

# User Manual Template

## FCI HRMS

**Module Name: Compensation and Benefits**

**Version: 0.2**



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## 1 Introduction

An HRMS (Human Resource Management System) is a type of HR software that enables the management of several HR functions through the use of information technology. An HRMS aims to improve the productivity and efficiency of the business through the automation of manual and repetitive tasks. This, in turn, also frees up the time which can then be used to address more strategic, business-critical tasks. This document is intent to contain the working and usability descriptions related to the Compensation and Benefit 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 HRMS
- Provide comprehensive details about working on different Compensation and Benefit processes and managing exceptions and alerts as per different processes.
  - Reveal the user experience for working with the HRMS and act as a reference for users to reinforce working tactics with the HRMS as per requirement.

### 1.2 Target Audience

FCI Officers and FCI Employees

## 2 Overview

The process area of Compensation and Benefits houses the employee benefits 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 Getting Started

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

**Minimum Software Requirements:** IE 9, 10+ Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, Safari 4+ on Mac 10.5.7+

### 3.2 Know Your Icons

Table 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		
Permissions	View	Add*	View	Add/Edit	Approval
HRMS Admin	Yes	Yes	Yes	Yes	No
Employee (ESS)	Yes	Yes	No	No	No
Manager (MSS)	No	No	Yes	Yes	Yes**
Competent Authority	No	No	Yes	No	Yes

Table 3-2: User 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.

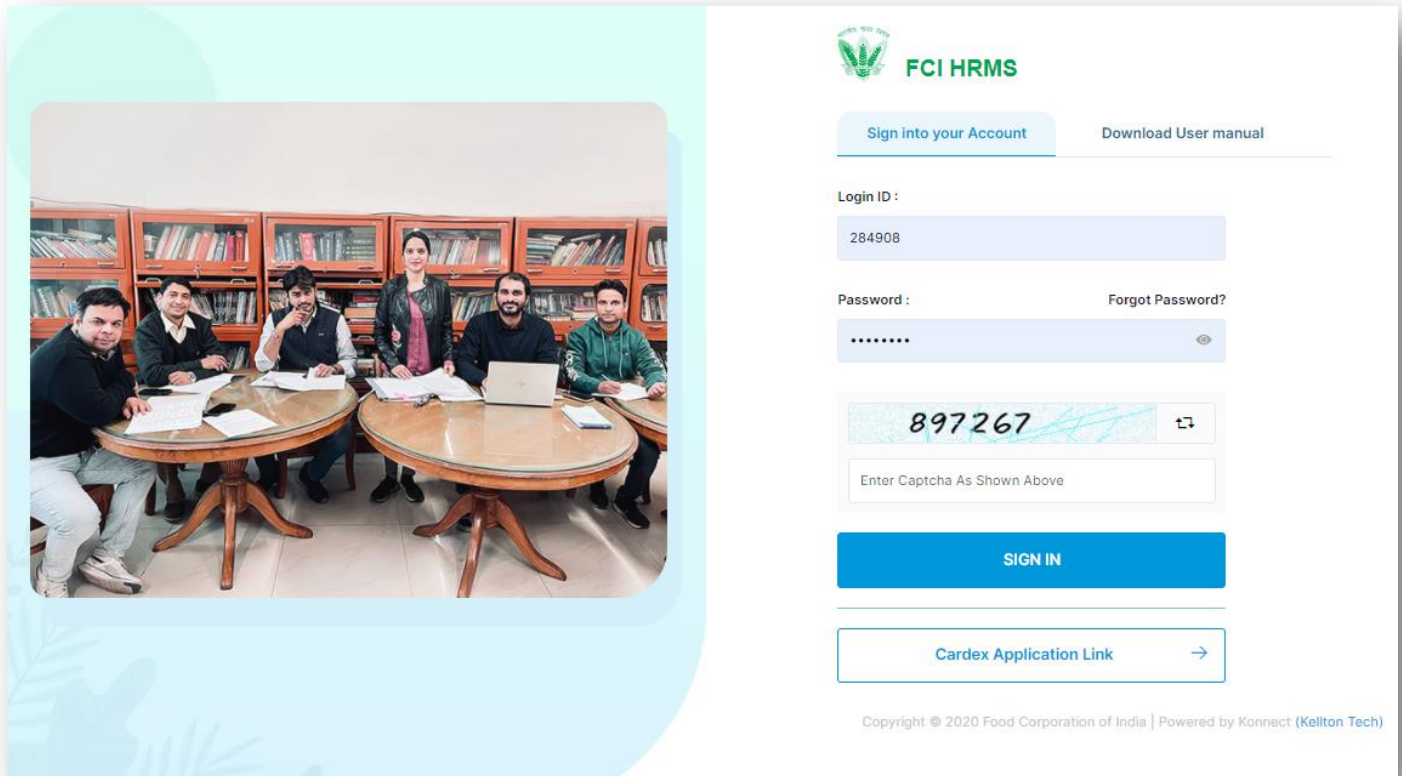
User Profile	Employee Self Service			Manager Self Service		
Roles	Initiator	Reviewer	Approver	Initiator	Reviewer	Approver
HRMS Admin	Yes	NA	NA	Yes	No	No
Employee (ESS)	Yes	NA	NA	No	No	No
Manager (MSS)	No	NA	NA	Yes	Yes	No
Competent Authority	No	NA	NA	No	Yes	Yes

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 (URL) and provide the credentials in the form Login ID (Employee Number) and Password as shared by FCI Computer/IT section as shown in Figure 3-1



**Figure 3-1 Login Screen**

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

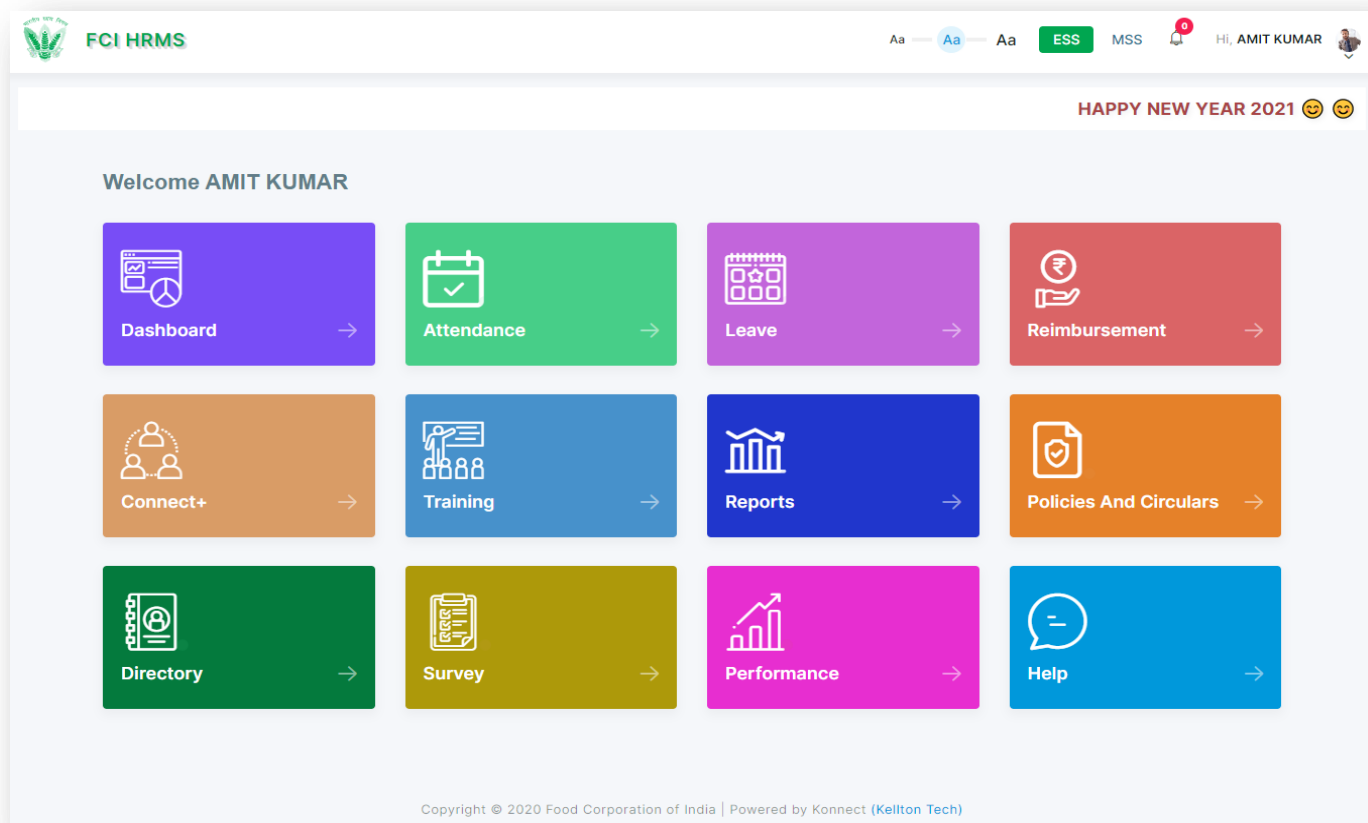
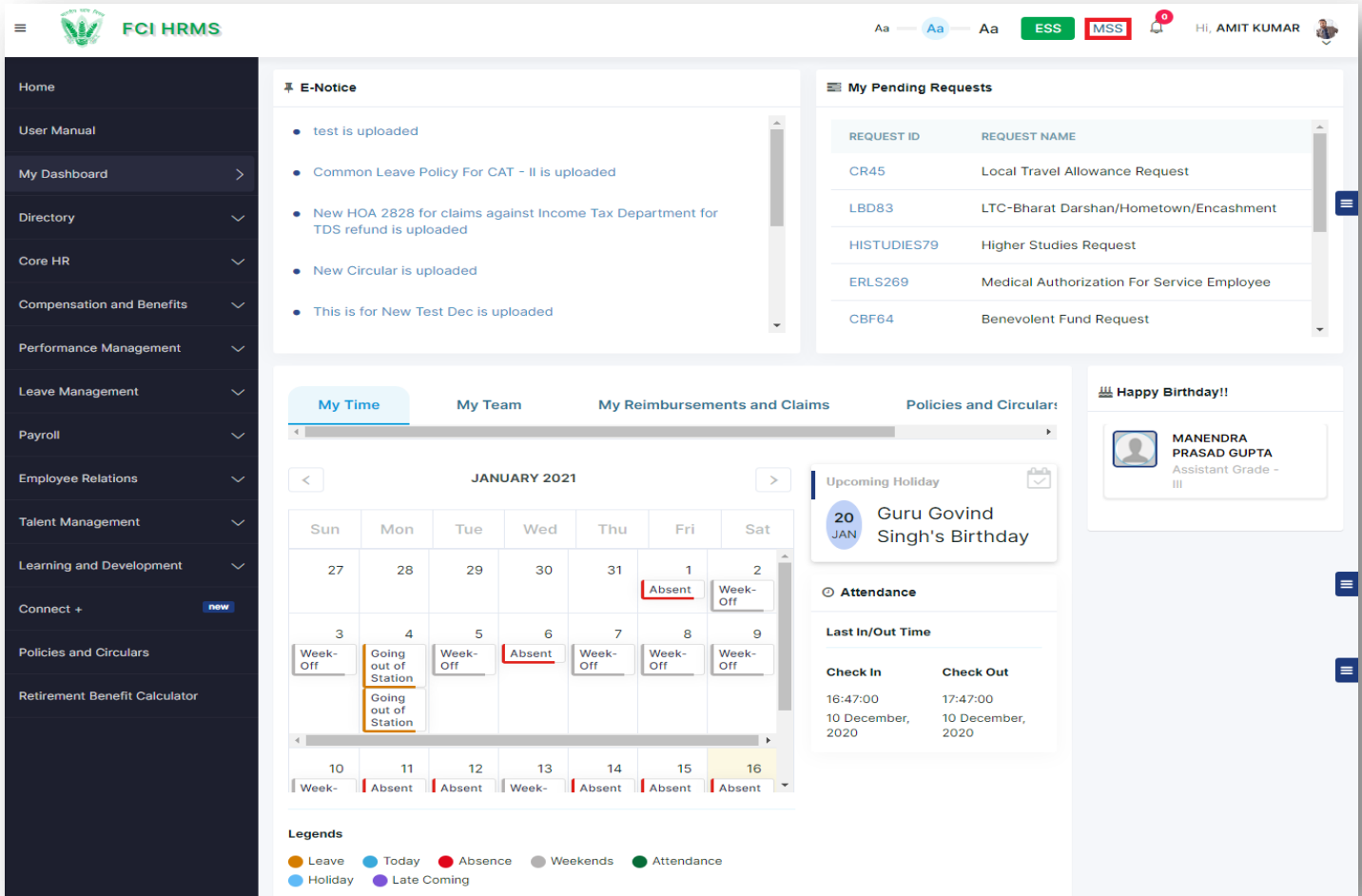


