

Government of Odisha

Home Department

No. 49324 / OE1, Bhubaneswar, Dated: 19.12.2023

HOME-OE1-MISC-0079-2023

From

Sri Narottam Mohanty,

Under Secretary to Government.

To

Home (Bhawan Establishment/ Common Cadre/ D&A / FSS&IE/ Prosecution/ SPS/

IPS/ High Court/ Jail/ OSS/ Steno Establishment/ Fire Services/ Home Guard & Civil

Defence / OEI) Department

Sub: Identification of Cadre, Grade etc. for cadre management System(CMS) in HRMS .

In inviting a reference to the subject cited above, the undersigned is directed to enclose herewith a copy of letter No.36782, Dated 12.12.2023 of GA & PG Department on the above subject and to request that required information of all Cadres under their control may please be furnished to the AR Cell, GA & PG Department for updating the master database in the HRMS application of CMGI by them by 31/12/2023, so that the DDOs' will be enable to update the Cadre and its related fields of the Govt. employees concerned.


19-12-23

Under Secretary to Government

Memo No. 49325 /OE1, Bhubaneswar, Dated: 19.12.2023

Copy along with letter No.34225 Dated.20.11.2023 forwarded to all Officers/Staff of Home Department with request to update their profile information (Aadhaar Number as well as Aadhaar-linked Mobile No.) in HRMS application by 15.01.2024.


19-12-23

Under Secretary to Government



Government of Odisha
General Administration and Public Grievance Department

No. GAD-AR-MISC-0006-2022/36722/AR, dated 12th December 2023

From

Shri Surendra Kumar. IAS
Additional Chief Secretary to Government

To

All Addl. Chief Secretaries/
Principal Secretaries /
Commissioner-cum-Secretaries/
Secretaries to Government of Odisha/
All Heads of Departments/All RDCs/All Collectors/
All Commissions of the State



Sub: Identification of Cadre, Grade etc for Cadre Management System (CMS)
in HRMS application -regarding

Madam/ Sir,

In inviting reference to the subject cited above, I am to say that Human Resource Management System (HRMS) is the repository of all the service records and personal information of the Government employees.

2. Government has made it mandatory for online processing of PAR/ Property Statement/ Group-C Assessment etc. modules using HRMS platform. It has also been decided to push the HRMS data to relevant fields of online Pension paper currently processed in IFMS platform.

3. The gap between the information required and the existing information available in HRMS profile was analysed and the required additional fields such as Cadre, Grade, Group, Post, Designation etc. needs to be filled up for showing the details with PAR Custodian and other related activity as required by Govt. from time to time.

4. Difficulties are being experienced at level of HRMS application, while flagging the PAR where No Cadre /Other Cadre have been mentioned. It is decided that the CADRE and its related fields of every Government employee is to be filled up properly in HRMS application managed by CMGI. The DDOs/Heads of the Office would be required to modify the actual Cadre of the Govt. Employee where "OTHER" or "MISC" or "No Cadre" is showing in HRMS.

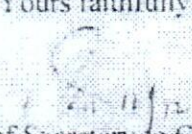
5. Filling up of all the required data in relevant fields in HRMS profile by the employees will facilitate auto-generation of concerned reports which facilitate for promotion & processing of pension papers. The profile page in HRMS will remain

open for updation till 15.01.2024 as per GA & PG Department Letter No.34225/AR-20.11.2023.

It is, therefore requested to submit the information of all Cadres under your control in the enclosed proforma to the AR Cell, GA & PG Department for updating the master database in the HRMS application of CMGI by 31/12/2023, so that the DDOs/ Heads of the Office will be enabled to update the Cadre & its related fields of the Govt. Employees concerned.

This may be treated as most urgent.

Yours faithfully,


Additional Chief Secretary to Government

Memo No. 136783/AR, dated. 12/12/2023

Copy forwarded to the PS to the Chief Adviser of Hon'ble Chief Minister Odisha for kind information of the Chief Adviser of Hon'ble Chief Minister Odisha.

Memo No. 36784/AR, dated. 12/12/2023
Additional Secretary to Government

Copy forwarded to the OSD to the Chief Secretary, Odisha for kind information of the Chief Secretary, Odisha.


Additional Secretary to Government

Memo No. 36785/AR, dated. 12/12/2023

Copy forwarded to Executive Director, CMGI/ Secretary, Board of Revenue Cuttack/ Secretary, Odisha Public Service Commission Secretary, Odisha Staff Selection Commission/ Secretary Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar/ Director General, Gopabandhu Academy of Administration/ All Officers of GA & PG Department/ All Branches of GA & PG Department for information and necessary action.


