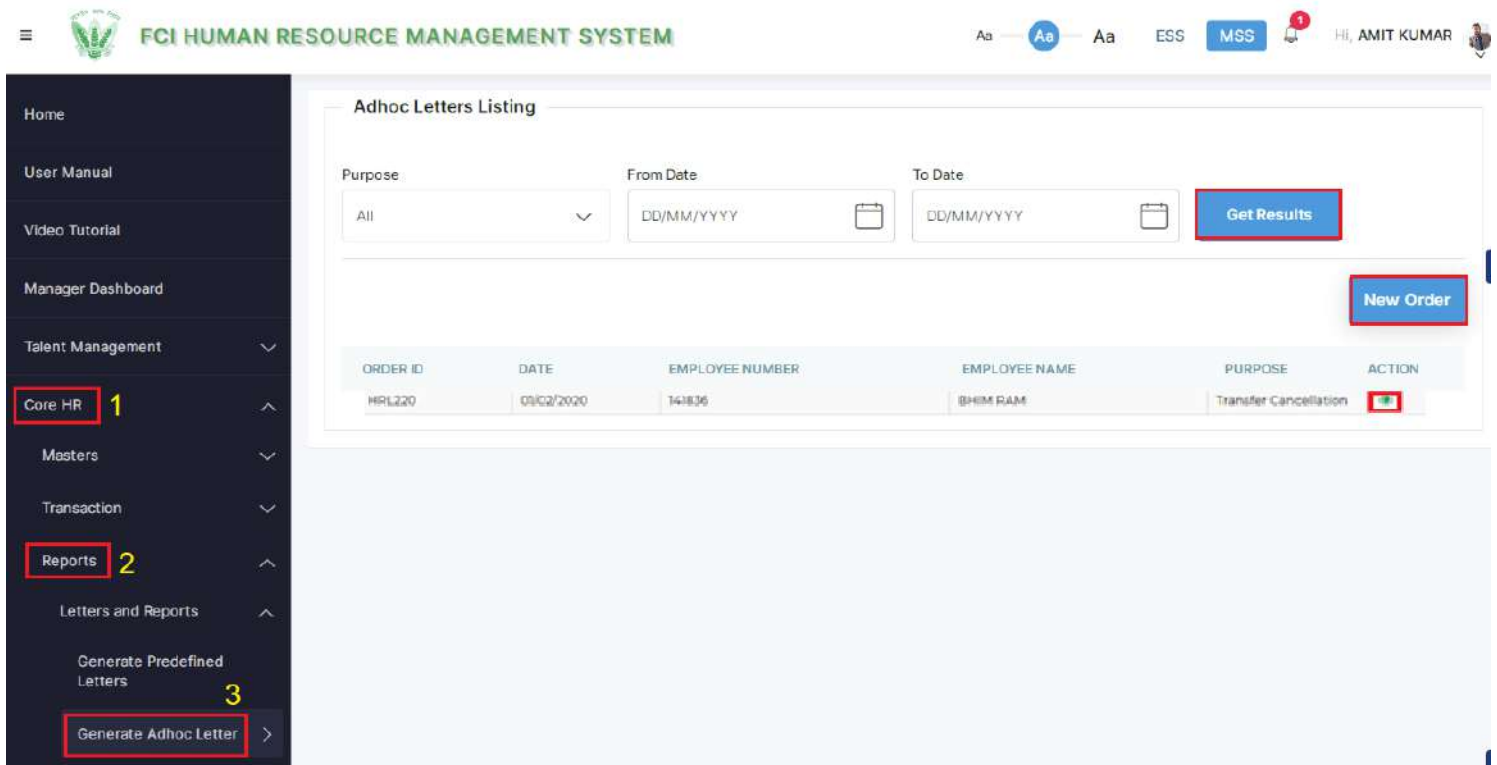





Figure 4-169: Adhoc Letter Listing

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

- Click on  to apply the available filters.
- Click on  to add a new letter
- Click on  to view an existing adhoc letter

4.6.2.4 Generate Adhoc Letter


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

Figure 4-170: Generate Adhoc Letter


Enter the details and click on **Submit** 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

ORDER ID	DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	PURPOSE	ACTION
HPL220	09/02/2020	141836	BHIM RAM	Transfer Cancellation	

Figure 4-171: Adhoc Letter Generated

Note – Adhoc Letters shall also be verified based on eSign whose process is mentioned as per Figure 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

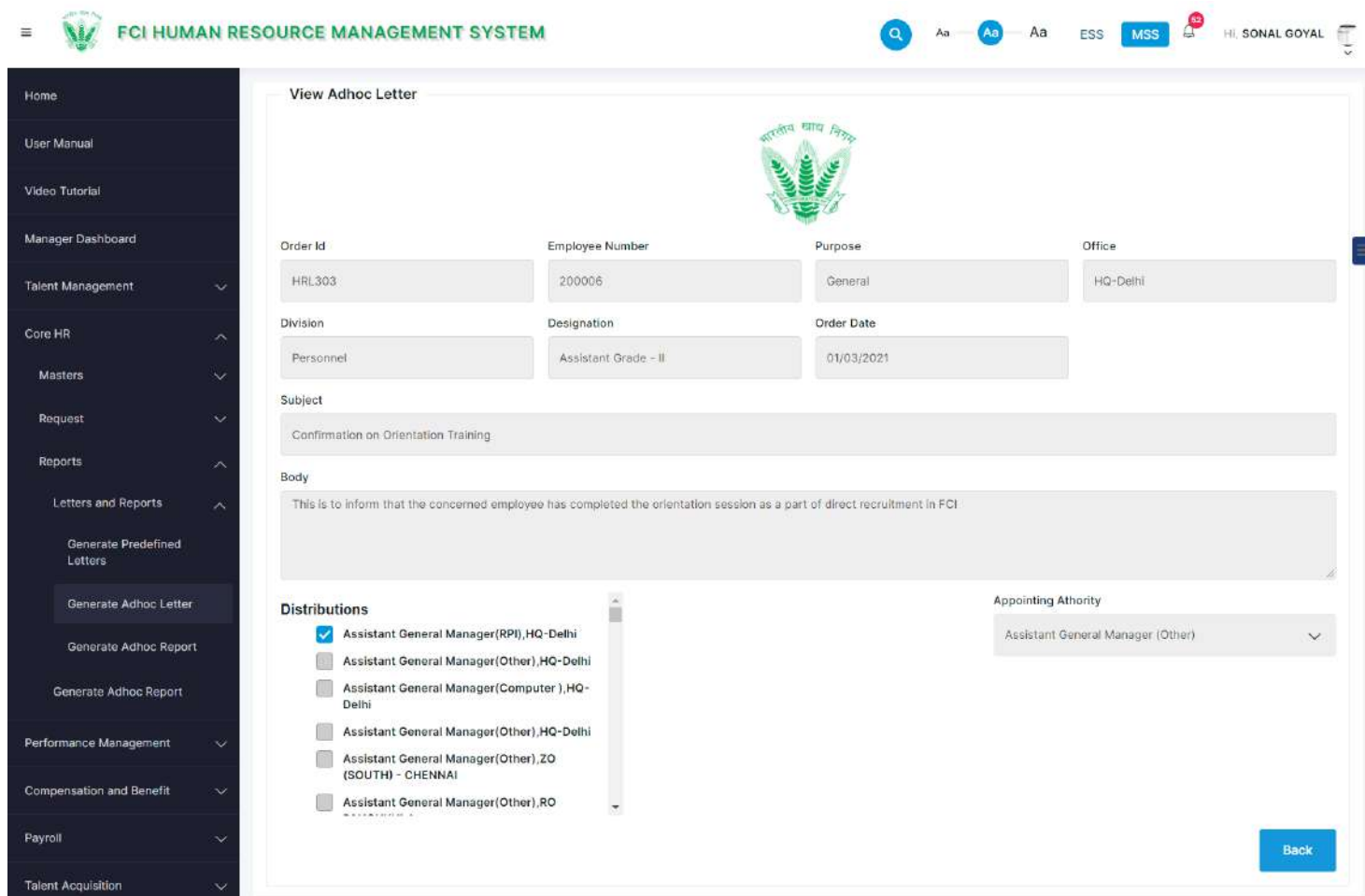


Figure 4-172: View Speaking/Ad-hoc Order

Further the User can:

- Click on  to navigate to Landing page.

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

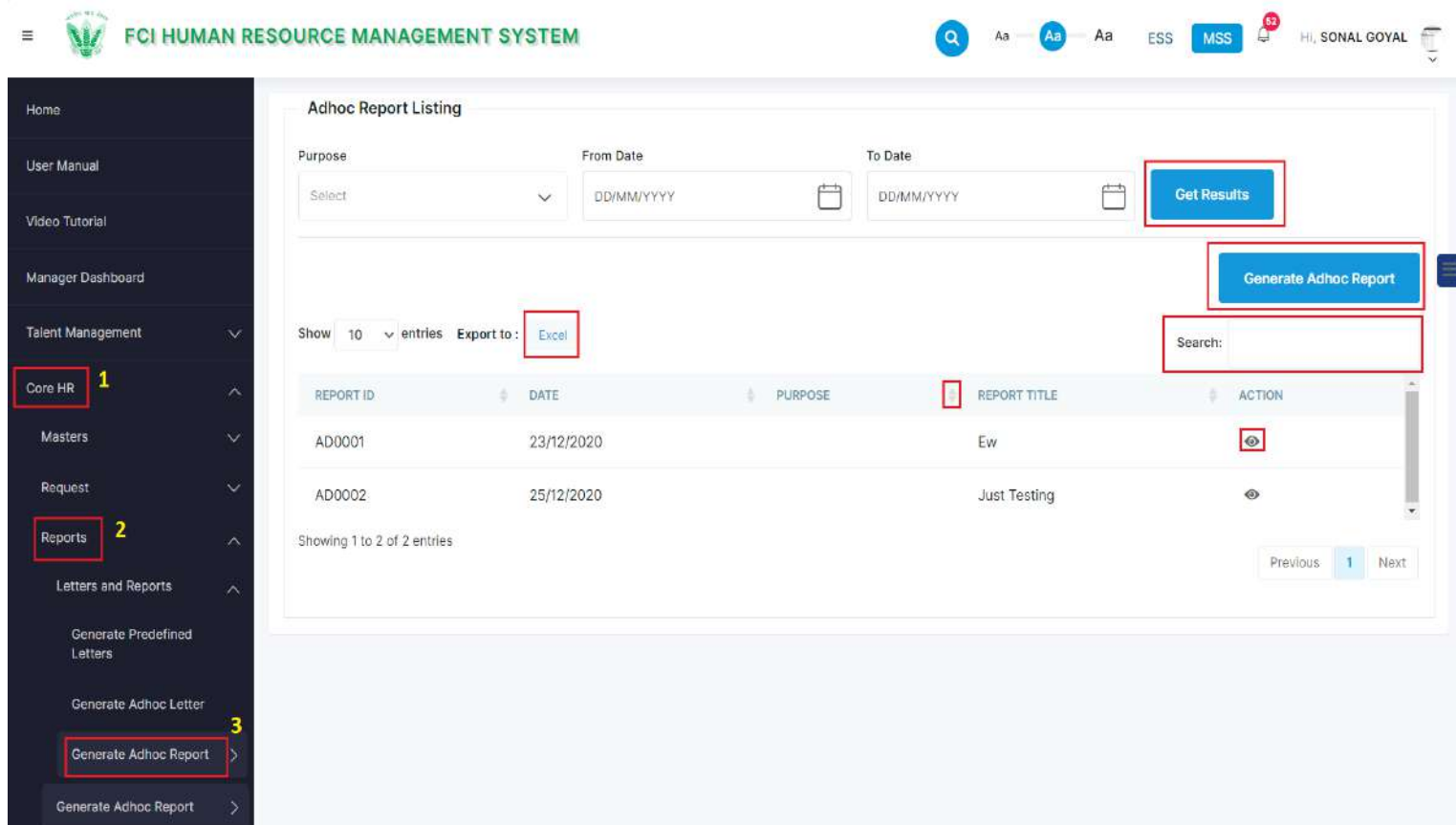


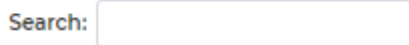





Figure 4-173: Adhoc Report Listing

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- 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  to navigate table records
- Click on  to view an existing record in the table.