Figure 3-2 Home Page

- 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 3-3



The screenshot displays the FCI HRMS Employee Dashboard (ESS). The top navigation bar includes the FCI HRMS logo, user profile (Hi, AMIT KUMAR), and links for ESS and MSS. The left sidebar contains a navigation menu with options like Home, User Manual, My Dashboard, Directory, Core HR, Compensation and Benefits, Performance Management, Leave Management, Payroll, Employee Relations, Talent Management, Learning and Development, Connect +, Policies and Circulars, and Retirement Benefit Calculator.

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 listing requests with columns for Request ID and Request Name.
 

REQUEST ID	REQUEST NAME
CR45	Local Travel Allowance Request
LBD83	LTC-Bharat Darshan/Hometown/Encashment
HISTUDIES79	Higher Studies Request
ERLS269	Medical Authorization For Service Employee
CBF64	Benevolent Fund Request
- My Time:** A calendar view for January 2021. The calendar shows days of the week (Sun to Sat) and dates (27 to 16). It includes a legend for Leave (orange), Today (blue), Absence (red), Weekends (grey), Attendance (green), Holiday (light blue), and Late Coming (purple). Specific events include "Going out of Station" on Jan 4 and 11, "Absent" on Jan 1, 6, 11, 12, 14, 15, and 16, and "Week-Off" on Jan 2, 3, 5, 7, 8, 9, 10, and 13.
- Upcoming Holiday:** A section for upcoming holidays, currently showing "20 JAN Guru Govind Singh's Birthday".
- Attendance:** A section for attendance, showing "Last In/Out Time" with columns for Check In and Check Out.
 

Check In	Check Out
16:47:00	17:47:00
10 December, 2020	10 December, 2020
- Happy Birthday!!:** A section for birthday wishes, currently showing "MANENDRA PRASAD GUPTA Assistant Grade - III".