Additional Secretary to Government

PROFORMA

Name of the Department :

Sl No.	CADRE Name	STATE /District Cadre	GRADES in the Cadre	GROUP	Remarks
1			1. 2. 3.	A B C D	
2					
3					
4					

Example :

Name of the Department: GA& PG DEPARTMENT

Sl No.	CADRE Name	STATE /District Cadre	Grade/Rank in the Cadre	Group	Remarks
1	Odisha Administrative Service	STATE	1.Senior Branch 2.Suppertime Scale 3.Superior Administrative Grade 4.Special Secretary	A	
2					
3					
4					

Government of Odisha
General Administration and Public Grievance Department

No.: GAD-AR-MISC-0002-2022/ 3925 /AR, Bhubaneswar, dated the 20th November, 2023

From

Shri Surendra Kumar, IAS
Additional Chief Secretary to Government

To

Additional Chief Secretaries/
Principal Secretaries /
Commissioner-cum-Secretaries/
Secretaries to Government of Odisha/
All Heads of Departments/All Commissions of the State

Sub:- Updation of HRMS Complete profile data of State Government employees -
regarding

Madam/ Sir,

In inviting reference to the subject cited above, I am to say that Human Resource Management System (HRMS) is the repository of all the service records and personal information of the Government employees.

2. Government vide Finance Department Letter No-22118/F Dt.05.08.2023 has made it mandatory for online processing of pension papers using IFMS platform from 01.10.2023. As a part of 5T initiatives, it has been decided to push the HRMS data to relevant fields of the pension form through API integration to facilitate easy preparation of pension papers. Auto-filling up of complete pension paper by pooling data from HRMS profile of the employees concerned, necessitated creation of some additional fields in the HRMS profile of the Government employees.

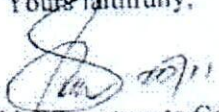
3. The gap between the information required and the existing information available in HRMS profile was analysed and the required additional fields such as cadre, complete Address, Nominee Details, Family Details etc. have been created. Filling up of all the required data in relevant fields in HRMS profile by the employees will facilitate auto-generation of their pension papers.

4. All employees are encouraged to update their **Aadhaar number** as well as **Aadhaar-linked mobile number in HRMS** application of CMGI for expeditious processing and disposal of pension cases online.

5. The facility for updation of the profile in HRMS will be opened till 15.01.2024. The user manual for data updation in HRMS application is attached at Annexure-A.

It is, therefore requested to instruct employees under your control to update their profile information in HRMS application (<https://apps.hrmsodisha.gov.in>). The information furnished by individual employees is to be validated by their respective Establishment Officers/ DDO/ Authorized Officer.

Yours faithfully,


Additional Chief Secretary to Government

Memo No. 34226 / AR dated . 30/11/2023

Copy forwarded to Chief Advisor to the Hon'ble Chief Minister, Odisha / Sr PS to Chief Secretary, Odisha / Development Commissioner – cum- ACS for kind information of Chief Advisor to the Hon'ble Chief Minister, Odisha/ Chief Secretary, Odisha / Development Commissioner- cum- ACS respectively.

 30/11/2023

Additional Secretary to Government

Memo No. 34227 / AR dated . 30/11/2023

Copy forwarded to the Advocate General, Cuttack/ Registrar General, Orissa High Court/ Secretary, Lokayukta/ Secretary, Board of Revenue/ Secretary, Odisha Public Service Commission / Secretary, Odisha Staff Selection Commission/ Secretary, Odisha Sub-ordinate Staff Selection Commission /All Revenue Divisional Commissioners / All Collectors/ Controller of Accounts, Odisha, Bhubaneswar for kind information and necessary action.

 30/11/2023

Additional Secretary to Government

Memo No. 34228 / AR dated . 30/11/2023

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan A2, First Floor, Satya Nagar, Bhubaneswar for information and necessary action.

 30/11/2023

Additional Secretary to Government

Memo No. 34229 / AR dated . 30/11/2023

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.

 30/11/2023

Additional Secretary to Government

Memo No. 34230 / AR dated . 30/11/2023

Copy forwarded to the Public Relation Officer, GA & PG Department, with a request to release a press note on the said subject in leading Newspapers, electronic media for information of the Government Employees.