4.6.3.4 Create Adhoc Report

Generate Adhoc Report

Click on **Generate Adhoc Report** to open the adhoc report creation page as shown below:

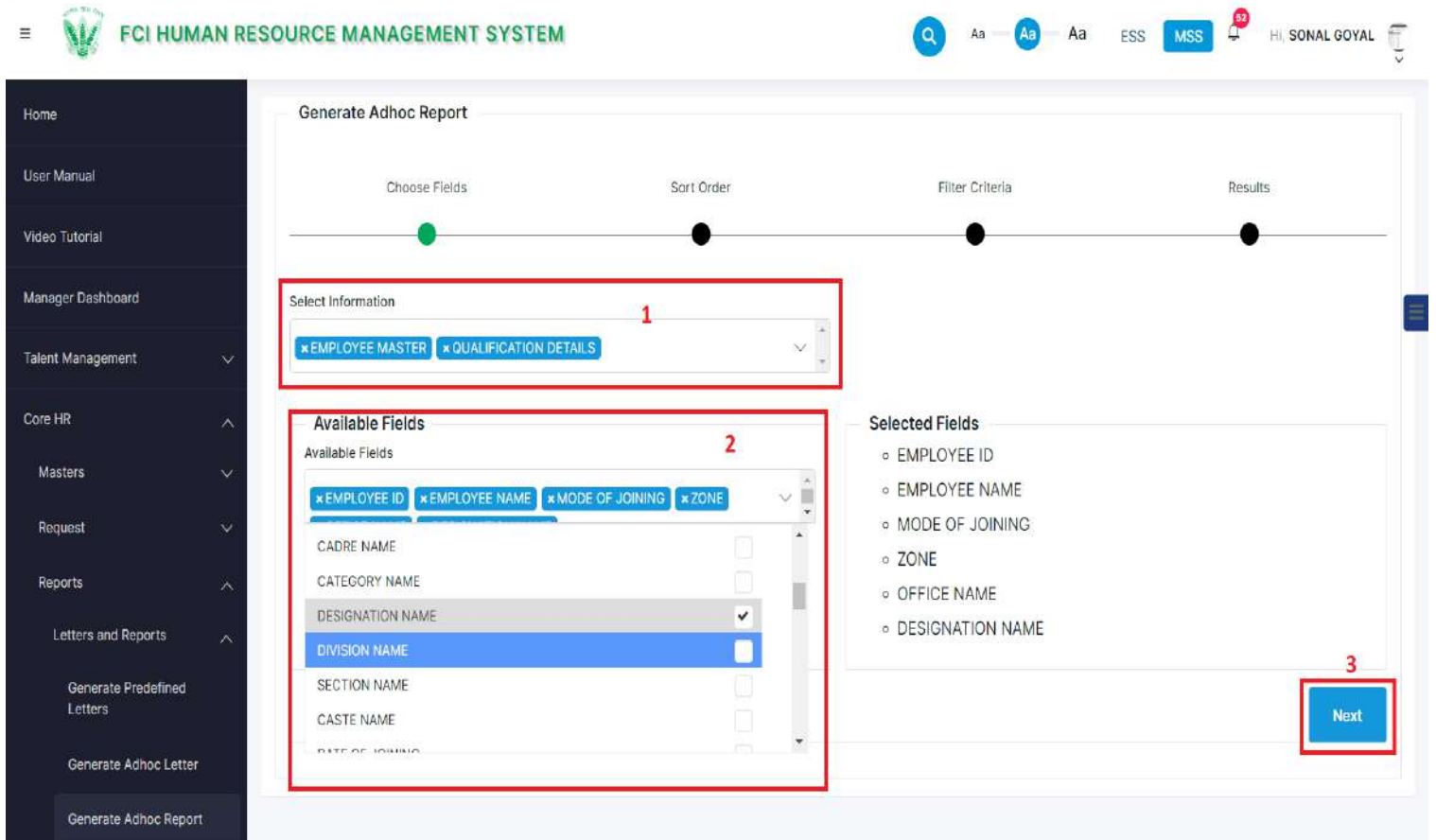


Figure 4-174: Select Fields

Next

Click on **Next** to proceed with sorting order as shown below

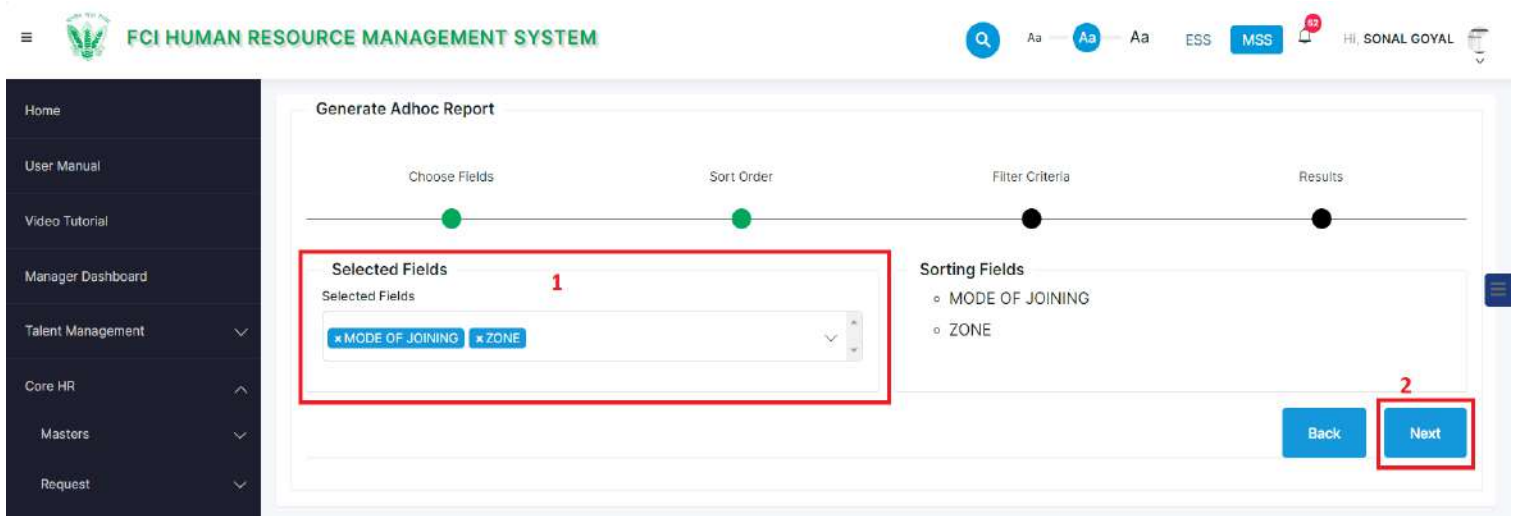


Figure 4-175: Select Sort Order


Click on [Next](#) to proceed with filter criteria as shown below:

Figure 4-176: Select Filtering Criteria

Click on [Next](#) to proceed and generate the adhoc report as shown below:

EMPLOYEE ID	EMPLOYEE NAME	MODE OF JOINING	ZONE	OFFICE NAME	DESIGNATION NAME
20	DISPATCHER	Direct Recruitment	Default	HQ-Delhi	Assistant General Manager
100005	DURGADAS BHAWANIDAS BHOORE	Promotion	South Zone	RO HYDERABAD	Assistant General Manager
101654	SHANIF.S.M	Promotion	Default	HQ-Delhi	General Manager
101666	SYJU J S	Promotion	South Zone	RO CHENNAI	General Manager
101747	MINI REMESH KUMAR	Promotion	South Zone	DO TRIVENDRUM	Manager
101810	SWATI NARENDRA HIRE	Promotion	West Zone	RO MUMBAI	Assistant General Manager
101917	NAVRATA MAHENDRA MOHITE	Promotion	West Zone	DO BORIVALI	Manager
101921	NANDIKUMAR ANKUSH PARKAR	Promotion	West Zone	RO MUMBAI	Manager
101933	NANDA PRABHAKAR LOKHANDE	Promotion	West Zone	DO BORIVALI	Manager
101967	RANJAN ANIL BAVASKAR	Promotion	Default	ZO (WEST) - MUMBAI	Deputy General Manager

Figure 4-177: Generate Adhoc Report

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

EMPLOYEE ID	EMPLOYEE NAME	MODE OF JOINING	ZONE	OFFICE NAME	DESIGNATION NAME
300026	SANJIV KUMAR	Deputation	Default	HQ-Delhi	Chairman & Managing Director
305629	RABINDRA KUMAR AGARWAL	Deputation	Default	HQ-Delhi	Executive Director
300027	BIJAY KUMAR SINGH	Deputation	Default	HQ-Delhi	Executive Director
200006	SURESH	Deputation	Default	HQ-Delhi	Assistant Grade - II
297241	OM PRAKASH	Deputation	North Zone	RO PANCHKULA	General Manager
287414	NAZEEM RD	Deputation	South Zone	ZO (SOUTH) - CHENNAI	Executive Director
141952	KAILASH CHAND	Direct Recruitment	Default	HQ-Delhi	Driver Mechanic
305559	OM PARKASH GOYAL	Direct Recruitment	Default	HQ-Delhi	General Manager
105001	LAXMI NARAYAN	Direct Recruitment	Default	HQ-Delhi	Manager
182873	VANDNA CHANDRA	Direct Recruitment	Default	HQ-Delhi	Manager