Figure 3-3 ESS - Employee Dashboard

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

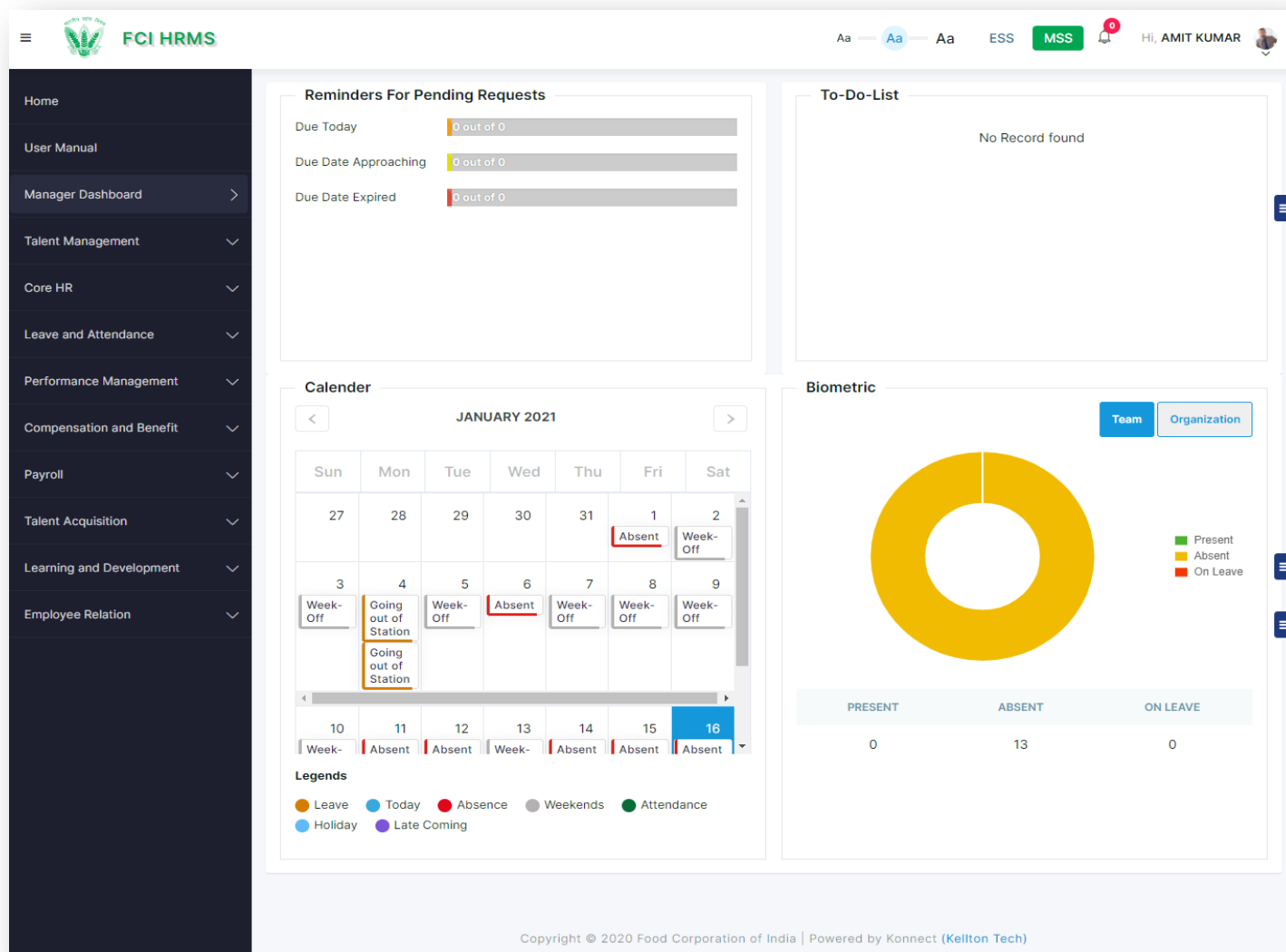


Figure 3-4 Manager Dashboard

### 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 3-5



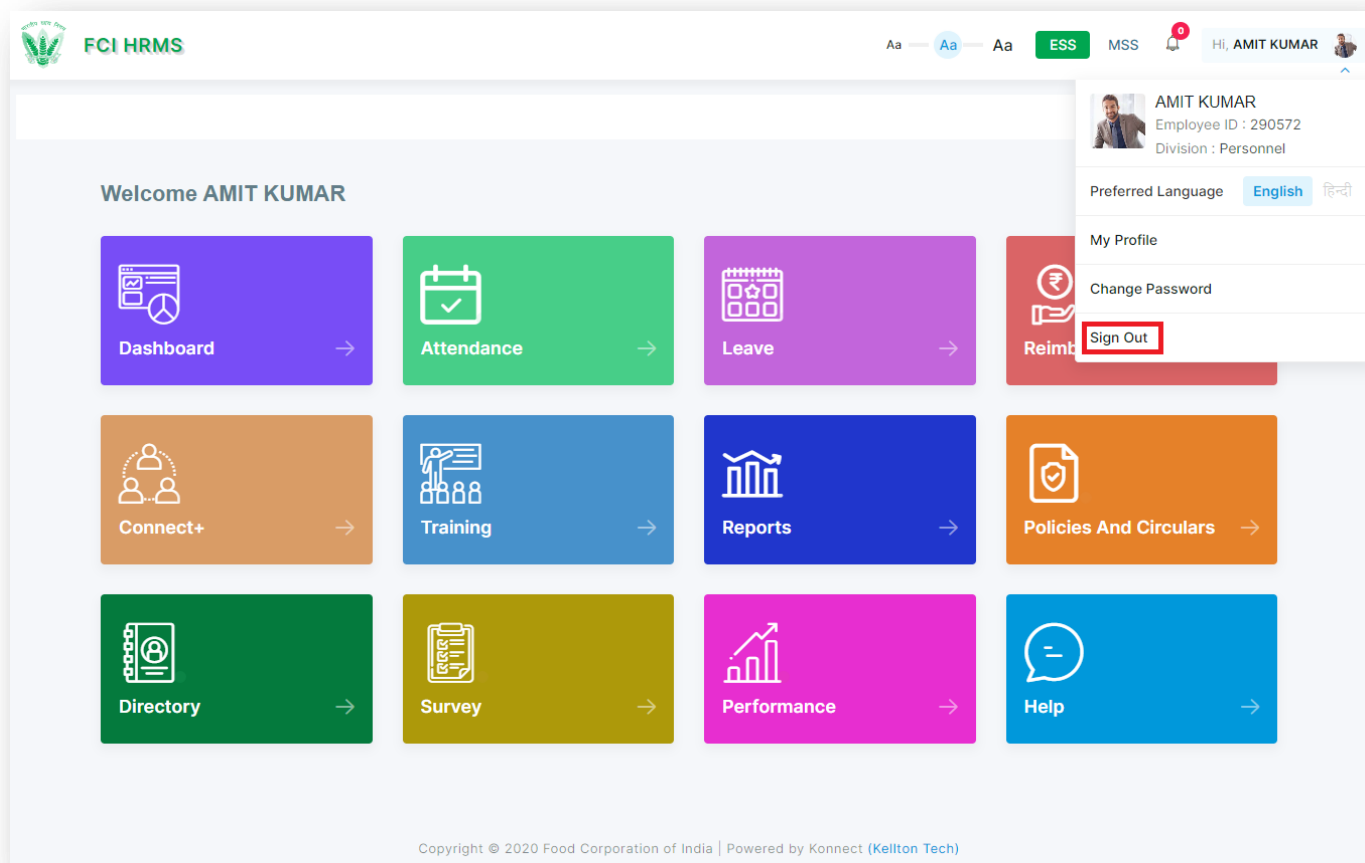


Figure 3-5 : Logout

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

---

Compensation and benefits are the results or rewards that the employees receive in return for their work. Compensation and benefits in FCI include payments like PLI, overtime allowance, wage revision policy inclusions, retirement grants, leave encashment and various types of reimbursements and claims. The compensation part will deal with updating the pay components of the employees that is used to process their salaries via payroll management.

### 4.1 Travel Allowance-Mode/Class

Travel Allowance-Mode/Class Master is a list of configured rules for applicable mode of travel based on the Office/Grade/Designation. The user can also configure the new rules based on Office/Grade/Designation

#### 4.1.1 Navigation

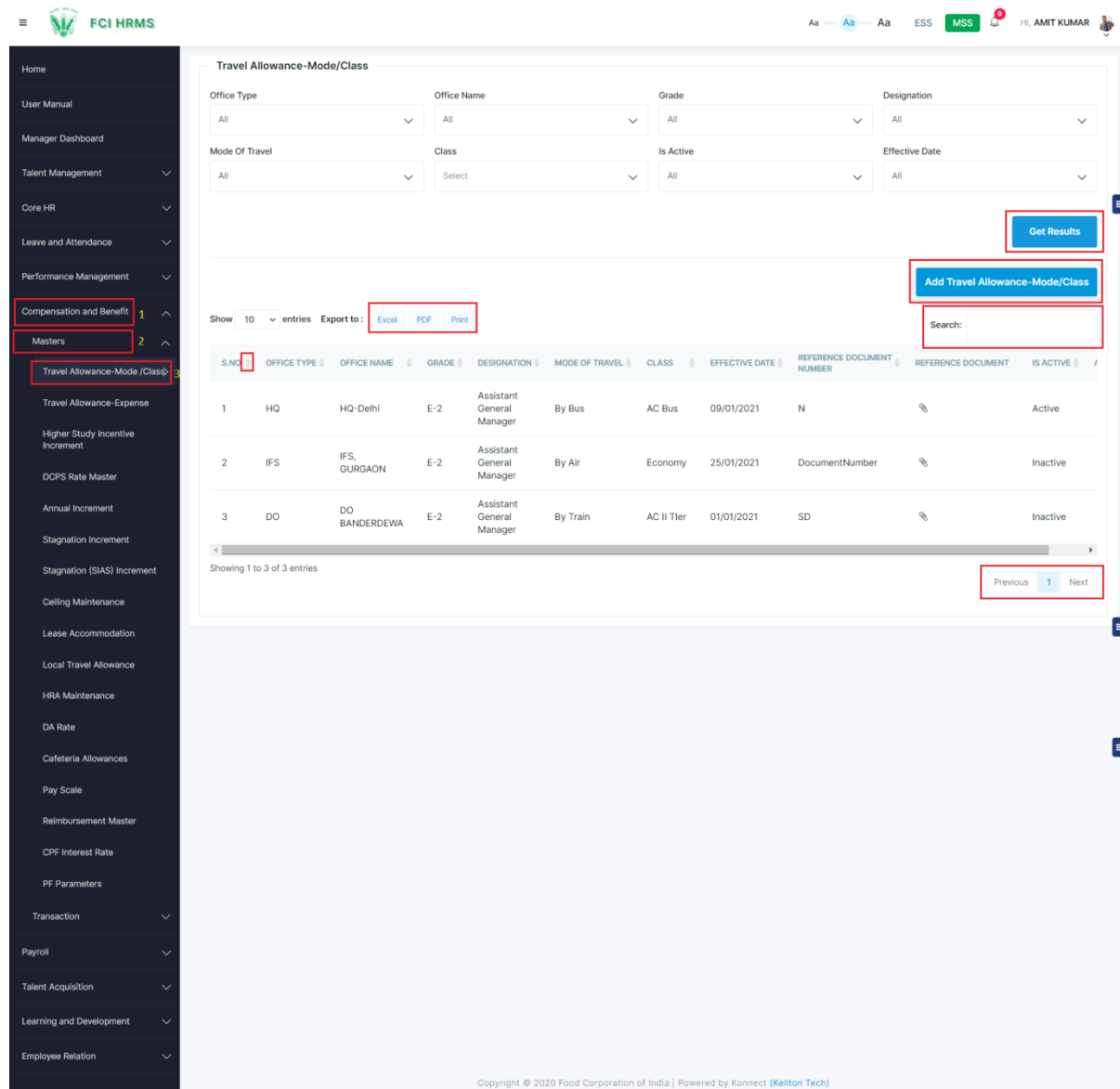
**Left Navigation:** Compensation and Benefits >> Masters >> Travel Allowance-Mode/Class

#### 4.1.2 SLA

NA

#### 4.1.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.1.1 to reach the Travel Allowance-Mode/Class Master Landing Page as shown in Figure 4.1



**Travel Allowance-Mode/Class**

Office Type: All | Office Name: All | Grade: All | Designation: All

Mode Of Travel: All | Class: Select | Is Active: All | Effective Date: All

[Get Results](#)

[Add Travel Allowance-Mode/Class](#)

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

Search:

S.NO	OFFICE TYPE	OFFICE NAME	GRADE	DESIGNATION	MODE OF TRAVEL	CLASS	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT	IS ACTIVE
1	HQ	HQ-Delhi	E-2	Assistant General Manager	By Bus	AC Bus	09/01/2021	N		Active
2	IFS	IFS, GURGAON	E-2	Assistant General Manager	By Air	Economy	25/01/2021	DocumentNumber		Inactive
3	DO	DO BANDERDEWA	E-2	Assistant General Manager	By Train	AC II Tier	01/01/2021	SD		Inactive


Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

**Figure 4-1: Travel Allowance-Mode/Class Master**

HRMS administrator 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 [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 Travel Allowance-Mode/Class** to add a new record in the table as mentioned in Section 4.1.4 – Add travel Allowance- Mode/Class.
- Click on  to edit an existing record in the table as mentioned in Section 4.1.5 – Edit Travel Allowance-Mode/Class.

#### 4.1.4 Add Travel Allowance-Mode/Class

Click on **Add Travel Allowance-Mode/Class** to open the Add Travel Allowance- Mode/Class as shown in Figure 4-2

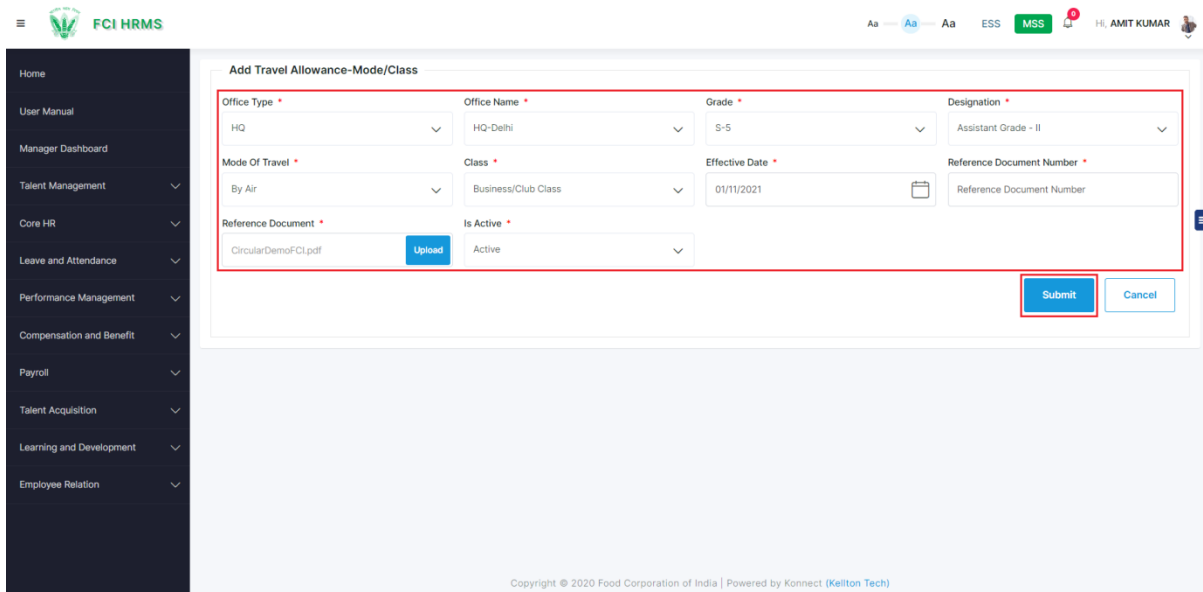


Figure 4-2: Add Travel Allowance-Mode/Class

Enter the details and click on **Submit** such that a success message will be shown in the Travel Allowance-Mode/Class Master Landing Page for addition of a new record in the table as shown in Figure 4-3