 30/11/2023

Additional Secretary to Government

**GENERAL ADMINISTRATION
&
PUBLIC GRIEVANCE DEPARTMENT**



USER MANUAL

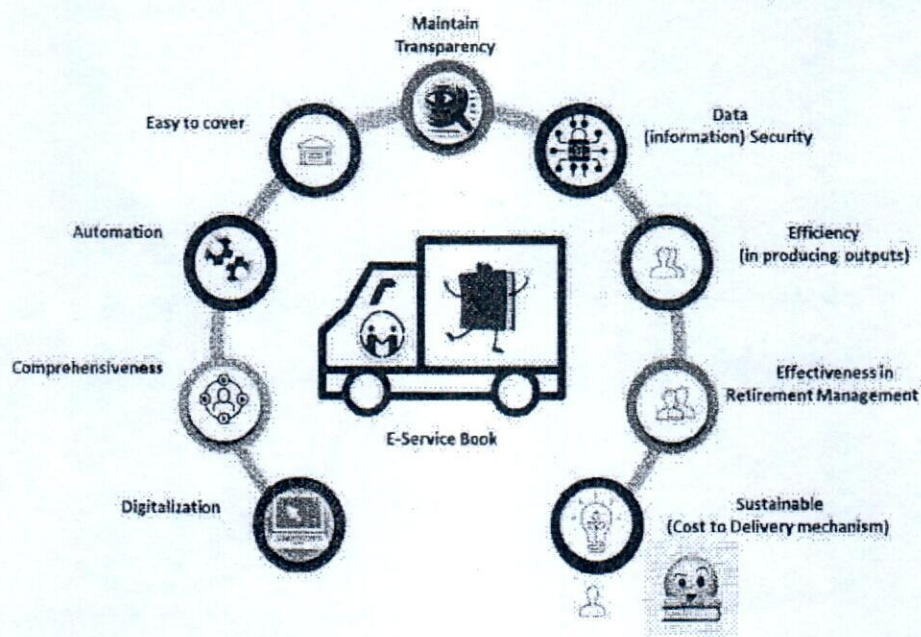
of

**Profile Updation by an
Employee/DDO through HRMS**

INTRODUCTION:-

The e-Service Book is a digital document used to record and manage the entire service history of a government employee. This electronic record includes all administrative actions related to the employee, starting from the recruitment stage until their retirement. The purpose of introducing the e-Service Book is to digitalize and streamline the personnel management system through technological transformation within the Government of Odisha.

Objectives of the e-Service Book system:



1. **Digital Record:** The e-Service Book replaces the traditional paper-based service book with a digital platform. This transition eliminates the need for physical paperwork and allows for efficient data management.
2. **Comprehensive Record:** It contains a comprehensive history of an employee's career, including details of appointments, promotions, transfers, disciplinary actions, leave records, and other relevant information.

3. **Automation:** The introduction of the e-Service Book is part of a broader initiative to establish a fully automated Human Resource Management System (HRMS). This system aims to streamline and automate various HR processes, making them more efficient and less prone to errors.
4. **Employee Coverage:** The e-Service Book is designed to cover all government employees in Odisha. This ensures that every government servant's career history is accurately and securely documented in a digital format.
5. **Transparency:** The digital platform enhances transparency in personnel management. Authorized personnel can access and update the e-Service Book as needed, ensuring that all actions related to an employee are documented and easily retrievable.
6. **Efficiency:** By moving away from manual record-keeping systems, the government can significantly improve the efficiency of HR processes. This includes quicker access to employee information, faster processing of administrative actions, and reduced paperwork.
7. **Effectiveness:** Effect of the real-life situation of e-Service Book in managing retirement planning. The e-Service Book helps in planning for employee retirement by maintaining a clear and accurate record of their service history. This is crucial for calculating retirement benefits and pensions.
8. **Data Security:** Proper security measures should be in place to protect the sensitive employee data stored in the e-Service Book. This includes access controls and encryption to safeguard the information from unauthorized access.
9. **Sustainability:** It speaks about the optimization of resources used, and maintaining a continuous service process over time.

OBJECTIVES:

This document serves as a guideline for an employee to use the module easily and efficiently to update his / her own e-Service Book profile. If any information is wrongly posted or left out in the HRMS database there will be a provision for an employee to

rectify the data at her/his end. If any information has been left out then add new data for updating the e-service book.

Previously an employee applied for the Pension through IFMS. Now onwards it takes an initiative all the fields are available in the HRMS database and employees can update her/his database, by which it is easy for a DDO to get the update information for processing the pension and other official work as per requirement base.

The objectives outlined for the implementation of the e-Service Book profile updation system are as follows:

1. **Pensioner Initiative:** Encourage pensioners to take the initiative to update their service books. This implies involving retired employees in the process of maintaining accurate and up-to-date records of their service history, which can contribute to the efficiency of pension-related processes.
2. **Minimize Post-Retirement Harassment:** Ensure that pensioners do not face unnecessary challenges or harassment after their retirement. By maintaining comprehensive and accurate service records, the system aims to reduce post-retirement administrative hurdles and streamline pension-related matters.
3. **Legacy Data Entry:** Transfer all legacy data related to the service matters of an employee, as previously recorded in the traditional service book, into the e-Service Book. This objective emphasizes the importance of preserving historical employment data and transitioning it into a digital format.
4. **Efficiency in Pension Processing:** Simplify and expedite the task of processing pensions for government officials. By maintaining electronic records, the system aims to make it easier for government authorities to calculate and process pension benefits accurately and efficiently.

Step for Profile Updation by an Employee

Login

Steps 2

Accessing "My Profile" link

Step-3

Accessing "First Page" and

Step-4

Coping 1st Page

Figure 2

Accessing "Personal Information" link

Stage 5

Accessing "Language" link

Clicking on the "Language" link, Employee views his/her information related to language. If any information found to be wrong then click on "edit" page.

Step for Profile Updation by an Employee

Accessing "Identity" link

Employee views his / her information related to identify. If any information found to be wrong then click on "edit" page. After clicking on "edit" button, information about to be edit data shows. It has 1 to 3 field, you can make any change. From the date, you select 2 place of "Issued Date", 1 place of "Date of Issue". After clicking on "Save" button, it will update to the information related with him / her. In place of "edit" button, choose the "Identify Type" from drop down box. Then the Identify no. "Type Place of Issue". Choose Date of Issue and Date of Expiry from spring calendar. Then clicking on "save" button.