Figure 4-178: Generated Adhoc Report

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

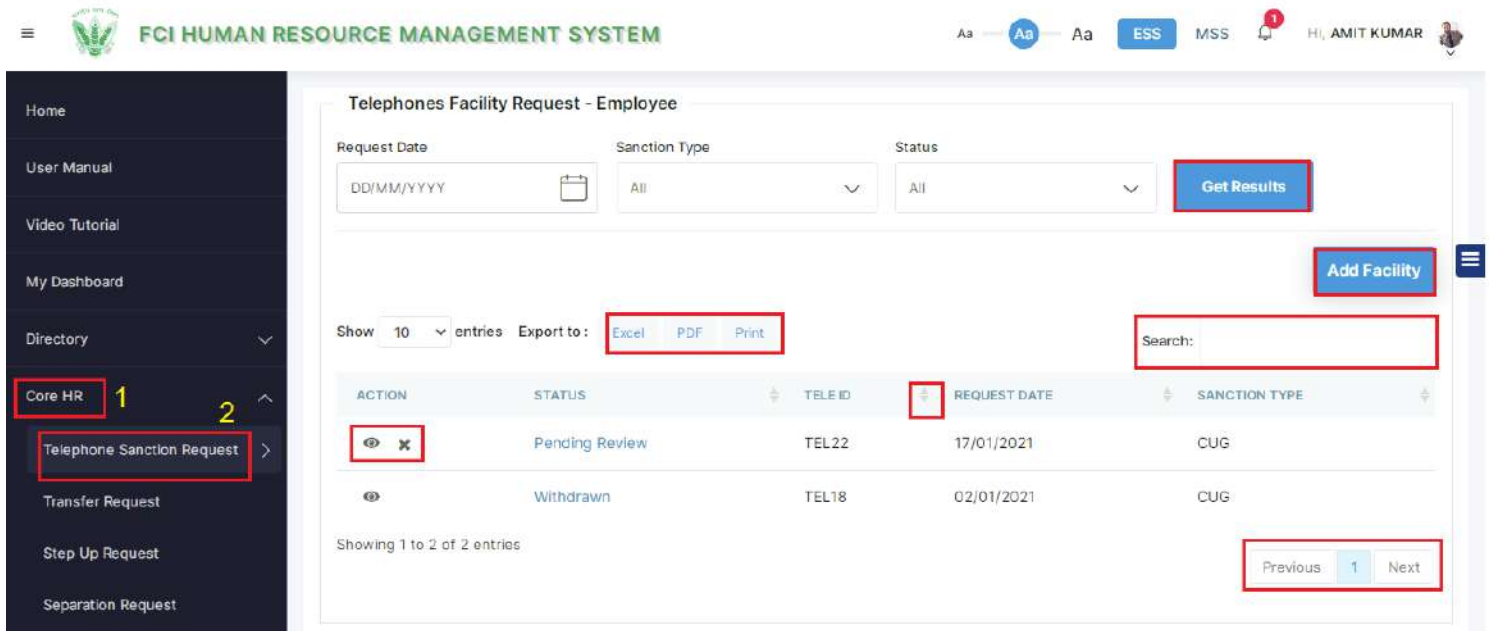


Figure 4-143: Telephone Facility Request - Employee


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 **Add Facility** to generate new request.
- Click on **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 to view the request.
- Click on to withdraw the request.
- Click on **Previous** **1** **Next** to navigate table records

4.7.4 Add Device Sanction Request

Click on **Add Facility** in ESS to generate a new Telephone request as shown in Figure below


Figure 4-179: Generate a new Telephone request

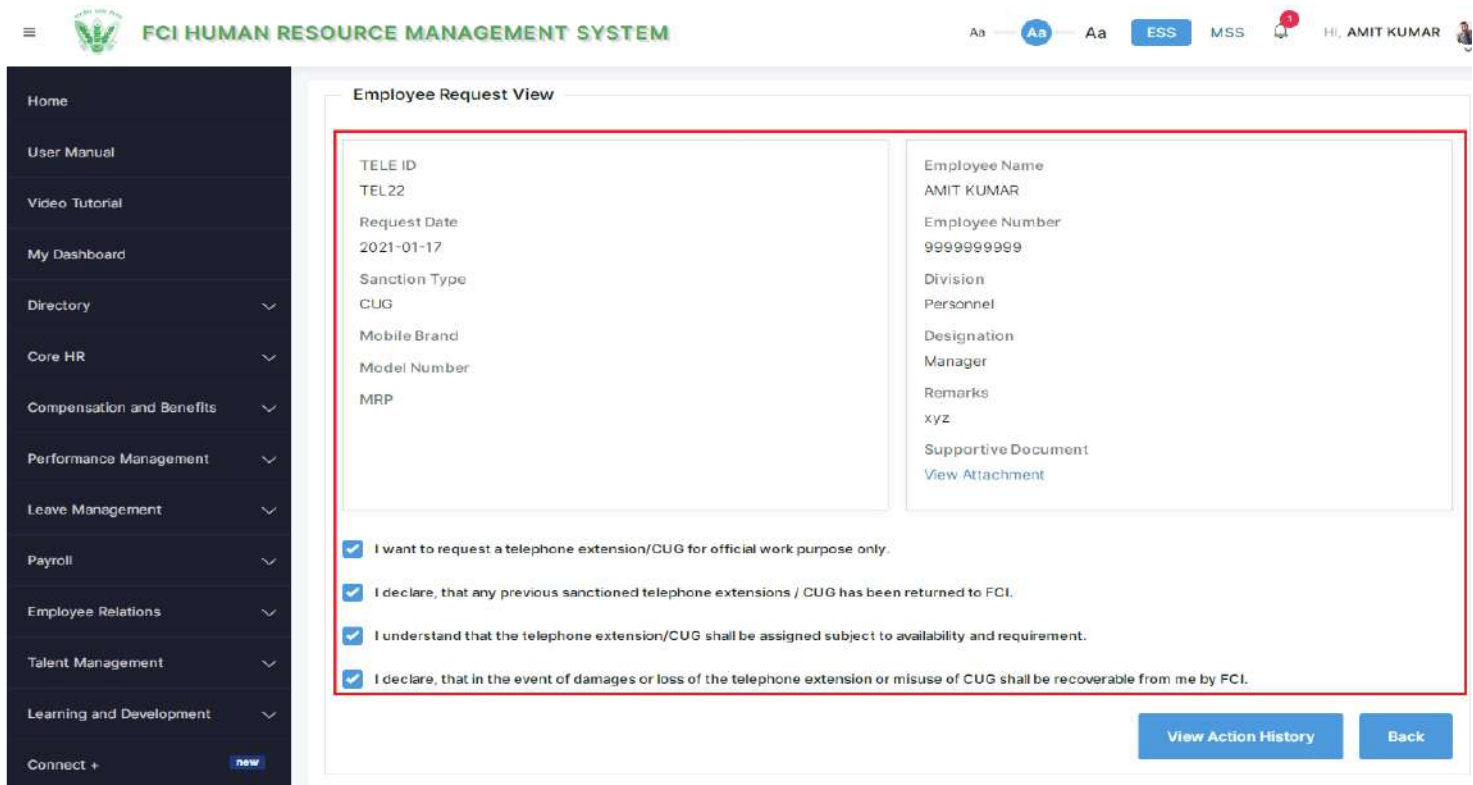
Enter the details and click on  and a new request will be generated and added into ESS landing page with success message as shown in Figure below

ACTION	STATUS	TELE ID	REQUEST DATE	SANCTION TYPE
	Withdrawn	TEL18	02/01/2021	CUG

Figure 4-180: New Request generated successfully

4.7.5 View Device Sanction Request

Click on  to View detail of request as shown in Figure below:



The screenshot shows the 'Employee Request View' page in the ESS module. The page displays the following information:

- TELE ID:** TEL22
- Request Date:** 2021-01-17
- Sanction Type:** CUG
- Mobile Brand:** MRP
- Employee Name:** AMIT KUMAR
- Employee Number:** 9999999999
- Division:** Personnel
- Designation:** Manager
- Remarks:** xyz
- Supportive Document:** [View Attachment](#)

Below the details, there are four checked checkboxes:

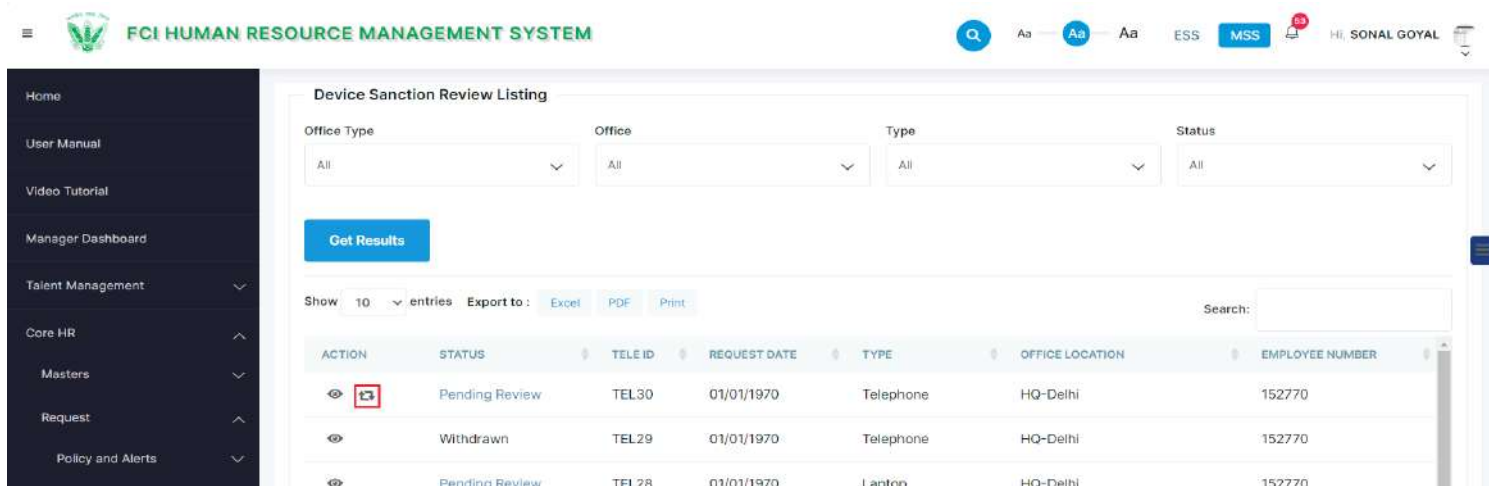
- I want to request a telephone extension/CUG for official work purpose only.
- I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.
- I understand that the telephone extension/CUG shall be assigned subject to availability and requirement.
- I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCI.

At the bottom right, there are two buttons: 'View Action History' and 'Back'.

Figure 4-181: ESS- View Request Information

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



The screenshot shows the 'Device Sanction Review Listing' page in the MSS module. The page includes a search bar, filters for Office Type, Office, Type, and Status, and a 'Get Results' button. Below the filters, there is a table with the following data:






ACTION	STATUS	TELE ID	REQUEST DATE	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER
 	Pending Review	TEL30	01/01/1970	Telephone	HQ-Delhi	152770
	Withdrawn	TEL29	01/01/1970	Telephone	HQ-Delhi	152770
	Pending Review	TEL28	01/01/1970	Laptop	HQ-Delhi	152770

Figure 4-182: MSS- Landing page

Click on  to View detail of request as shown in Figure below:

Employee Request View

TELE ID TEL22	Employee Name AMIT KUMAR
Request Date 2021-01-17	Employee Number 9999999999
Sanction Type CUG	Division Personnel
Mobile Brand	Designation Manager
Model Number MRP	Remarks xyz
	Supportive Document View Attachment

I want to request a telephone extension/CUG for official work purpose only.
 I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.
 I understand that the telephone extension/CUG shall be assigned subject to availability and requirement.
 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.