FCI HRMS

ESSMSS

Hi, AMIT KUMAR

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Miscellaneous

Performance Management

Compensation and Benefit

Transaction

Masters

Travel Allowance-Mode /Class>

Travel Allowance-Expense

Higher Study Incentive Increment

DCPS Rate Master

Annual Increment

Stagnation Increment

Stagnation (SIAS) Increment

Ceiling Maintenance

Lease Accommodation

Local Travel Allowance

HRA Maintenance

DA Rate

Cafeteria Allowances

Pay Scale

CPF Interest Rate

PF Parameters

Reports

Transactions

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Success! Travel Allowance Mode Class has been added successfully

Travel Allowance-Mode/Class

Office Type

Office Name

Grade

Designation

Mode Of Travel

Class

Is Active

Effective Date

Get Results

Add Travel Allowance-Mode/Class

Show 10 entries

Export to : Excel PDF Print

Search:

S.NO.	OFFICE TYPE	OFFICE NAME	GRADE	DESIGNATION	MODE OF TRAVEL	CLASS	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE
1	HQ	HQRS	S-5	Assistant Grade II (Personnel)	By Air	Business/Club Class	01/02/2021	Circular 5	
2	RO	RO GUWAHATI	E-1	Assistant General Manager (Personnel)	By Train	AC 1 Tier	08/10/2020	Wage Revision	
3	RO	RO GUWAHATI	E-2	General Manager (Region)	By Air	Business/Club Class	01/10/2020	Demo	
4	HQ	HQRS	E-1	Assistant Grade III (Personnel)	By Train	AC II Tier	23/09/2020	Ff	
5	HQ	HQRS	S-4	Assistant Grade I (Personnel)	By Train	AC II Tier	04/02/2021	REF D12@FCIZZ	
6	HQ	HQRS	S-6	Managing Director	By Bus	Non- AC Bus	01/01/2021	Ref D12@FCI	

Showing 1 to 6 of 6 entries

Previous 1 Next


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**Figure 4-3: New Travel Allowance-Mode/Class Added**

### 4.1.5 Edit Travel Allowance- Mode/Class

Click on  to open Edit Travel Allowance- Mode/Class as shown in Figure 4-4

**Figure 4-4: Edit Travel Allowance- Mode/Class**

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

S.NO.	OFFICE TYPE	OFFICE NAME	GRADE	DESIGNATION	MODE OF TRAVEL	CLASS	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE
1	HQ	HQRS	S-5	Assistant Grade II (Personnel)	By Air	Business/Club Class	01/02/2021	Circular 5	
2	RO	RO GUWAHATI	E-1	Assistant General Manager (Personnel)	By Train	AC 1 Tier	08/10/2020	Wage Revision	
3	RO	RO GUWAHATI	E-2	General Manager (Region)	By Air	Business/Club Class	01/10/2020	Demo	
4	HQ	HQRS	E-1	Assistant Grade III (Personnel)	By Train	AC II Tier	23/09/2020	Ff	
5	HQ	HQRS	S-4	Assistant Grade I (Personnel)	By Train	AC II Tier	04/02/2021	REF D12@FCIZZ	
6	HQ	HQRS	S-6	Managing Director	By Bus	Non- AC Bus	01/01/2021	Ref D12@FCI	

**Figure 4-5: Existing Travel Allowance Detail Updated**



## 4.2 Travel Allowance-Expense

Travel Allowance Expense Master is a list of configured rules for travel allowance expense limit grade-wise and designation-wise. The user can also configure the new rules for travel expense limit based on grade-wise and designation-wise.

### 4.2.1 Navigation

**Left Navigation:** Compensation and Benefits >> Masters >> Travel Allowance-Expense

### 4.2.2 SLA

NA

### 4.2.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.2.1 to reach the Travel Allowance-Expense Master Landing Page as shown in Figure 4-6

**Travel Allowance-Expense**

Office Type: All | Office Name: All | Grade: All | Designation: All

Expense Type: All | Eligibility Type: All | Natural Account: All | Is Active: All

Get Results

Add Travel Allowance-Expense

Search:

Show: 10 entries | Export to: Excel PDF Print

S.NO	OFFICE TYPE	OFFICE NAME	GRADE	DESIGNATION	EXPENSE TYPE	ELIGIBILITY TYPE	AMOUNT	NATURAL ACCOUNT	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REF
1	ZO	ZO (NORTH EAST) - GUWAHATI	E-1	Assistant General Manager	Car	Actual	—	2716	05/02/2021	Wage Revision	
2	IFS	IFS, GURGAON	E-2	Assistant General Manager	DA	Actual	—	2715	01/01/2021	ADD	
3	HQ	HQ-Delhi	E-3	Assistant General Manager	Train	Actual	—	2719	22/12/2020	Rd	
4	DO	DO DIMAPUR	E-3	Assistant General Manager	Train	Actual	—	2716	04/12/2020	ZCZ	
5	HQ	HQ-Delhi	E-2	Assistant Grade - I	Train	Limit	10000	2719	10/12/2020	S	

Showing 1 to 5 of 5 entries

Previous 1 Next




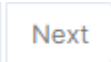


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**Figure 4-6: Travel Allowance-Expense Master**


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

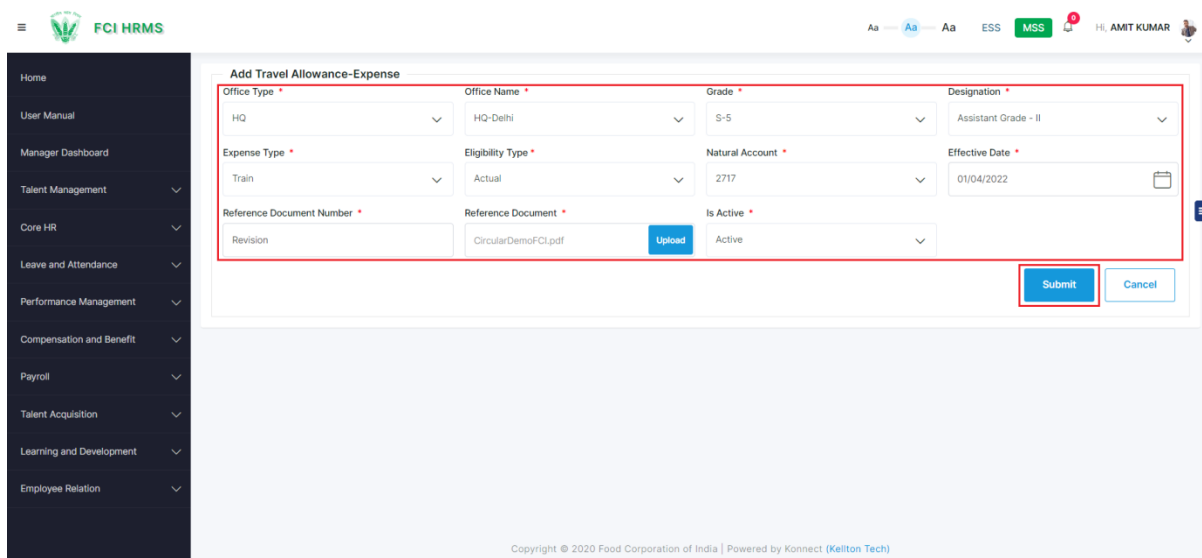
- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel or PDF as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.




- 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 record in the table as mentioned in Section 4.2.4 – Add travel Allowance- Expense.
- Click on  to edit an existing record in the table as mentioned in Section 4.2.5 – Edit Travel Allowance-Expense.

#### 4.2.4 Add Travel Allowance-Expense

Click on  to open the Add Travel Allowance- Expense as shown in Figure 4-7



**Figure 4-7: Add Travel Allowance-Expense**

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

FCI HRMS

Aa

Aa

Aa

ESS

MSS

Hi, AMIT KUMAR

Home

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Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Miscellaneous

Performance Management

Compensation and Benefit

Transaction

Masters

Travel Allowance-Mode /Class

Travel Allowance-Expense

Higher Study Incentive Increment

DCPS Rate Master

Annual Increment

Stagnation Increment

Stagnation (SIAS) Increment

Ceiling Maintenance

Lease Accommodation

Local Travel Allowance

HRA Maintenance

DA Rate

Cafeteria Allowances

Pay Scale

CPF Interest Rate

PF Parameters

Reports

Transactions

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Success! Travel Allowance Expense has been added successfully

Travel Allowance-Expense

Office Type

Office Name

Grade

Designation

Expense Type

Eligibility Type

Natural Account

Is Active

Get Results

Add Travel Allowance-Expense

Show 10 entries

Export to: Excel PDF Print

Search:

S.NO.	OFFICE TYPE	OFFICE NAME	GRADE	DESIGNATION	EXPENSE TYPE	ELIGIBILITY TYPE	AMOUNT	NATURAL ACCOUNT	EFFECTIVE DATE
1	HQ	HQRS	E-4	Assistant Grade I (Personnel)	DA	Actual	—	2715	05/02/2021
2	HQ	HQRS	E-1	Executive Director (Personnel)	Hotel	Actual	—	2715	06/02/2020
3	HQ	HQRS	E-1	Executive Director (Personnel)	Hotel	Actual	—	2715	05/02/2020
4	DO	DO BANDERDEWA	E-1	Executive Director (Personnel)	Train	Limit	1200	2719	02/12/2020
5	HQ	HQRS	E-1	Executive Director (Personnel)	Hotel	Actual	10	2715	02/02/2020
6	DO	DO DIMAPUR	E-4	Executive Director (Zone)	DA	Actual	—	2716	09/10/2020
7	DO	DO SHILLONG	E-5	General Manager (Zone)	Car	Actual	250	2716	23/09/2020
8	HQ	HQRS	E-3	General Manager (Personnel)	Train	Actual	—	2719	10/10/2020
9	IFS	IFS, GURGAON	E-6	Deputy General Manager (Personnel)	Car	Actual	5000	2713	01/06/2021
10	RO	RO, BHUBANESWAR	E-1	General Manager (Zone)	Hotel	Actual	—	2717	01/03/2021