Figure 2

Accessing "Address" Box

After clicking on the **Address** link, Employees will be able to find information related to Address. If this information should be to be added, click on the **Add** button. When clicking on the **Add** button, screen will populate with the information available in the data base. If employee needs to add a correction then click on the **Update** button. If employee needs to delete information then click on **Remove** button. If employee needs to add new information then click on **Insert** button. Then click on **Save** button. Automatically the information updates in the data base. In case of **Add** choose the **Address Type** from drop down box, write the address in the given text box. Choose the **State**, **District**, **Block**, **Police Station**, **Post Office**, **Village** from drop down box. Write the **Telephone No.** in the text box. Then click on **Save** button which is shown below.

Step-10

Accessing "Father" Data

[illegible]

Step for Profile Updation by an Employee

Step-11

Accessing "Education" link

When clicking on the "Education" link, Employee view his / her information related to Education. If any information found to be wrong then click on "edit" page. After clicking on the "edit" button, the following screen will appear with the information exists in the database. If employee needs to any correction then do the following procedure. Choose the **qualification**, **Faculty**, **Year of pass**, **Degree**, **Board / University** from drop down box. Write the information related to **Subject**, **Institute**. Then click on "update" button which is highlighted in blue color. After clicking on the "add new" button, following screen will appear. Choose the **qualification**, **Faculty**, **Year of pass**, **Degree**, **Board / University** from drop down box. Write the information related to **Subject**, **Institute**. Then click on "save" button which is highlighted in blue color.

Step-12

Accessing "Completing Profile" link

When an employee clicking on "Completing Profile" it shows information in an image format for an employee to give the detail informations or necessary facts. It may be solved as an employee.

Step-1 – Login (Employee)

All the Employees is required to login into HRMS. The following procedure need to be followed for logging in to the system. Access the HRMS URL in the browser

(any browser). URL -

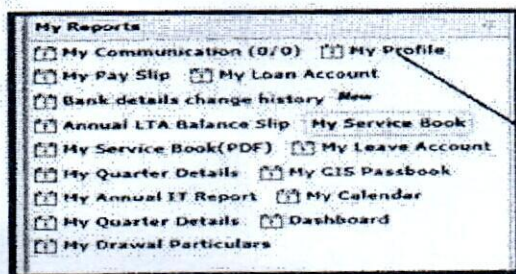
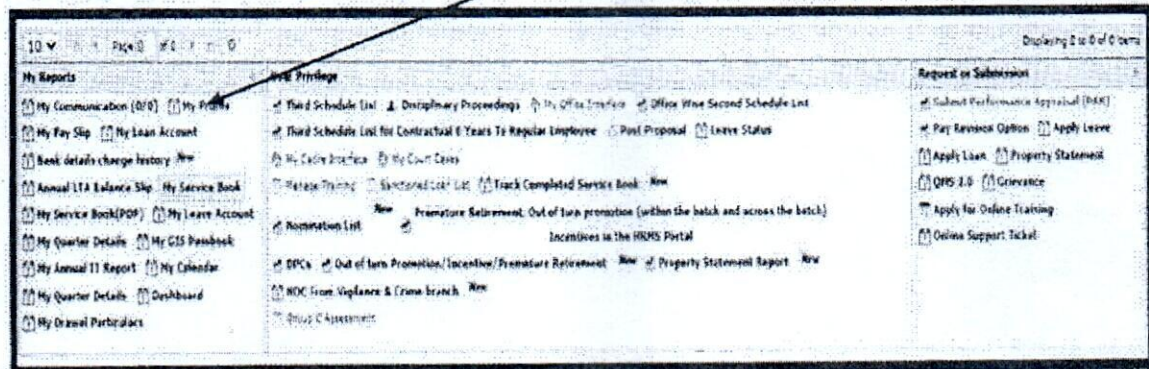
<http://hrmsodisha.gov.in>. Click

"PERSONAL LOGIN/HRMS LOGIN" on the top right corner of the home page. The HRMS login page appears as shown below. Here the employee concerned is required to enter the valid User ID and Password and click Login.

Step 2: Accessing "My Profile" link

The following Page appears after successful login into HRMS. All the HRMS features relating to the employee can be accessed from the links provided in this page. The

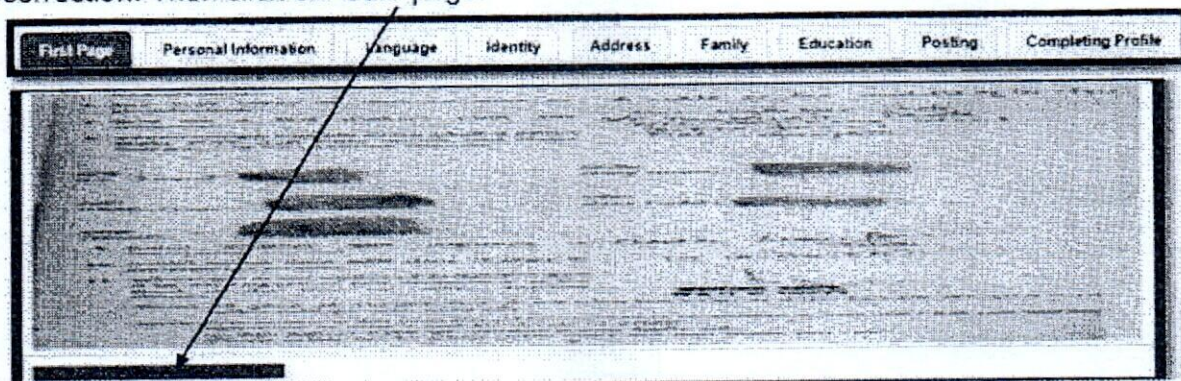
employee is required to click on "My Profile" link under "My Report" box as shown in the following figure. Clicking on "My Profile" link will lead to a new page.