[View Action History](#) [Back](#)

Figure 4-183: ESS- View Request Information

Further the User can:

- Click on [View Action History](#) to open the Action History which reflects the approval routing for the specific transaction.
- Click on [Back](#) to navigate to Landing page

4.7.6 Dispatch – Device Sanction Request

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



to navigate to detail page as shown in Figure below:

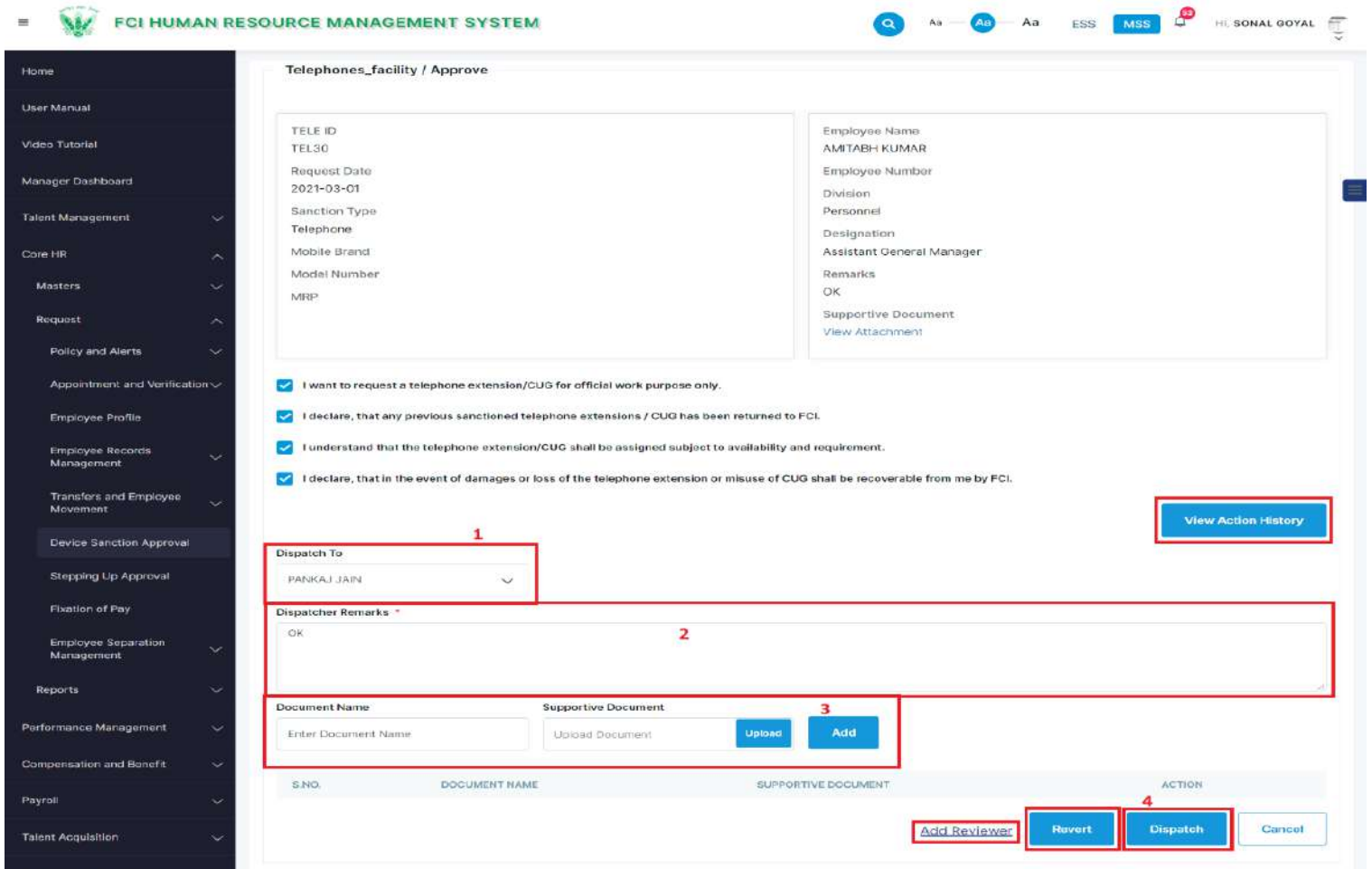





Figure 4-184: Dispatch Device Sanction Request

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.
- 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.



- Click on **Revert** 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.

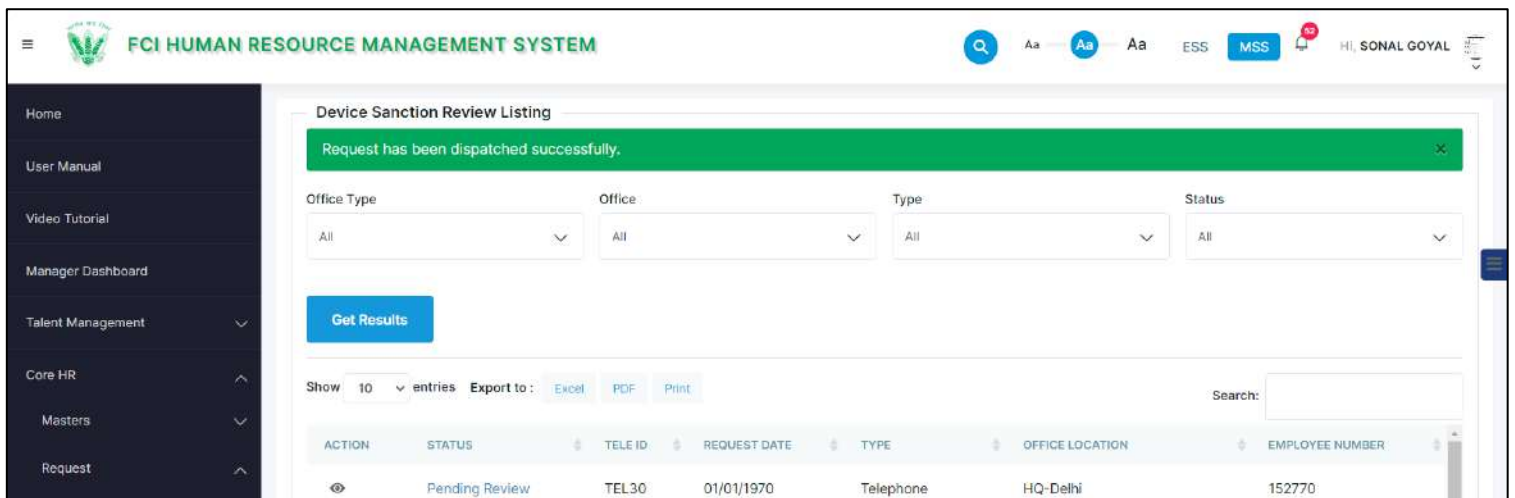


Figure 4-185: Device Sanction Request Dispatched

4.7.7 Review Device Sanction Request

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

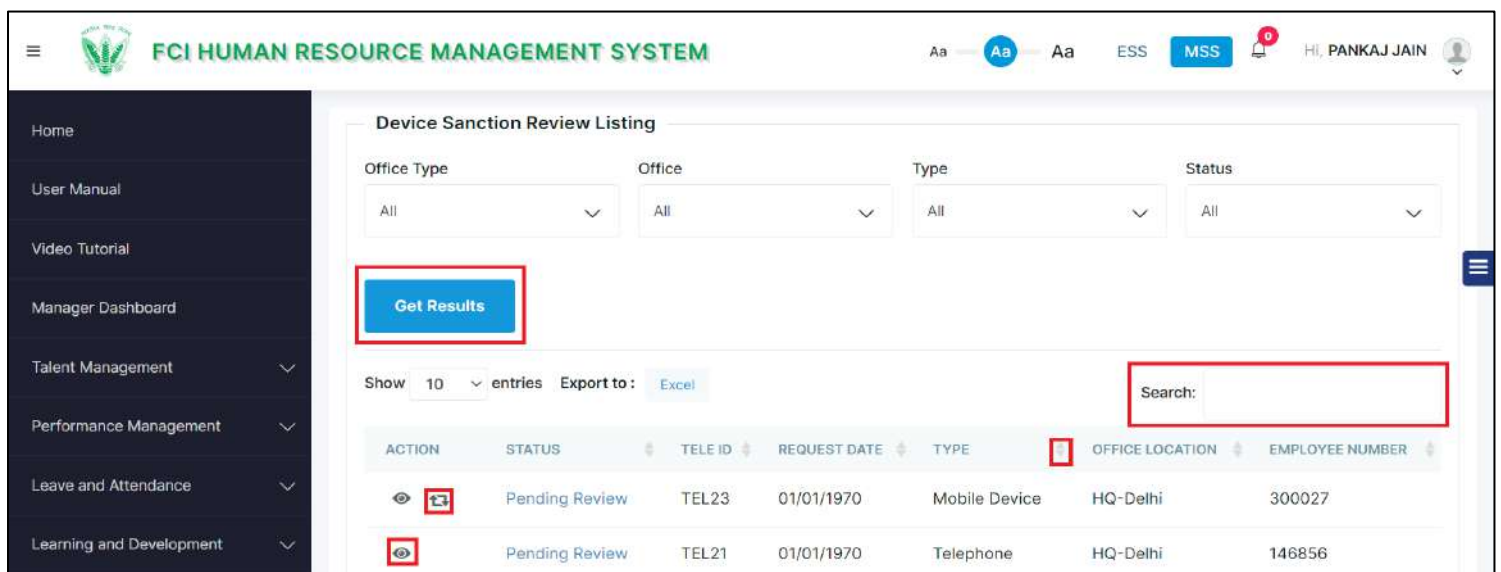
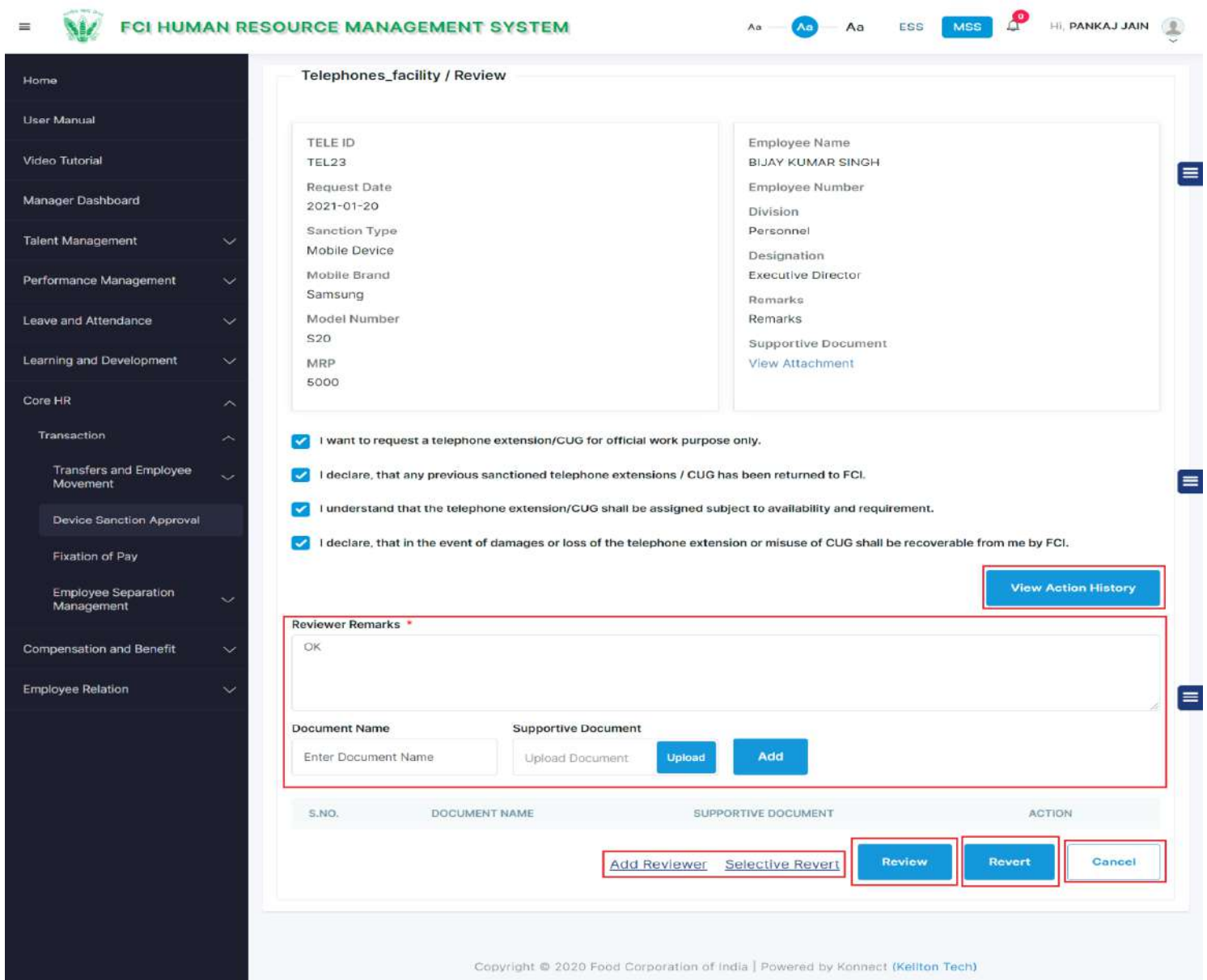


Figure 4-186: Device Sanction Review Listing

Click on  to open the Review form as shown in Figure 4-149



Telephones_facility / Review

TELE ID
TEL23

Request Date
2021-01-20

Sanction Type
Mobile Device

Mobile Brand
Samsung

Model Number
S20

MRP
5000

Employee Name
BIJAY KUMAR SINGH

Employee Number

Division
Personnel

Designation
Executive Director

Remarks
Remarks

Supportive Document
[View Attachment](#)

I want to request a telephone extension/CUG for official work purpose only.