Showing 1 to 10 of 15 entries

Previous

1

2

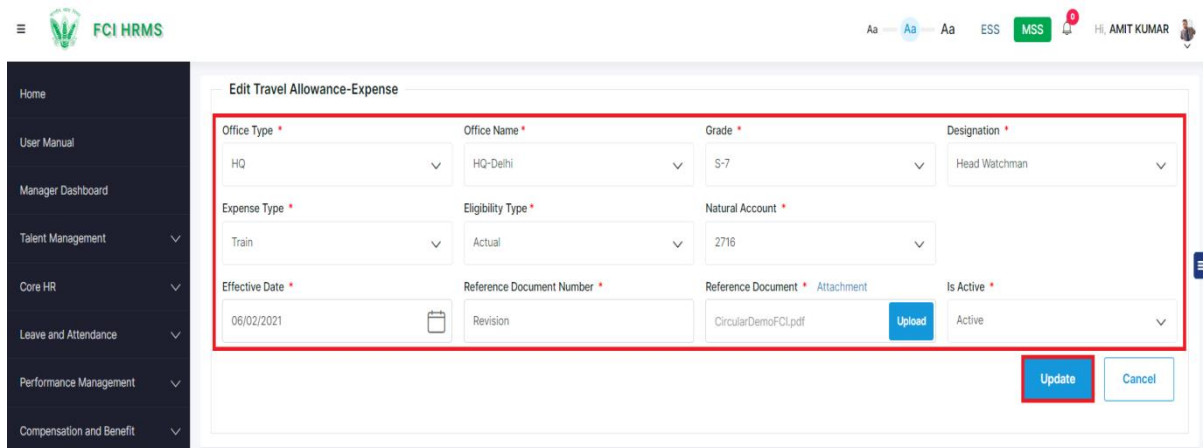
Next

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**Figure 4-8: New Travel Allowance-Expense Added**

### 4.2.5 Edit Travel Allowance- Expense

Click on  to open Edit Travel Allowance- Expense as shown in Figure 4-9



**Figure 4-9: Edit Travel Allowance- Expense**

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

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Pay Scale

CPF Interest Rate

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Success! Travel Allowance Expense has been updated successfully

Travel Allowance-Expense

Office Type

Office Name

Grade

Designation

Expense Type

Eligibility Type

Natural Account

Is Active

Get Results

Add Travel Allowance-Expense

Show 10 entries Export to: Excel PDF Print

Search:

S.NO.	OFFICE TYPE	OFFICE NAME	GRADE	DESIGNATION	EXPENSE TYPE	ELIGIBILITY TYPE	AMOUNT	NATURAL ACCOUNT	EFFECTIVE DATE
1	HQ	HQRS	E-4	Assistant Grade I (Personnel)	DA	Actual	—	2715	05/02/2021
2	HQ	HQRS	E-1	Executive Director (Personnel)	Hotel	Actual	—	2715	06/02/2020
3	HQ	HQRS	E-1	Executive Director (Personnel)	Hotel	Actual	—	2715	05/02/2020
4	DO	DO BANDERDEWA	E-1	Executive Director (Personnel)	Train	Limit	1200	2719	02/12/2020
5	HQ	HQRS	E-1	Executive Director (Personnel)	Hotel	Actual	10	2715	02/02/2020
6	DO	DO DIMAPUR	E-4	Executive Director (Zone)	DA	Actual	—	2716	09/10/2020
7	DO	DO SHILLONG	E-5	General Manager (Zone)	Car	Actual	250	2716	23/09/2020
8	HQ	HQRS	E-3	General Manager (Personnel)	Train	Actual	—	2719	10/10/2020
9	IFS	IFS, GURGAON	E-6	Deputy General Manager (Personnel)	Car	Actual	5000	2713	01/06/2021
10	RO	RO, BHUBANESWAR	E-1	General Manager (Zone)	Hotel	Actual	—	2717	01/03/2021

Figure 4-10: Existing Travel Allowance-Expense Detail Updated

## 4.3 Annual Increment

In the Annual Increment Master the user can configure the centralized percentage Annual Increment based on which employees salary break-up shall get affected at the time of Annual Increment.

### 4.3.1 Navigation

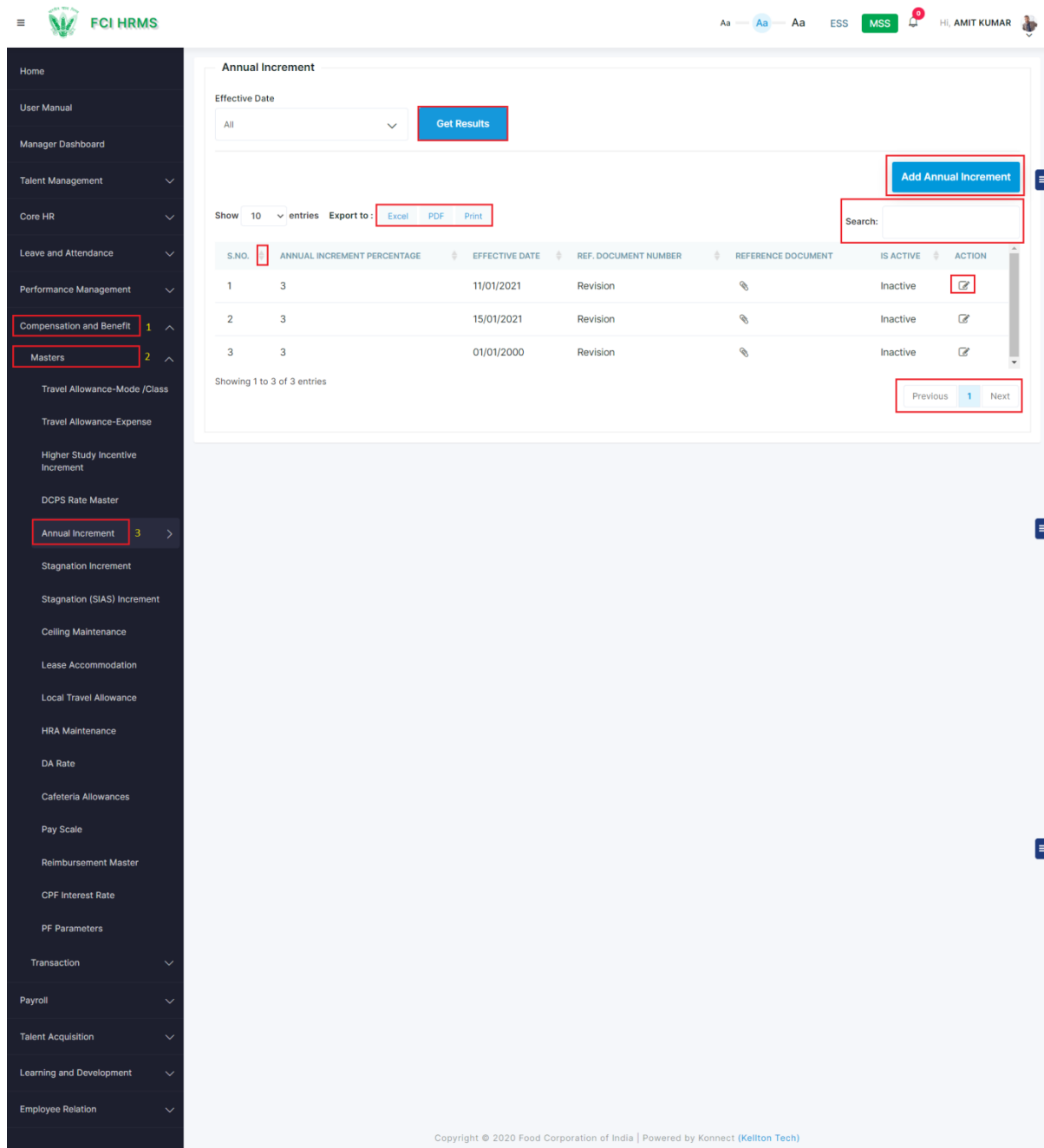
**Left Navigation:** Compensation and Benefits >>Masters >> Annual Increment

### 4.3.2 SLA

NA

### 4.3.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.3.1 to reach the Annual Increment Master Landing Page as shown in Figure 4.11





The screenshot displays the 'Annual Increment' master landing page. The sidebar on the left contains various HRMS modules, with 'Annual Increment' highlighted. The top header shows the user's name 'AMIT KUMAR' and role 'MSS'. The main content area includes a search bar, a 'Get Results' button, and a table of annual increments. The table has columns for S.NO., ANNUAL INCREMENT PERCENTAGE, EFFECTIVE DATE, REF. DOCUMENT NUMBER, REFERENCE DOCUMENT, IS ACTIVE, and ACTION. The table shows three entries, all with a percentage of 3 and a status of 'Inactive'. The bottom of the page shows pagination controls: 'Previous', '1', and 'Next'.

**Figure 4-11: Annual Increment Master**

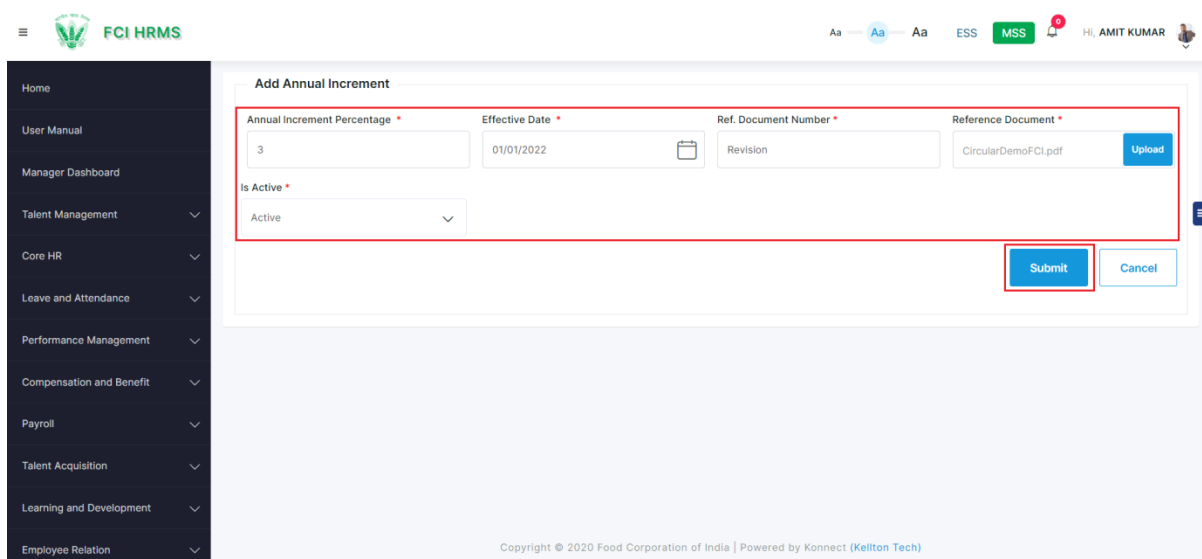
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, or **Print** to export the table records in Excel or PDF 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 Annual Increment to add a new record in the table as mentioned in Section 4.3.4 – Add Annual Increment.
- Click on  to edit an existing record in the table as mentioned in Section 4.3.5 – Edit Annual Increment.