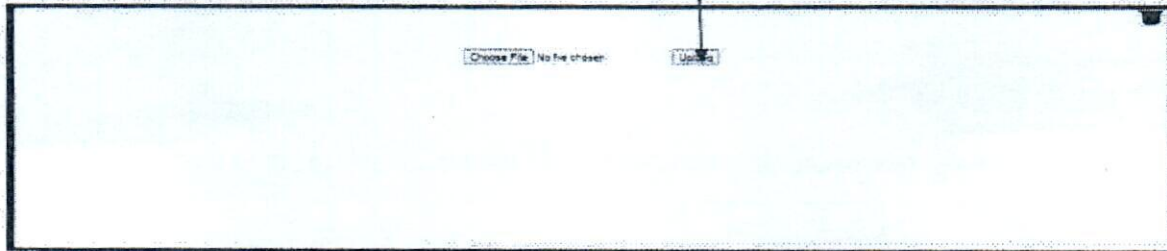
Magnified View

Step-3 Accessing "First Page" link

The following screen will appear after clicking on the "My Profile" link. It shows nine levels as First Page, Personal Information, Language, Address, Family, Education, Posting, and Completing Profile. When clicking on "1st page" it shows the 1st page of the service book of an employee. 1st Page service book (scanned copy) is required for an employee because gets the information related to the Fingerprint and Signature of the employee. Employee views his / her service book. If s/he finds any wrong needs to be correction. Then click on "edit" page.

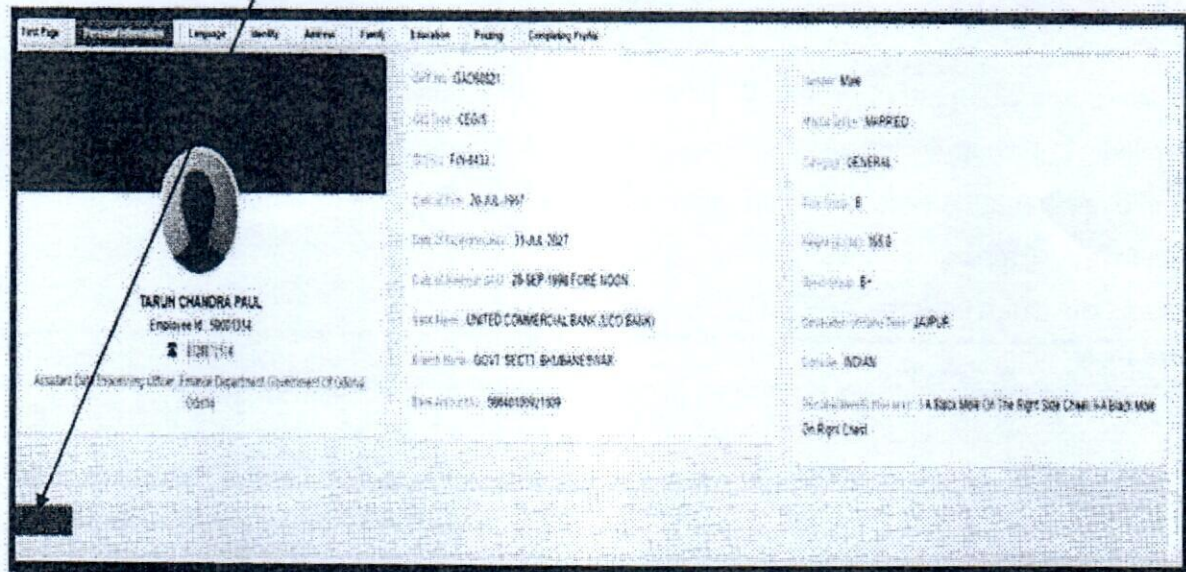


After clicking on the "edit" button, the following screen will appear to upload a document. Then click on "Choose file" and click on "Upload". When clicking the upload automatically 1st page will be updated.