I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.

I understand that the telephone extension/CUG shall be assigned subject to availability and requirement.

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.

[View Action History](#)

Reviewer Remarks *

OK

Document Name:



Supportive Document: [Upload](#) [Add](#)

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Selective Revert Review Revert Cancel

Copyright © 2020 Food Corporation of India | Powered by Konnect (Kellton Tech)


Figure 4-187: Reviewing Device Sanction

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

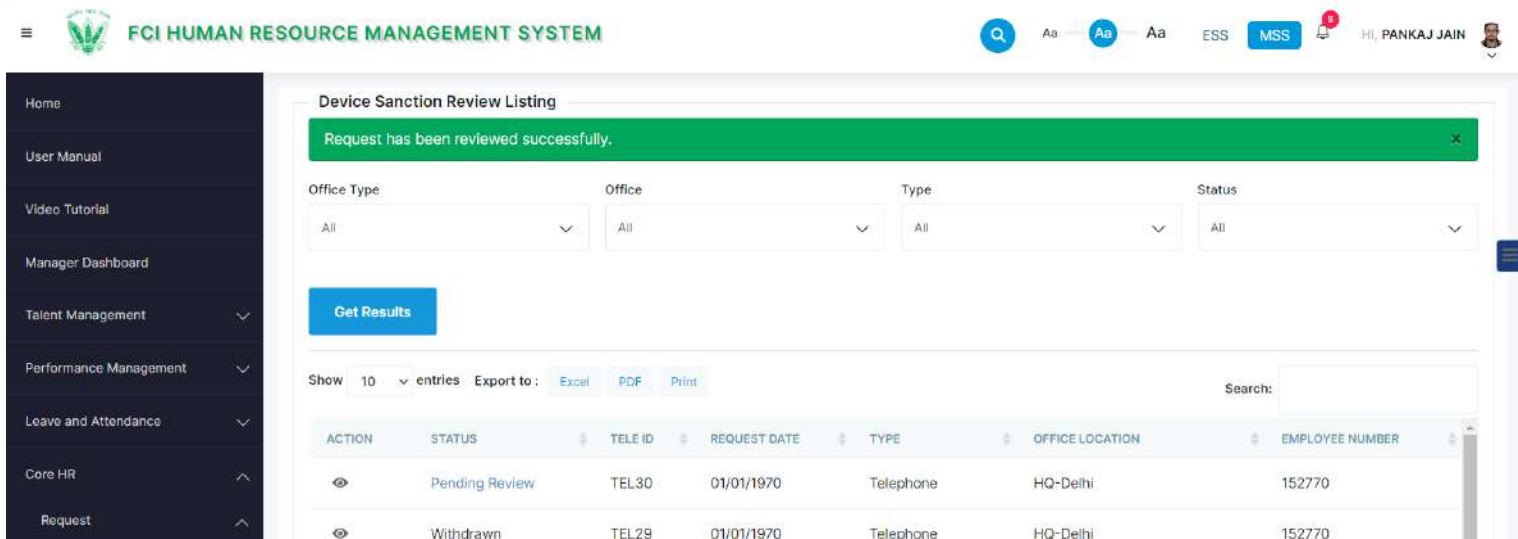
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction.



- 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.



- 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.



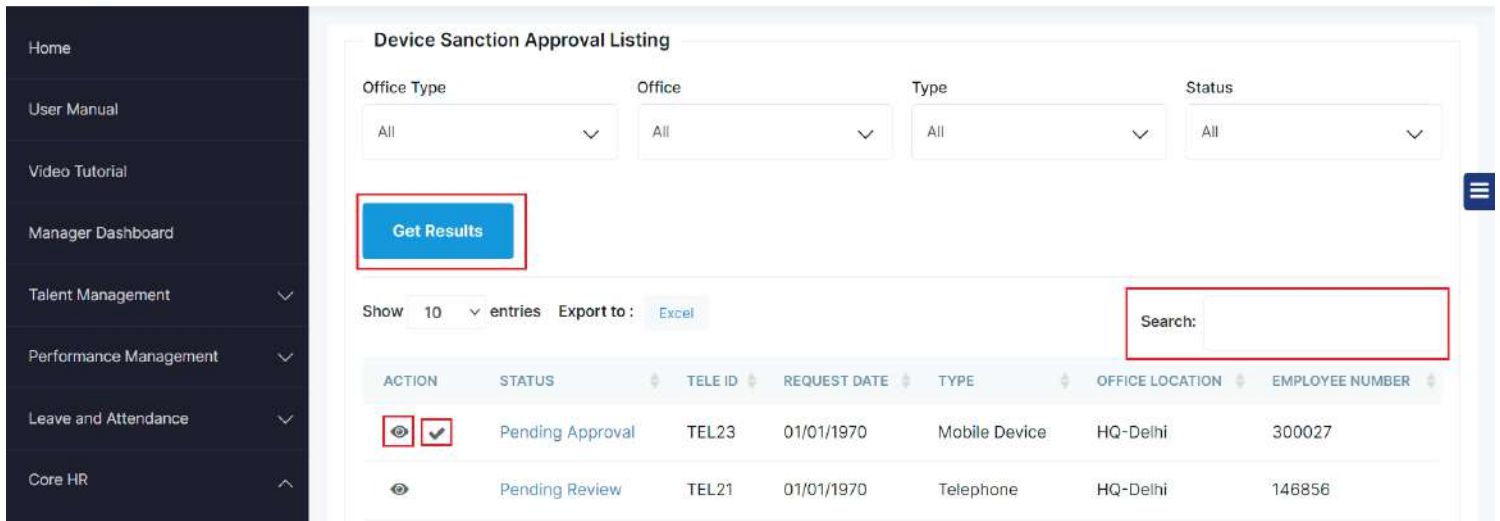
The screenshot shows the 'Device Sanction Review Listing' page in the FCI HRMS. A green banner at the top indicates 'Request has been reviewed successfully.' Below this, there are filters for Office Type, Office, Type, and Status, all set to 'All'. A 'Get Results' button is present. The table below shows two entries:

ACTION	STATUS	TELE ID	REQUEST DATE	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER
	Pending Review	TEL30	01/01/1970	Telephone	HQ-Delhi	152770
	Withdrawn	TEL29	01/01/1970	Telephone	HQ-Delhi	152770

Figure 4-188: Device Sanction Reviewed

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:












ACTION	STATUS	TELE ID	REQUEST DATE	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER
 	Pending Approval	TEL23	01/01/1970	Mobile Device	HQ-Delhi	300027
	Pending Review	TEL21	01/01/1970	Telephone	HQ-Delhi	146856

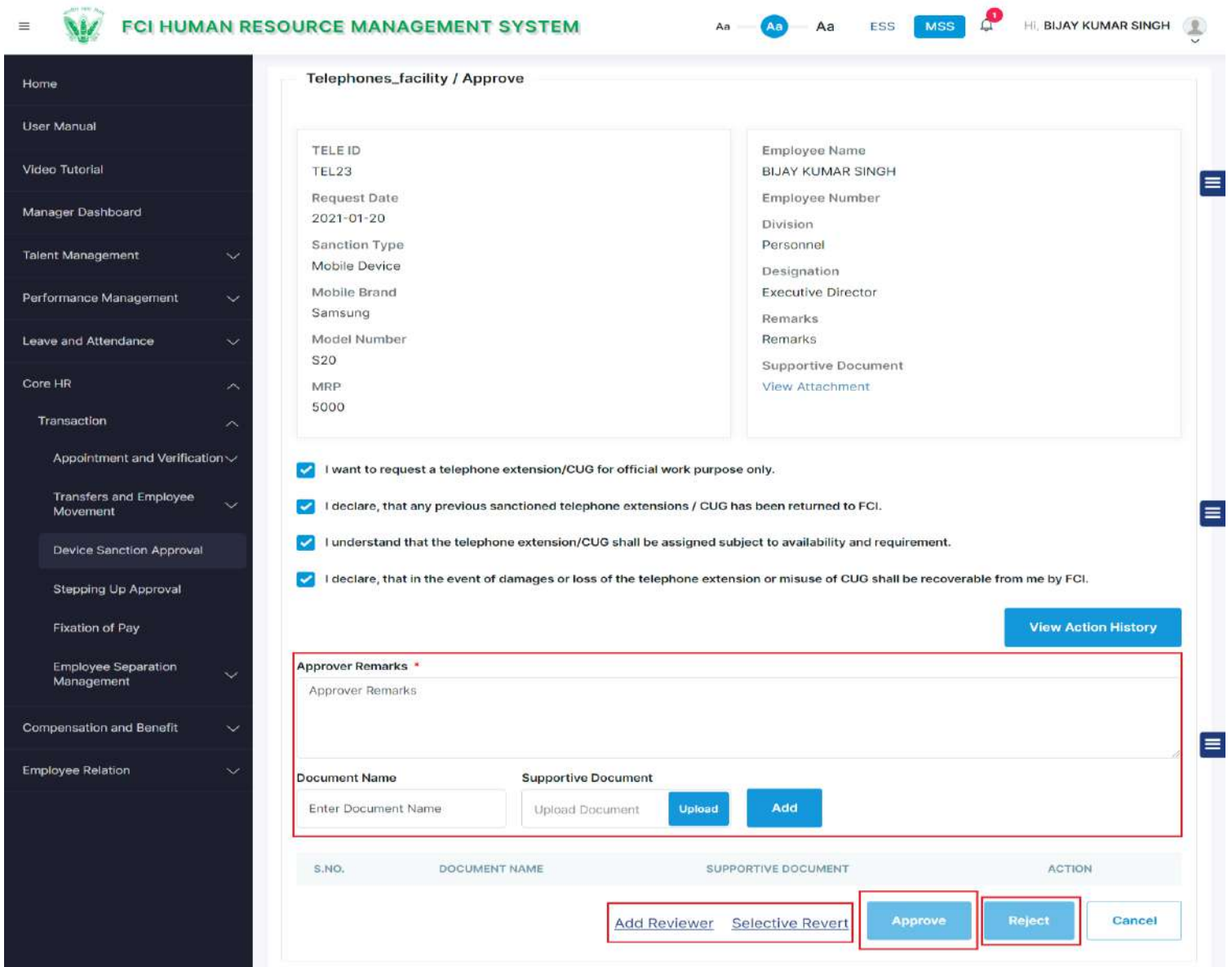
Figure 4-189: Device Sanction Approval Listing

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

- Click 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.
- 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.
- 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.
- 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**.