#### 4.3.4 Add Annual Increment

Click on Add Annual Increment to open the Add Annual Increment as shown in Figure 4-12



**Figure 4-12: Add Annual Increment**

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

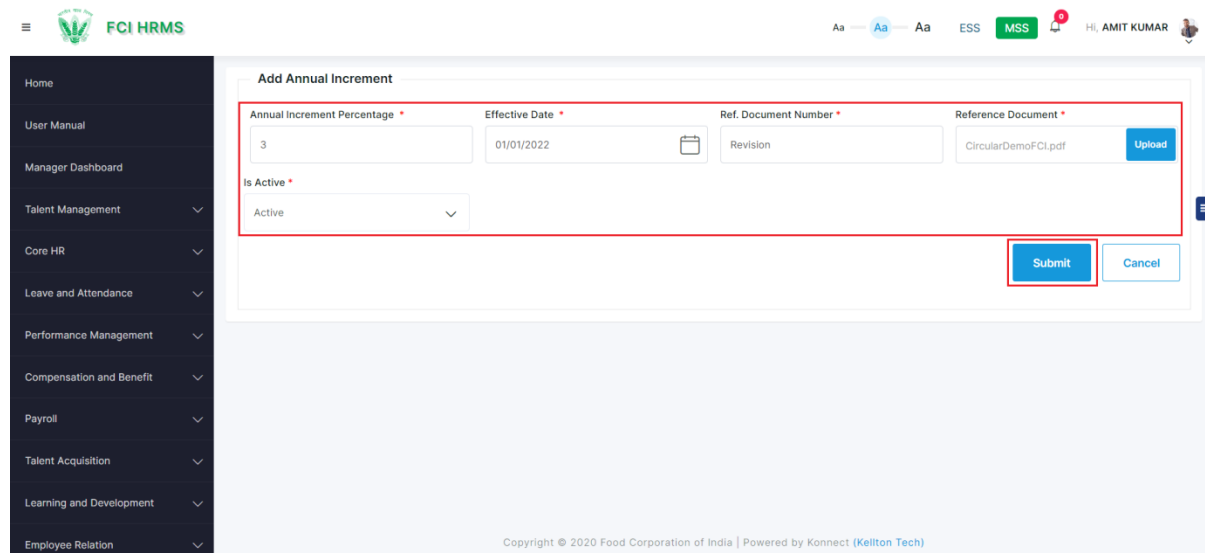



Figure 4-13: New Annual Increment Added

### 4.3.5 Edit Annual Increment

Click on  to open Edit Annual Increment as shown in Figure 4-14

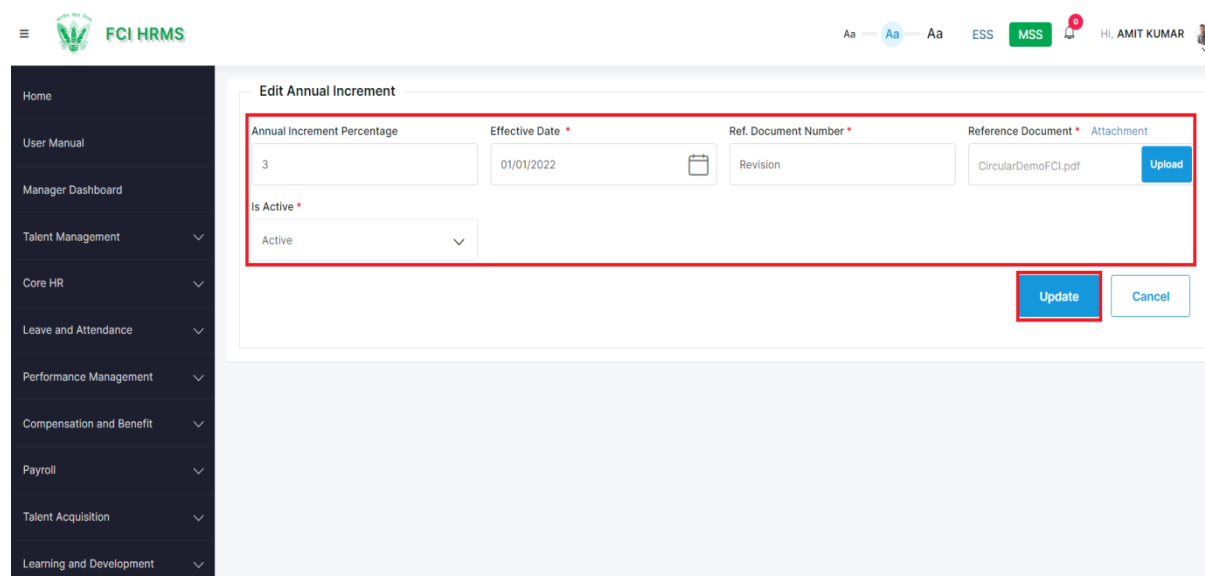

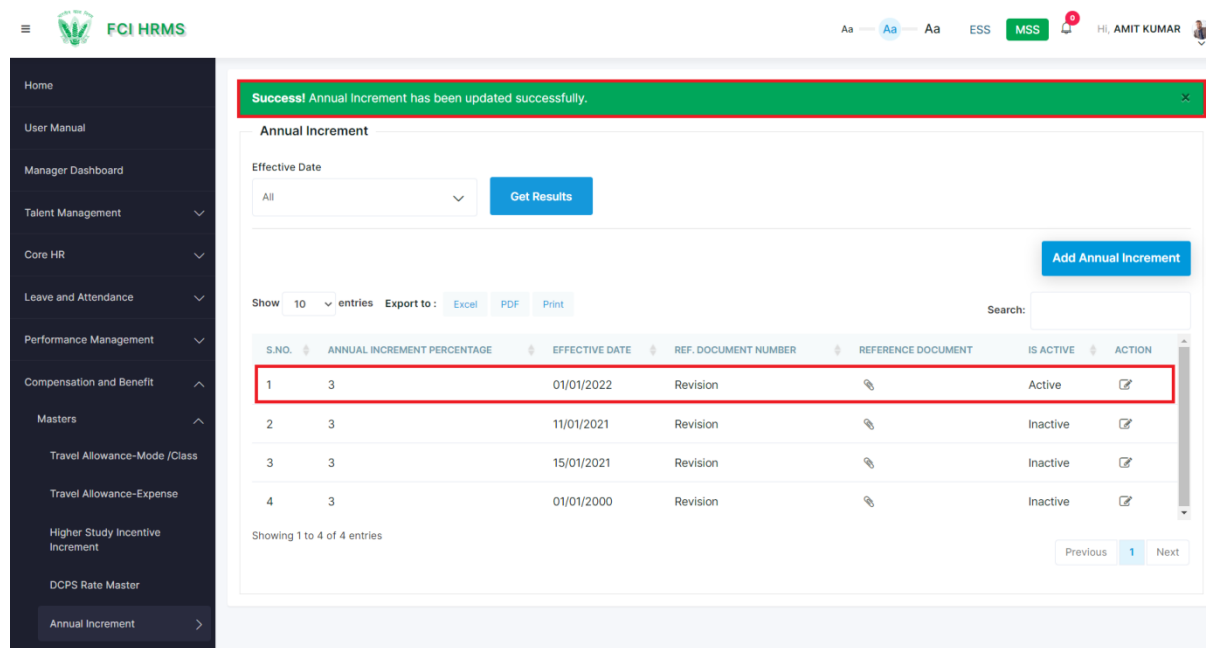


Figure 4-14: Edit Annual Increment

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



S.NO.	ANNUAL INCREMENT PERCENTAGE	EFFECTIVE DATE	REF. DOCUMENT NUMBER	REFERENCE DOCUMENT	IS ACTIVE	ACTION
1	3	01/01/2022	Revision		Active	
2	3	11/01/2021	Revision		Inactive	
3	3	15/01/2021	Revision		Inactive	
4	3	01/01/2000	Revision		Inactive	

Figure 4-15: Existing Annual Increment Detail Updated

## 4.4 Stagnation Increment

In the Stagnation Increment Master the user can configure the policy for Stagnation Increment based on the FCI policy.

### 4.4.1 Navigation

**Left Navigation:** Compensation and Benefits >> Masters >> Stagnation Increment

### 4.4.2 SLA

NA

### 4.4.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.4.1 to reach the Stagnation Increment Master Landing Page as shown in Figure 4.16



**Stagnation Increment**

Office Type: All | Office Name: All | Salary Type: All | Applicable Pay Scale: All

Effective Date: All | Is Active: All | **Get Results**

**Add Stagnation Increment**

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

Search:

S.NO	OFFICE TYPE	OFFICE NAME	APPLICABLE ON NUMBER OF YEARS SERVICE	NO. OF TIMES	APPLICABLE PAY SCALE	SALARY TYPE	EFFECTIVE DATE	REF. DOCUMENT NUMBER	REF. DOCUMENT
1	HQ	HQ-Delhi	2	3	40000 - 140000	IDA	01/02/2021	Revision	
2	IFS	ZO (NORTH EAST) - GUWAHATI	2	2	50000 - 160000	IDA	02/01/2020	ABC123444	
3	IFS	ZO (NORTH EAST) - GUWAHATI	2	2	50000 - 160000	IDA	26/12/2020	ABC123444	
4	IFS	ZO (NORTH EAST) - GUWAHATI	2	2	50000 - 160000	IDA	25/12/2020	ABC123444	
5	IFS	IFS, GURGAON	2	3	50000 - 160000	IDA1	30/01/2021	We	
6	HQ	HQ-Delhi	1	2	40000 - 140000	IDA_A	01/04/2021	Ref. Document Number	
7	IFS	ZO (NORTH EAST) - GUWAHATI	2	2	50000 - 160000	IDA	22/12/2020	ABC123444	
8	HQ	HQ-Delhi	10	1	40000 - 140000	CDA	16/12/2020	ASD213	
9	IFS	IFS, GURGAON	4	5	40000 - 140000	CDA	01/06/2021		
10	ZO	ZO (WEST) - MUMBAI	9	9	40000 - 140000	CDA	01/05/2021	Ref. Document NuRef. Document Number Mber	


Showing 1 to 10 of 79 entries

Previous 1 2 3 4 5 ... 8 Next

Figure 4-16: Stagnation Increment Master

HRMS administrator 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 **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 Stagnation Increment** to add a new record in the table as mentioned in Section 4.4.4 – Add Stagnation Increment.
- Click on  to edit an existing record in the table as mentioned in Section 4.4.5 – Edit Stagnation Increment.