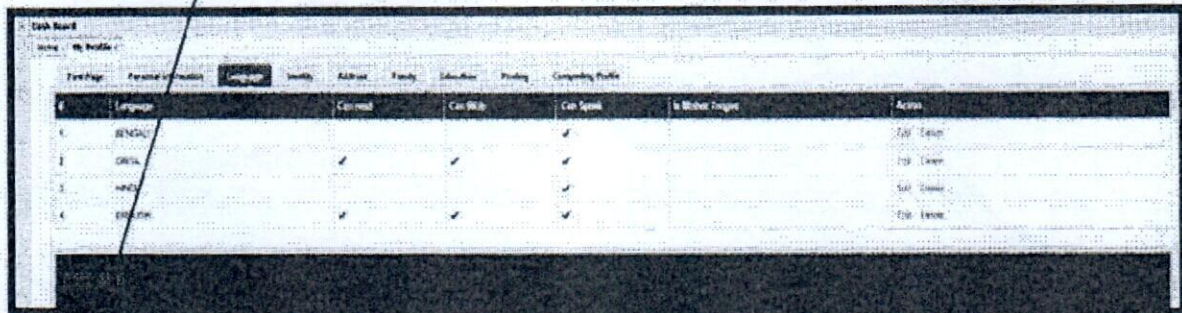
Step-4 Accessing the "Personal Information" link

The following screen will appear after clicking on the "Personal Information" link. Employee views his / her Personal Information. If any information is found to be wrong then click on the "edit" page.



Step-5 Accessing the "Language" link

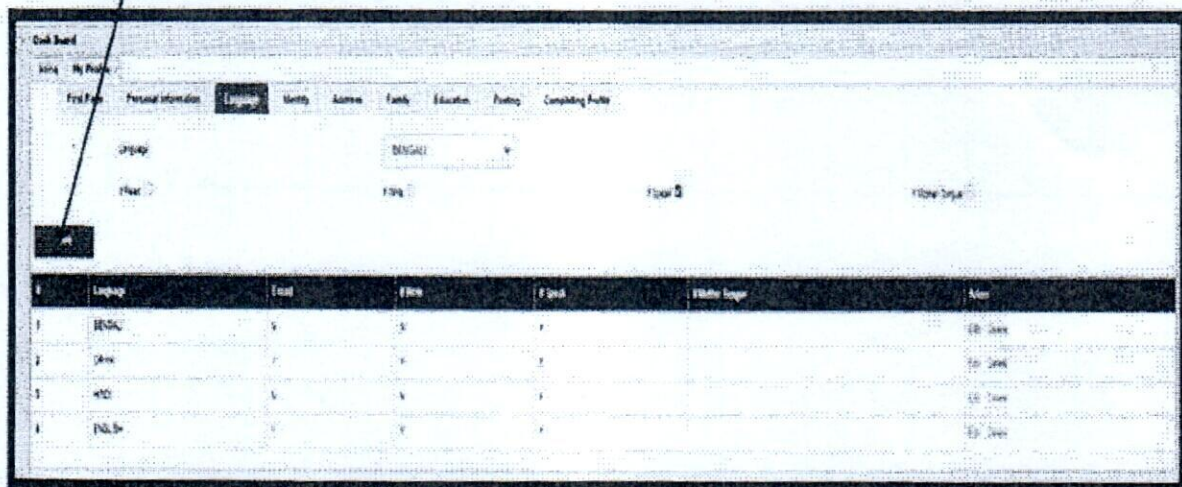
The following screen will appear after clicking on the "Language" link. Employee views his / her information related to language. If any information is found to be wrong then click on the "edit" page.



	Language	Can Read	Can Write	Can Speak	Is Mother Tongue	Action
1	BENGALI	☒	☒	☒		Edit
2	ORISSA	☒	☒	☒		Edit
3	HINDI	☒	☒	☒		Edit
4	ENGLISH	☒	☒	☒		Edit

In case of Edit Language:

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. Then choose the language from the drop-down box and click the tick mark in the box i.e. **Read, Write, Speak, Mother Tongue**, and finally click on the "save" button which is highlighted in blue color. After clicking the save button update information shows on the screen.



	Language	Read	Write	Speak	Mother Tongue	Action
1	BENGALI	☒	☒	☒	☒	Edit
2	ORISSA	☒	☒	☒	☒	Edit
3	HINDI	☒	☒	☒	☒	Edit
4	ENGLISH	☒	☒	☒	☒	Edit

In case of Add Language:

After clicking on the "add" button, the following screen will appear. Then choose the language from drop-down box and click the tick mark in the box i.e Read, Write, Speak, Mother Tongue and finally click on "save" button which is highlighted in blue color. After clicking the save button update information shows in the screen.

#	Language	If Read	If Write	If Speak	If Mother Tongue	Action
1	SEHGALE	☒	☐	☒	☐	Edit Delete
2	ODIA	☐	☒	☐	☐	Edit Delete
3	HINDI	☐	☒	☒	☐	Edit Delete
4	ENGLISH	☐	☒	☒	☐	Edit Delete

Step-6 Accessing "Identity" link

The following screen will appear after clicking on the "Identity" link. Employee views his / her information related to Identity. If any information found to be wrong then click on "edit" page.

Identity Type	Identity No	Place of Issue	Date of Issue	Action
PAN	XXXXXXXXXX			
Aadhaar	XXXXXXXXXX			edit

In case of Identity Edit

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. SI.No.1 & SI.No.2 automatically show the data, but SI.No.3 (Place of Issue). SI.No.4 (Date of Issue), SI.No.4 (Date of expiry) will be updated by the employee if information is available to her/him. Then Click on **update** which is highlighted in blue color. Automatically change the information in the database and show the updated information.