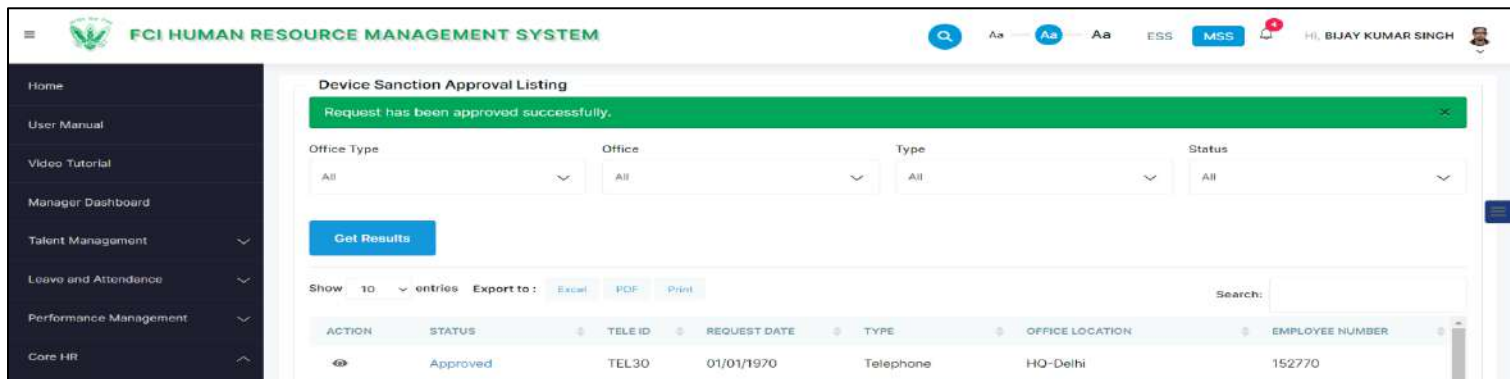


- Click on  to navigate back to Approval Listing Page.



The screenshot shows the 'Telephones_facility / Approve' page in the FCI HRMS. The page includes a sidebar with navigation options like Home, User Manual, and various management tools. The main content area displays request details for TELE ID TEL23, Employee Name BIJAY KUMAR SINGH, and Request Date 2021-01-20. Below the details are four checked checkboxes for declarations regarding the telephone extension request. At the bottom, there is a section for 'Approver Remarks' with a text input field, a 'Document Name' field, and a 'Supportive Document' upload area with 'Upload' and 'Add' buttons. A table at the bottom shows a single entry with columns for S.NO., DOCUMENT NAME, SUPPORTIVE DOCUMENT, and ACTION. The 'ACTION' column contains buttons for 'Add Reviewer', 'Selective Revert', 'Approve', 'Reject', and 'Cancel'. A 'View Action History' button is also present.

Figure 4-190: Device Sanction Approval



The screenshot shows the 'Device Sanction Approval Listing' page. A green notification banner at the top states 'Request has been approved successfully.' Below this, there are filters for Office Type, Office, Type, and Status, all set to 'All'. A 'Get Results' button is visible. The page displays a table with columns for ACTION, STATUS, TELE ID, REQUEST DATE, TYPE, OFFICE LOCATION, and EMPLOYEE NUMBER. A single entry is shown with the following details:

ACTION	STATUS	TELE ID	REQUEST DATE	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER
	Approved	TEL30	01/01/1970	Telephone	HQ-Delhi	152770

Figure 4-154: Device Sanction Approved

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 >>

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:

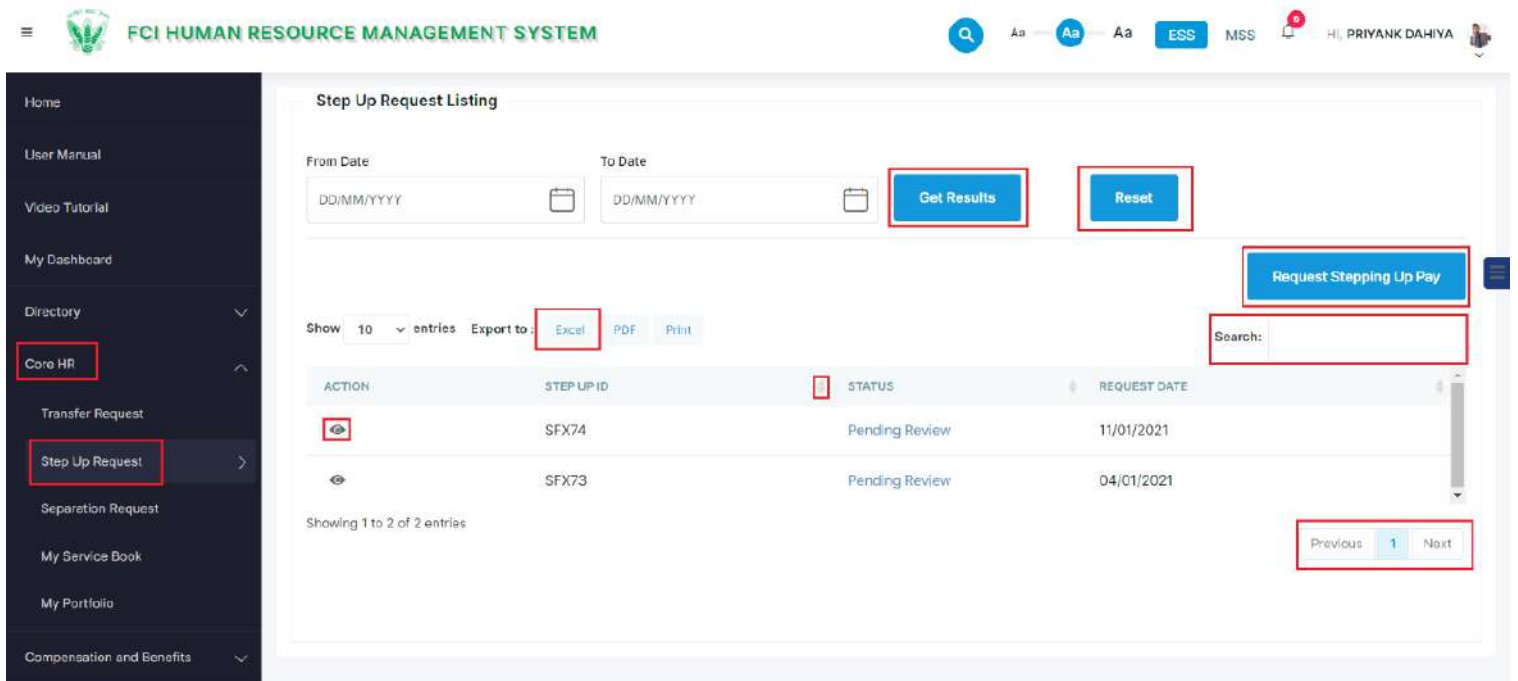





Figure 4-191: Step Up Request Landing Page

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.
- Click on **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  to view the request.
- Click on  to navigate table records

4.8.4 Step Up Request

Request Stepping Up Pay

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

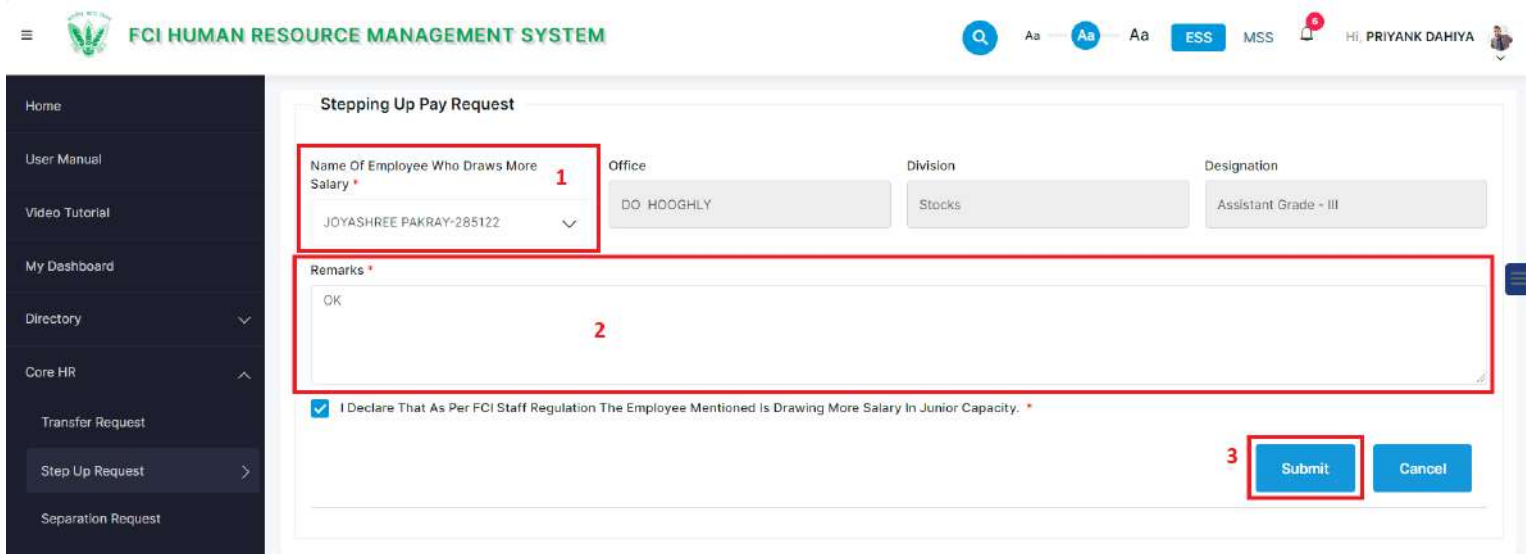
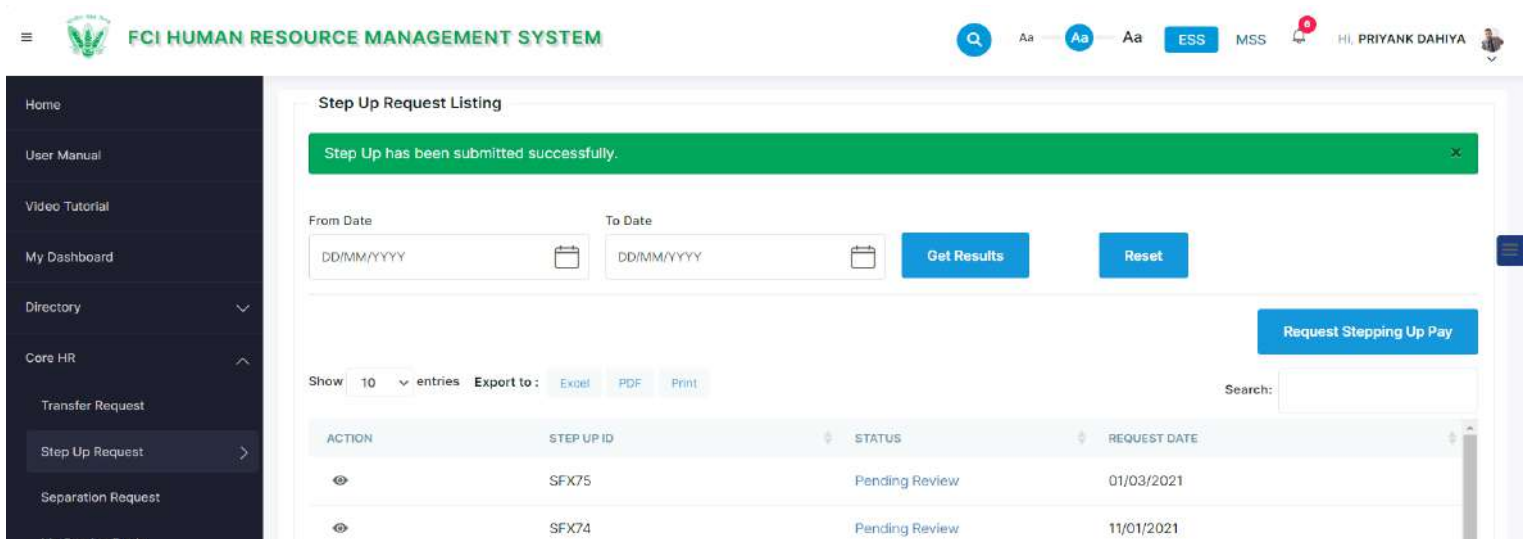