#### 4.4.4 Add Stagnation Increment

Click on **Add Stagnation Increment** to open the Add Stagnation Increment as shown in Figure 4-17

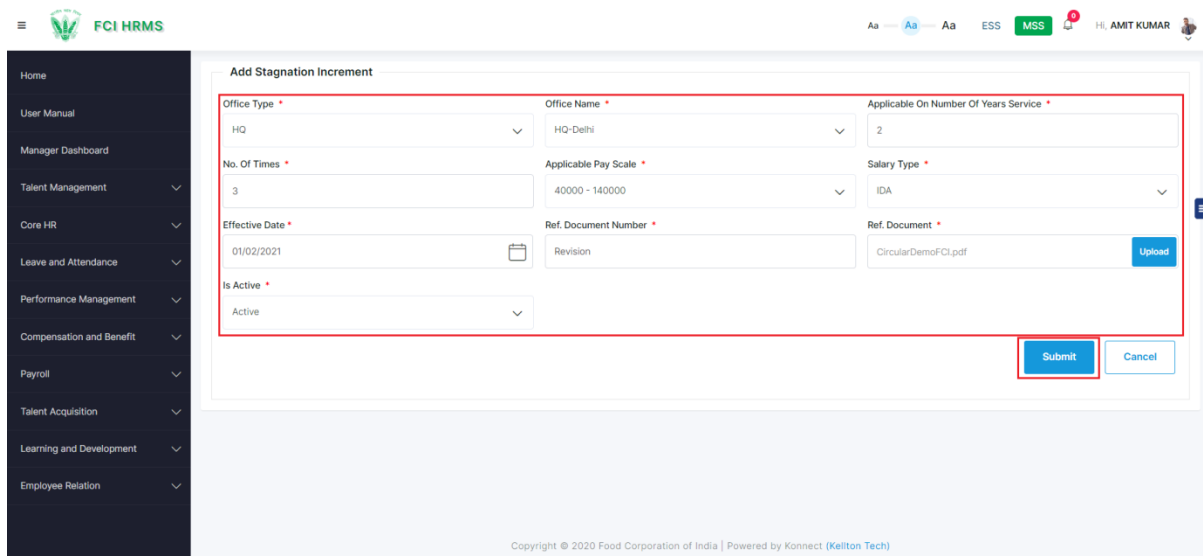


Figure 4-17: Add Stagnation Increment

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

**Success! Stagnation Increment has been added successfully**

**Stagnation Increment**

Office Type: All, Office Name: All, Salary Type: All, Applicable Pay Scale: All

Effective Date: All, Is Active: All, [Get Results](#)

[Add Stagnation Increment](#)

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

S.NO.	OFFICE TYPE	OFFICE NAME	APPLICABLE ON NUMBER OF YEARS SERVICE	NO. OF TIMES	APPLICABLE PAY SCALE	SALARY TYPE	EFFECTIVE DATE	REF. DOCUMENT NUMBER	REF. DOCUMENT
1	HQ	HQ-Delhi	2	3	40000 - 140000	IDA	01/02/2021	Revision	
2	IFS	ZO (NORTH EAST) - GUWAHATI	2	2	50000 - 160000	IDA	02/01/2020	ABC123444	
3	IFS	ZO (NORTH EAST) - GUWAHATI	2	2	50000 - 160000	IDA	26/12/2020	ABC123444	
4	IFS	ZO (NORTH EAST) - GUWAHATI	2	2	50000 - 160000	IDA	25/12/2020	ABC123444	
5	IFS	IFS, GURGAON	2	3	50000 - 160000	IDA1	30/01/2021	We	
6	HQ	HQ-Delhi	1	2	40000 - 140000	IDA_A	01/04/2021	Ref. Document Number	
7	IFS	ZO (NORTH EAST) - GUWAHATI	2	2	50000 - 160000	IDA	22/12/2020	ABC123444	
8	HQ	HQ-Delhi	10	1	40000 - 140000	CDA	16/12/2020	ASD213	
9	IFS	IFS, GURGAON	4	5	40000 - 140000	CDA	01/06/2021		
10	ZO	ZO (WEST) - MUMBAI	9	9	40000 - 140000	CDA	01/05/2021	Ref. Document NuRef. Document Number Mber	

Showing 1 to 10 of 79 entries

Previous 1 2 3 4 5 ... 8 Next

Figure 4-18: New Stagnation Increment Added

## 4.4.5 Edit Stagnation Increment

Click on to open Edit Stagnation Increment as shown in Figure 4-19

**Edit Stagnation Increment**

Office Type: RO, Office Name: RO PANCHKULA, Applicable On Number Of Years Service: 2

No. Of Times: 3, Applicable Pay Scale: 40000 - 60000, Salary Type: IDA

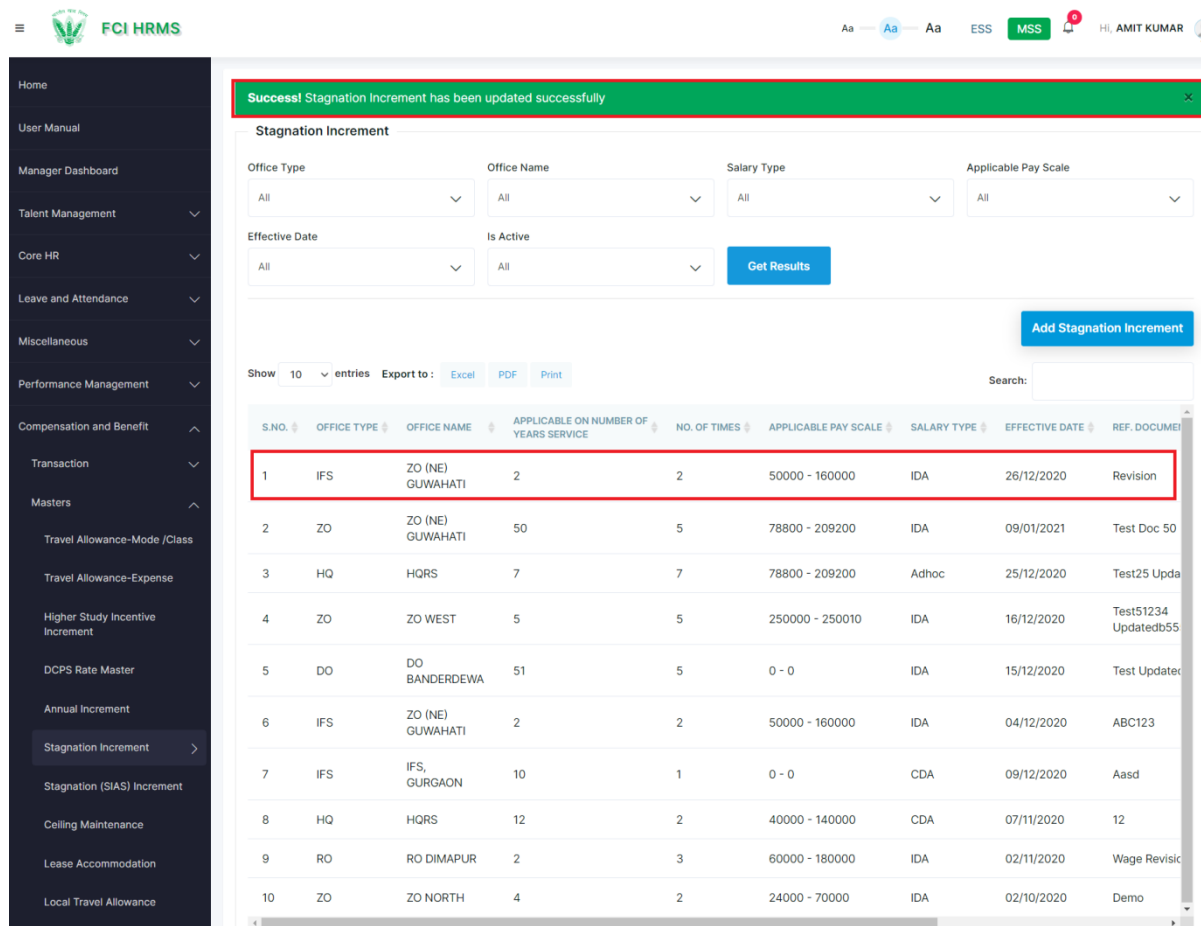
Effective Date: 01/01/2020, Ref. Document Number: Revision, Ref. Document: Attachment, CircularDemoFCI.pdf, [Upload](#)

Is Active: Active

[Update](#) [Cancel](#)

Figure 4-19: Edit Stagnation Increment

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



**Success! Stagnation Increment has been updated successfully**

**Stagnation Increment**

Office Type: All, Office Name: All, Salary Type: All, Applicable Pay Scale: All

Effective Date: All, Is Active: All, **Get Results**

**Add Stagnation Increment**

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

S.NO.	OFFICE TYPE	OFFICE NAME	APPLICABLE ON NUMBER OF YEARS SERVICE	NO. OF TIMES	APPLICABLE PAY SCALE	SALARY TYPE	EFFECTIVE DATE	REF. DOCUMENT
1	IFS	ZO (NE) GUWAHATI	2	2	50000 - 160000	IDA	26/12/2020	Revision
2	ZO	ZO (NE) GUWAHATI	50	5	78800 - 209200	IDA	09/01/2021	Test Doc 50
3	HQ	HQRS	7	7	78800 - 209200	Adhoc	25/12/2020	Test25 Upda
4	ZO	ZO WEST	5	5	250000 - 250010	IDA	16/12/2020	Test51234 Updatedb55
5	DO	DO BANDERDEWA	51	5	0 - 0	IDA	15/12/2020	Test Updater
6	IFS	ZO (NE) GUWAHATI	2	2	50000 - 160000	IDA	04/12/2020	ABC123
7	IFS	IFS, GURGAON	10	1	0 - 0	CDA	09/12/2020	Aasd
8	HQ	HQRS	12	2	40000 - 140000	CDA	07/11/2020	12
9	RO	RO DIMAPUR	2	3	60000 - 180000	IDA	02/11/2020	Wage Revisi
10	ZO	ZO NORTH	4	2	24000 - 70000	IDA	02/10/2020	Demo

Figure 4-20: Existing Stagnation Increment Detail Updated

## 4.5 Stagnation (SIAS) Increment

In the Stagnation (SIAS) Increment Master the user can configure the policy for Stagnation (SIAS) Increment based on the FCI policy.