If the information is not required then click on "delete" option to delete the data permanently.

Or if not change anything by the employee and want return the previous page then click on "back" button.

The screenshot shows a web application interface for editing identity information. It includes a sidebar with navigation links like 'My Profile', 'Personal Information', 'Language', 'Security', 'Networks', 'Page', 'Education', 'Feeling', and 'Interlocking Profile'. The main form area has five numbered fields: 1. Identity Type (dropdown), 2. Identity No (text input), 3. Place of Issue (text input), 4. Date of Issue (calendar), and 5. Date of Expiry (calendar). At the bottom, there are three buttons: 'Back' (highlighted in blue), 'Update', and 'Delete'.

In case of Add New Identity

After clicking on the "add" button, following screen will appear. Then choose the Identity Type from drop-down box, Type the Identity no, Type Place of Issue, and Choose Date of Issue and Date of expiry from giving calendar. Then click on **save** button. Automatically update the information shown in the screen and also update in the data base. If any employee need not add to anything then click on **back** button which is highlighted in blue color.

The screenshot shows a web application interface for adding a new identity. It has a similar sidebar to the previous screen. The main form area has five numbered fields: 1. Identity Type (dropdown), 2. Identity No (text input), 3. Place of Issue (text input), 4. Date of Issue (calendar), and 5. Date of Expiry (calendar). At the bottom, there are two buttons: 'Back' (highlighted in blue) and 'Save'.

Step-6 Accessing "Address" link

The following screen will appear after clicking on the "Address" link. Employee views his / her information related to Address. If any information found to be wrong then click on "edit" page.

Address Type	Address	Action
1. Permanent	PO BOX 1234567890	edit delete
2. Present	123 THE MAIN STREET, SUITE 100	edit delete
3. Permanent	12345678901234567890	edit delete

In case of Edit Address

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. If an employee needs any corrections, then change the information. Those fields are highlighted in red mark that fields are mandatory. Then click on the "save" button. Automatically the information is updated in the database.

If any information does not require changing then click on the "cancel" button.

Address Type: Permanent

Address: PO BOX 1234567890

City: New York

State: New York

Zip: 10001

Phone: 212-123-4567

[Save](#) [Cancel](#)

In case of add New Address

After clicking on the "add" button, following screen will appear.

Then choose the "Address Type" from drop down box, write the address in the given text box, choose the State, District, Block, Police Station, Post Office, Village from drop down box, write the telephone no in the text box. Then click on "Save" button which is highlighted in blue color.

If need not require anything then click on cancel button.

The screenshot shows a web application interface for adding a new address. The form has the following fields: Address Type (dropdown), Address (text box), State (dropdown), District (dropdown), Block (dropdown), Police Station (dropdown), Post Office (dropdown), Village (dropdown), and Telephone No. (text box). At the bottom, there are two buttons: 'Save' (highlighted in blue) and 'Cancel'. Arrows from the text instructions point to these buttons.

Step-6 Accessing "Family" link

The following screen will appear after clicking on the "Family" link. Employee views his / her information related to Family. If any information found to be wrong then click on "edit" page.

The screenshot shows a web application interface for viewing family information. It displays a table with the following columns: S.No, Name, Address, Telephone No, and Action. The table contains 6 rows of family member information. An arrow from the text 'edit' page points to the 'edit' button in the Action column of the first row.

S.No	Name	Address	Telephone No	Action
1	MR. S. S. S. S.	...	...	edit
2	MR. S. S. S. S.	...	...	edit
3	MR. S. S. S. S.	...	...	edit
4	MR. S. S. S. S.	...	...	edit
5	MR. S. S. S. S.	...	...	edit
6	MR. S. S. S. S.	...	...	edit

In case of Edit Family

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. If an employee needs any correction then change the information. Then click on the "save" button.

If some family members' information is not required for his/ her future reference then click on the "delete" button which is highlighted in blue color.

If employee fills not to require change anything and back to previous page then click on "back" button.

The screenshot shows a web form titled 'Edit Family' with a 'Dash Board' header. The form is divided into several sections: 'Personal Information', 'Language', 'Identity', 'Address', 'Education', 'Posting', and 'Completing Profile'. The 'Personal Information' section includes fields for 'Name', 'Relation Type', 'Gender', 'Identity No', 'Date of Birth', and 'Percentage of Share of Arrears'. The 'Identity' section includes a dropdown for 'Identity Type' and a text box for 'Identity No'. The 'Address' section includes a text box for 'Address'. The 'Education' section includes a text box for 'Education'. The 'Posting' section includes a text box for 'Posting'. The 'Completing Profile' section includes a text box for 'Completing Profile'. At the bottom of the form, there are three buttons: 'Save', 'Delete', and 'Back'. Arrows from the text above point to these buttons: 'Save' to the 'Save' button, 'Delete' to the 'Delete' button, and 'Back' to the 'Back' button.

In the case of adding Family

After clicking on the "add new" button, the following screen will appear.