Figure 4-192: Step Up Request

Submit

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



ACTION	STEP UP ID	STATUS	REQUEST DATE
	SFX75	Pending Review	01/03/2021
	SFX74	Pending Review	11/01/2021

Figure 4-193: Step Up Request Submitted

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:

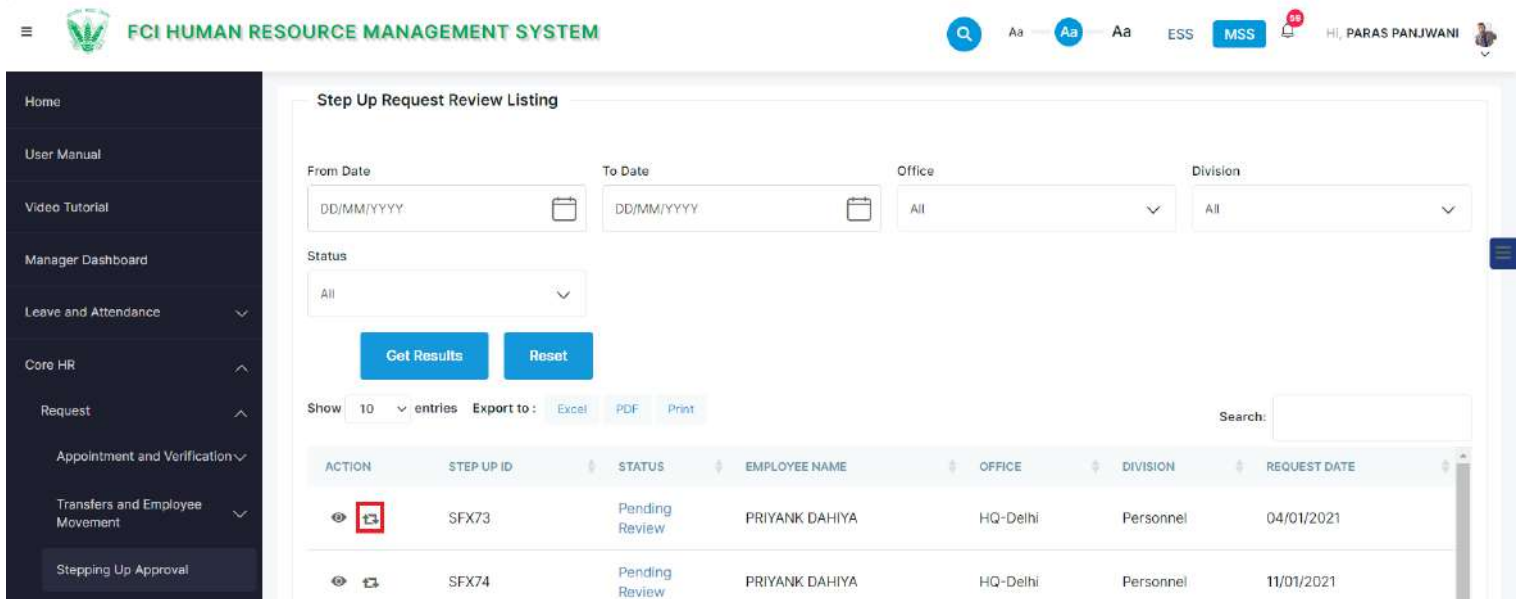


Figure 4-194: Step Up Request Review Listing

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

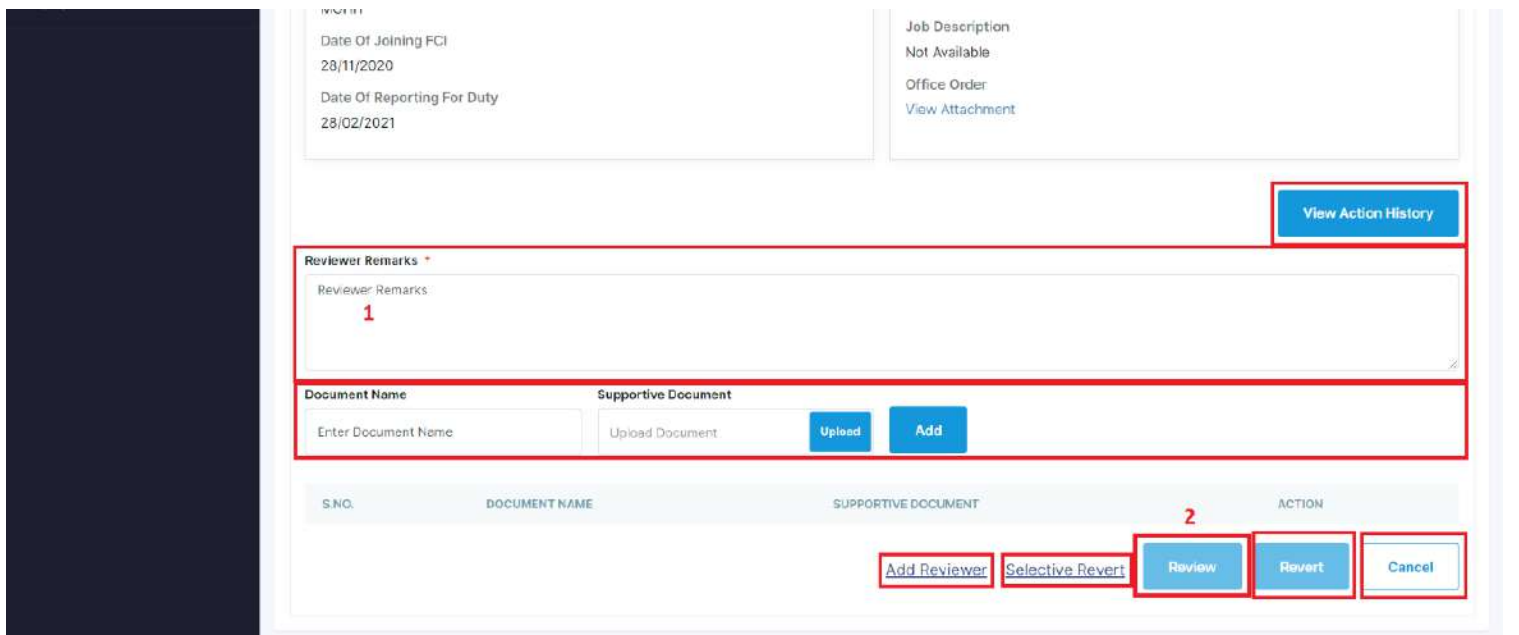





Figure 4-195: Review Step Up


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.
- 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.

- 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.

- 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

Figure 4-196: Approve Step Up Request

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.
- 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.
- 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.
- 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

Success! Request has been approved successfully.

Office: All | Division: --Select-- | Section: --Select-- | Cadre: All

Figure 4-197: Step Up Request Approved

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:

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, PRIYANK DAHIYA

Pay Fixation Listing

Office Type: All | Office: All | Division: All | Fixation Status: All

Compensation Processing Status: All | Source Of Changes: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY

Get Results **Reset**

Initiate Fixation

Show 10 entries | Export to: **Excel** | Search:

ACTION	PFX ID	FIXATION STATUS	EMPLOYEE NAME	DIVISION	EFFECTIVE DATE	COMPENSATION PROCESSING STATUS	SOURCE OF CHANGES
	PFX1219	Pending Review	ABHIJIT ASHOK AHIRRAO	General	27/01/2021	Unprocessed	Increment
	PFX1220	Pending Review	RICHA	Finance	27/01/2021	Unprocessed	Increment
	PFX1213	Pending Review	KAUSHAL KISHOR PALIWAL	Finance	27/01/2021	Unprocessed	Increment
	PFX1214	Pending Review	OM PARKASH GOYAL	Engineering	27/01/2021	Unprocessed	Increment
	PFX1215	Pending Review	SANDEEP DEORA	Other	27/01/2021	Unprocessed	Increment
	PFX1216	Pending Review	MADHU BALA ATREJA	Personnel	27/01/2021	Unprocessed	Increment
	PFX1217	Pending Review	GOPAL KRISHAN CHAWLA	Personnel	27/01/2021	Unprocessed	Increment
	PFX1218	Pending Review	RAM RAJ MEENA	Personnel	27/01/2021	Unprocessed	Increment
	PFX1208	Pending Review	SAMEER KUMAR VERMA	Information Technology	27/01/2021	Unprocessed	Increment
	PFX1207	Pending Review	SANDEEP KUMAR SHARMA	Legal	27/01/2021	Unprocessed	Increment

Showing 1 to 10 of 539 entries



Previous 1 2 3 4 5 ... 54 Next

Copyright © 2020 Food Corporation of India | Powered by Konnect

Figure 4-198: Pay Fixation


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 **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 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  to view an existing record in the table.