Then person has to choose the "Relation Type" from the drop-down box, choose "Name" from the drop-down box, and write the surname and title in the text box. If given the tick mark in the case "Nomination For GPF", then it requires another information i.e., Percentage of Share of Arrears. This text box is filled up by the employee. If given the tick mark in the case of "Nomination For Payment of CVP, DCRG & LTA" then it requires another information i.e. Percentage of Share of Accumulation. This text box is filled up by the employee. Choose the "identity type" from the drop-down box, Write the "Identity No" in the text box, Choose the "Date of birth" from the calendar, Choose the Gender from the drop-down box,

If any remark then writes in the text box "Enter Remarks If any".

Then it shows four pieces of information in four text boxes i.e. "Is Alive, Is Minor, Is Guardian, Is Handicapped". Here the employee gives the tick mark in the box as per requirement. Then click on the "save" button.

The screenshot shows a web application interface titled "Dash Board" with a sub-header "My Profile". The "Personal Information" tab is selected. The form contains the following fields and controls:

- Name:** A text input field with the value "Sanku".
- Gender:** A dropdown menu with "Male" selected.
- Relationship to GPF:** A checkbox labeled "Relationship to GPF" which is checked.
- Relationship to Payment of CDR, DCR & LTR:** A checkbox labeled "Relationship to Payment of CDR, DCR & LTR" which is checked.
- Is Alive:** A checkbox labeled "Is Alive" which is checked.
- Is Minor:** A checkbox labeled "Is Minor" which is unchecked.
- Is Guardian:** A checkbox labeled "Is Guardian" which is unchecked.
- Is Handicapped:** A checkbox labeled "Is Handicapped" which is unchecked.
- Save:** A button at the bottom left, highlighted by a line from the text above.
- Back:** A button at the bottom left, next to the Save button.

But in the case of a minor, it shows another field i.e., "Minor Guardian Name ". Choose from the "drop-down box" and write the "name" in the text box. Then click on the "save" button. After clicking the save button automatically data was updated in the database.

This screenshot is similar to the previous one but includes an additional field for minors:

- Minor Guardian Name:** A dropdown menu with "Sanku" selected, located below the "Is Minor" checkbox.
- Minor Guardian Address:** A text input field with the value "Sanku" located below the "Minor Guardian Name" dropdown.
- Save:** A button at the bottom left, highlighted by a line from the text above.
- Back:** A button at the bottom left, next to the Save button.

Step-7 Accessing the "Education" link

The following screen will appear after clicking on the "Education" link. Employee views his / her information related to Education. If any information is found to be wrong then click on the "edit" page.

Qualification	Faculty	Year of Pass	Subject	Institute	Board	Action
BACHELOR	LETS	1997			UPRAJ UNIVERSITY, VARANASI, UTTAR PRADESH	edit
POST GRADUATE PROFESSIONAL	STARS	1998	COMPUTER	ADVANCE COMPUTER TRAINING INSTITUTE		edit

In case of Edit

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. If an employee needs any correction then do the following procedure. Choose the qualification, Faculty, Year of pass, Degree, and Board / University from drop-down box, Write the Information related to Subject and institute. Then click on "update" button which is highlighted in blue color.

Or If any information need not require then click on the "delete" button.

Or If want to go the previous page then click on "back" button.

Qualification: [dropdown]
Faculty: [dropdown]
Year of Pass: [dropdown]
Degree: [dropdown]
Subject: [text]
Institute: [text]
Board: [dropdown]

back update delete

In case of add

After clicking on the "add new" button, the following screen will appear. Choose the qualification, Faculty, Year of the pass, Degree; and Board / University from the drop-down box, Write the information related to the Subject, Institute. Then click on the "save" button which is highlighted in blue color.

If an employee wants to back the previous page then click on "back" button.

Step-7 Accessing "Completing Profile" Link

When an employee clicks on "Completing Profile" it shows information in an image format for an employee to give detailed information on necessary fields. It may also be used as an employee.

You have to submit the following details in order to complete your profile:

Personal Information Tab:		
1. Employee Name	2. ACCT TYPE	3. GPF NO
4. FIRST NAME	5. LAST NAME	6. GENDER
7. MARITAL STATUS	8. CATEGORY	9. POST GROUP
10. HEIGHT	11. DOB	12. JOIN DATE OF GOO
13. DATE OF ENTRY INTO	14. BLOOD GROUP	15. MOBILE
16. GOVERNMENT	17. POST GROUP	17. HOME TOWN
18. COMMCILE	19. ID MARK	20. BANK NAME
21. BRANCH NAME	22. BANK ACCOUNT NUMBER	
Language Tab		
1. LANGUAGE AT LEAST ONE		
Identity Tab		
1. PAN NUMBER	2. AADHAAR NUMBER	
Address Tab		
1. ADDRESS BOTH PERMANENT AND PRESENT	2. ADDRESS TYPE	
3. ADDRESS	4. BLOCK	
5. PIN CODE		
Family Tab		
1. FATHER'S NAME/HUSBAND NAME		
Education Tab		
1. QUALIFICATION AT LEAST ONE		