4.9.4 Initiate Fixation of Pay



Click on  to open the Initiate Pay Fixation page as shown below:

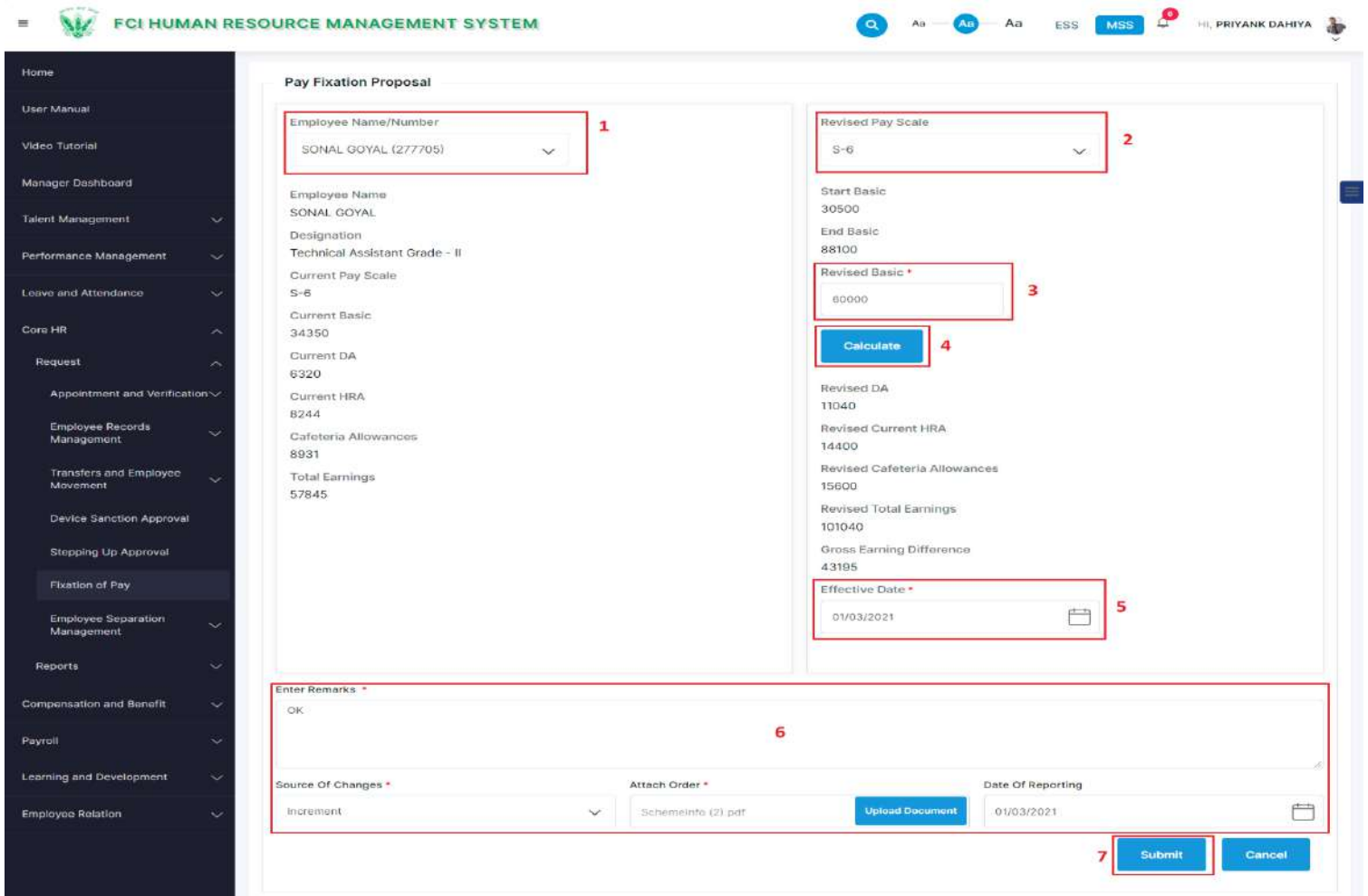


Figure 4-199: Initiate Pay Fixation




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: Request Added Successfully

4.9.5 Dispatch Fixation of Pay



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



to navigate to detail page as shown in Figure below:

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.

Dispatch

- Click on **Dispatch** 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 **Revert** 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 **Cancel** to navigate back.

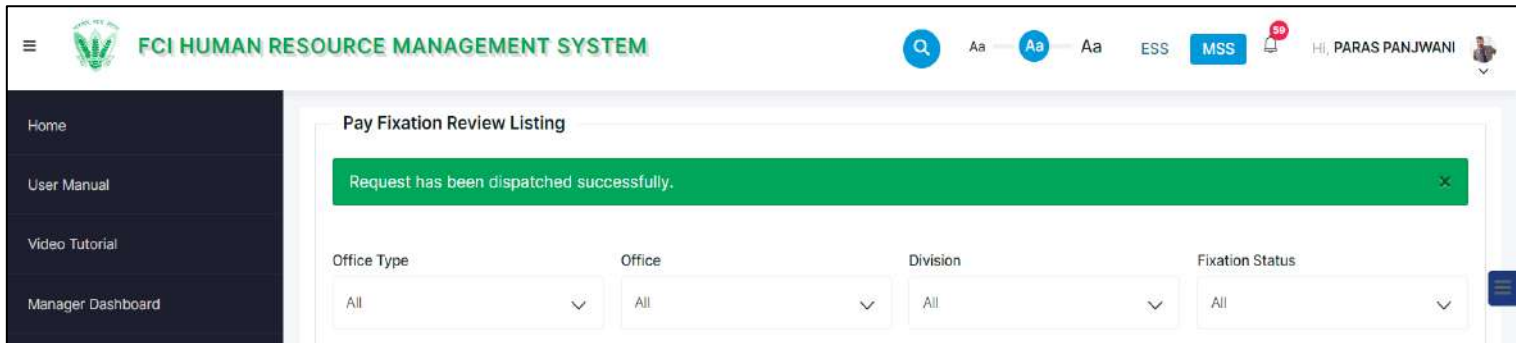


Figure 4-202: Fixation of Pay Dispatched

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:

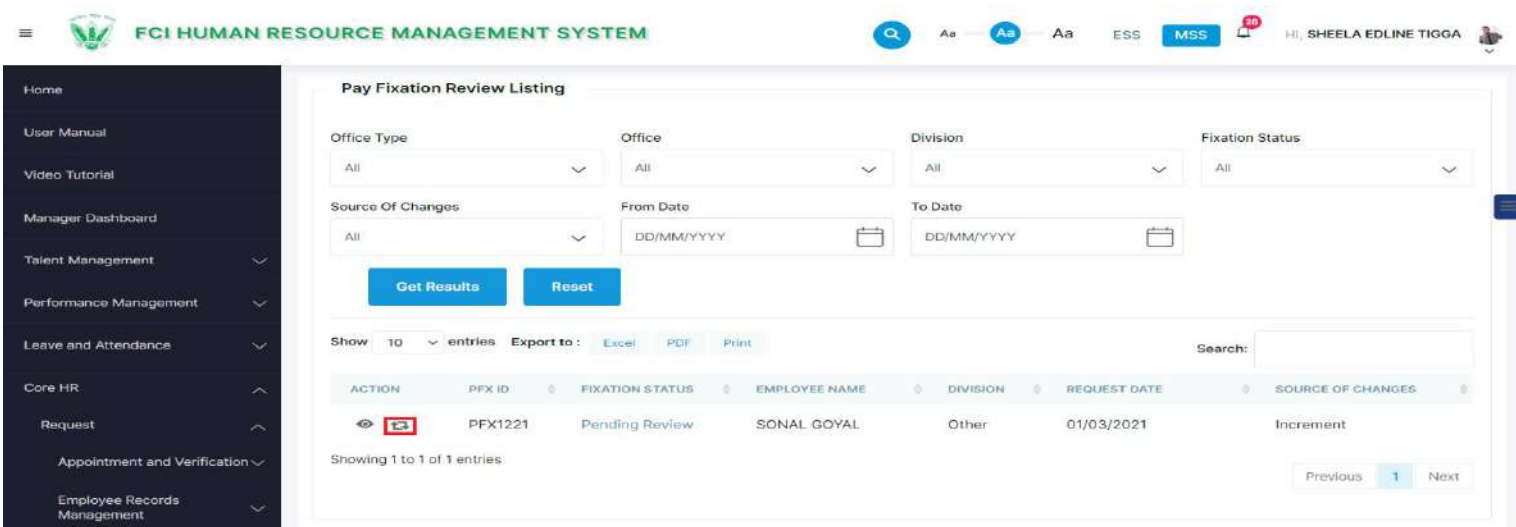


Figure 4-203: Pay Fixation Review Listing






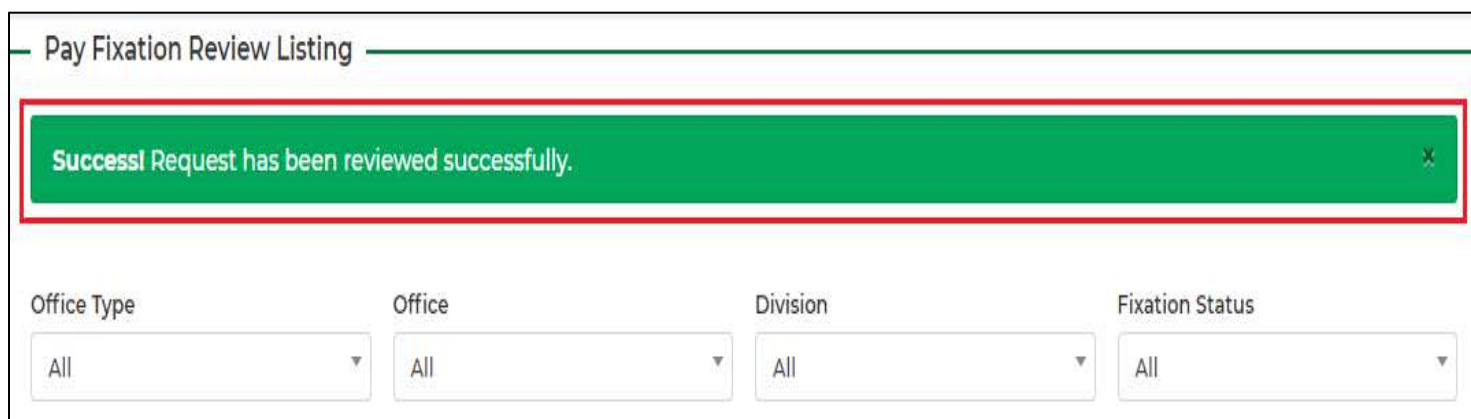
click on  to open the Review form as shown in Figure above:

Figure 4-204: Review 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.

- 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.
- 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.
- 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.



Pay Fixation Review Listing

Success! Request has been reviewed successfully.

Office Type: All | Office: All | Division: All | Fixation Status: All

Figure 4-205: Pay Fixation Review Success

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  to open the Approval page as shown in Figure below

Figure 4-206: Pay Fixation Approval

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.
- 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.
- 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.
- 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.



Figure 4-207: Pay Fixation Approval Success

5 Troubleshooting and Support

5.1.1 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 OK	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 5-1: HTTP Status Error Codes

5.1.2 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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
9	Unable to open HRMS application in web browser	Please note that the HRMS application is compatible with the following browsers only: <ul style="list-style-type: none"> • Internet Explorer 11 and above • Google Chrome ver. 44 and above • Mozilla Firefox ver. 48 and above • Safari Browser ver. 5.1.7 and above In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
10	Unable to install the HRMS mobile application in Android/iOS mobile	Please note that the HRMS application is compatible with the following mobile OS versions: <ul style="list-style-type: none"> • Android KitKat (Ver. 4.4) and above



		<ul style="list-style-type: none"> • IOS 12 and above <p>In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
11	I am unable to see the required information in the dropdowns and filters of HRMS application	<p>The issue that the intended information is not available for data entry might be because:</p> <ul style="list-style-type: none"> • Permission or Role not assigned for the employee. • Information has not been migrated into the HRMS application • Information has been modified after scheduled maintenance of HRMS application <p>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 hrmssupport.fci@gov.in</p>
12	Information visibility as per organization hierarchy	<p>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.</p> <p>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 hrmssupport.fci@gov.in</p>
13	I am unable to generate an eSign or apply digital signature as a competent authority	<p>Please send an email along with the employee number, employee name and office to hrmssupport.fci@gov.in as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.</p>
14	Unable to export or print the information in the HRMS Application	<p>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 hrmssupport.fci@gov.in</p>
15	Biometric device is unable to recognize employee fingerprint.	<p>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 hrmssupport.fci@gov.in</p>



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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in
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 hrmssupport.fci@gov.in , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures.

Table 5-2: 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.

6 Helpdesk

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