### 4.5.1 Navigation

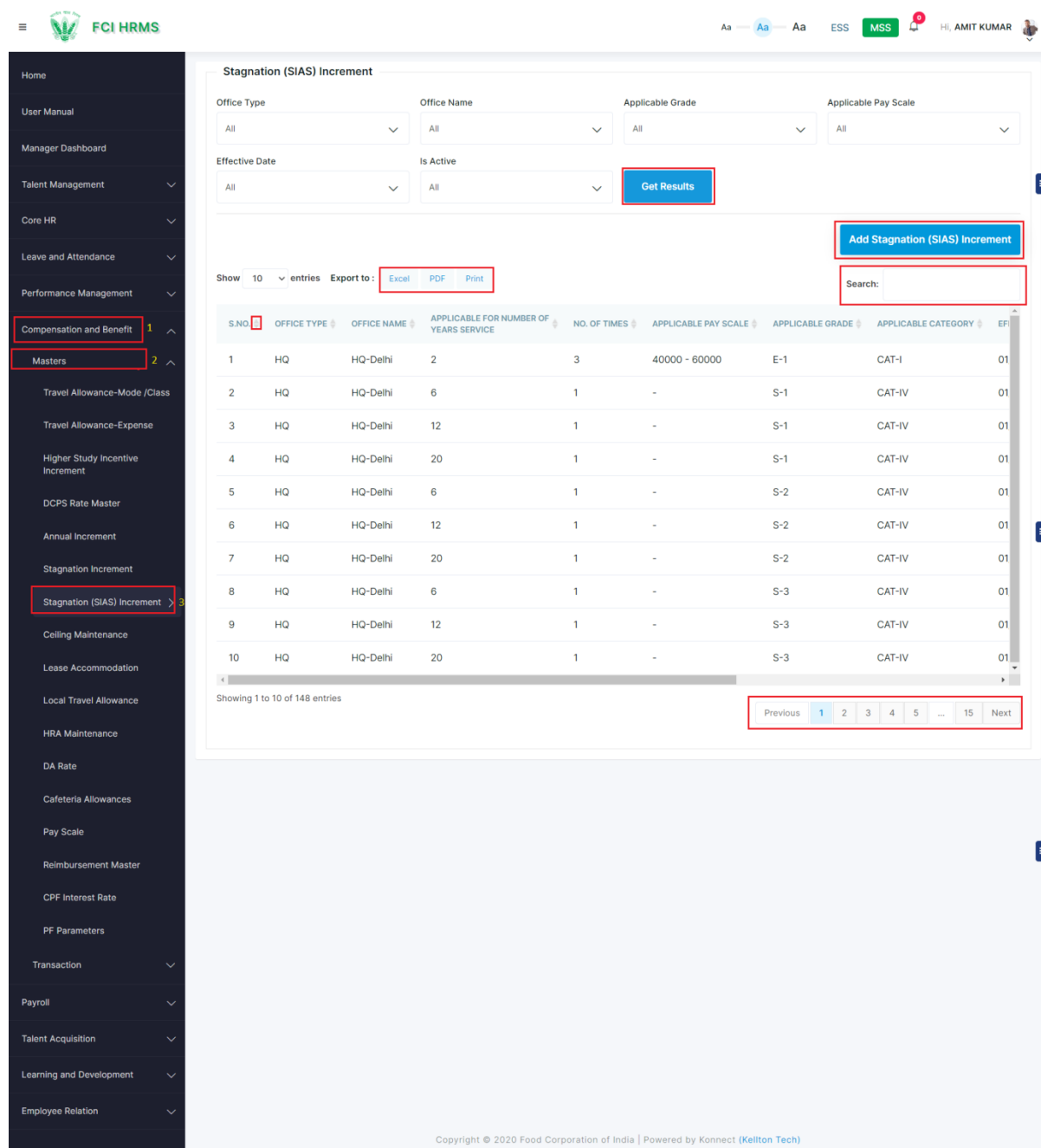
**Left Navigation:** Compensation and Benefits >> Masters >> Stagnation (SIAS) Increment

### 4.5.2 SLA

NA

### 4.5.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.5.1 to reach the Stagnation (SIAS) Increment Master Landing Page as shown in Figure 4.21



**Stagnation (SIAS) Increment**

Office Type: All | Office Name: All | Applicable Grade: All | Applicable Pay Scale: All

Effective Date: All | Is Active: All | **Get Results**

**Add Stagnation (SIAS) Increment**

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


S.NO	OFFICE TYPE	OFFICE NAME	APPLICABLE FOR NUMBER OF YEARS SERVICE	NO. OF TIMES	APPLICABLE PAY SCALE	APPLICABLE GRADE	APPLICABLE CATEGORY	EF
1	HQ	HQ-Delhi	2	3	40000 - 60000	E-1	CAT-I	01
2	HQ	HQ-Delhi	6	1	-	S-1	CAT-IV	01
3	HQ	HQ-Delhi	12	1	-	S-1	CAT-IV	01
4	HQ	HQ-Delhi	20	1	-	S-1	CAT-IV	01
5	HQ	HQ-Delhi	6	1	-	S-2	CAT-IV	01
6	HQ	HQ-Delhi	12	1	-	S-2	CAT-IV	01
7	HQ	HQ-Delhi	20	1	-	S-2	CAT-IV	01
8	HQ	HQ-Delhi	6	1	-	S-3	CAT-IV	01
9	HQ	HQ-Delhi	12	1	-	S-3	CAT-IV	01
10	HQ	HQ-Delhi	20	1	-	S-3	CAT-IV	01


Showing 1 to 10 of 148 entries

Previous | 1 | 2 | 3 | 4 | 5 | ... | 15 | Next

**Figure 4-21: Stagnation (SIAS) Increment Master**

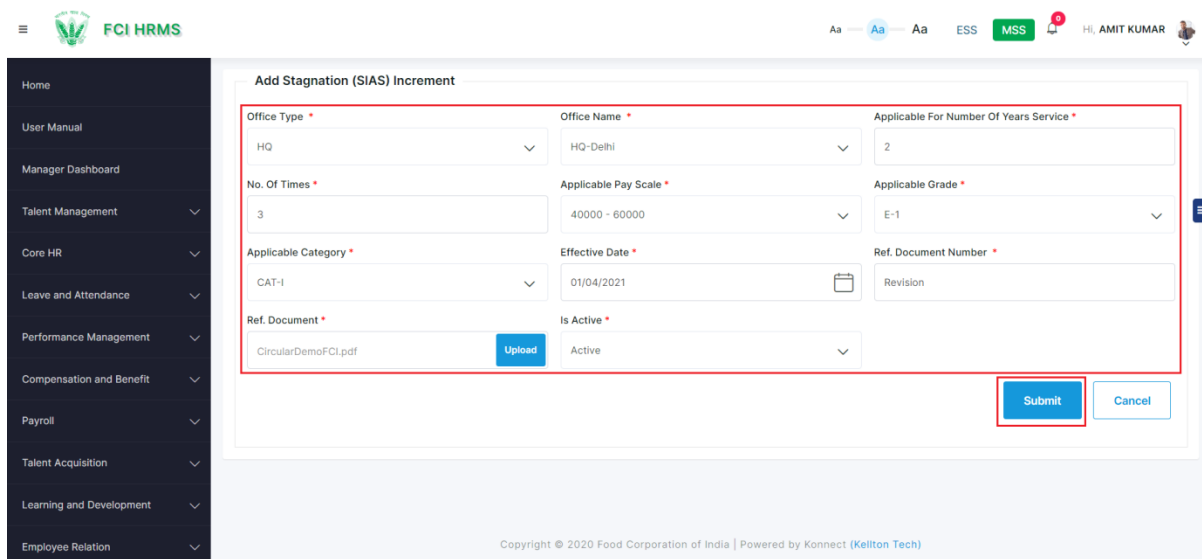
HRMS administrator shall be able to perform the following activities from the landing page:

- 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 **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 Stagnation (SIAS) Increment** to add a new record in the table as mentioned in Section 4.5.4 – Add Stagnation (SIAS) Increment.
- Click on  to edit an existing record in the table as mentioned in Section 4.5.5 – Edit Stagnation (SIAS) Increment.

#### 4.5.4 Add Stagnation (SIAS) Increment

Click on **Add Stagnation (SIAS) Increment** to open the Add Stagnation (SIAS) Increment as shown in Figure 4-22



**Figure 4-22: Add Stagnation (SIAS) Increment**

Enter the details and click on **Submit** such that a success message will be shown in the Stagnation (SIAS) Increment Master Landing Page for addition of a new record in the table as shown in Figure 4-23.

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Lease Accommodation

Local Travel Allowance

HRA Maintenance

DA Rate

Cafeteria Allowances

Pay Scale

Reimbursement Master

CPF Interest Rate

PF Parameters

Transaction

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Success! Stagnation (SIAS) Increment has been added successfully

Stagnation (SIAS) Increment

Office Type

Office Name

Applicable Grade

Applicable Pay Scale

Effective Date

Is Active

Get Results

Add Stagnation (SIAS) Increment

Show 10 entries

Export to: Excel PDF Print

Search:

S.NO.	OFFICE TYPE	OFFICE NAME	APPLICABLE FOR NUMBER OF YEARS SERVICE	NO. OF TIMES	APPLICABLE PAY SCALE	APPLICABLE GRADE	APPLICABLE CATEGORY	EF
1	HQ	HQ-Delhi	2	3	40000 - 60000	E-1	CAT-I	01
2	HQ	HQ-Delhi	6	1	-	S-1	CAT-IV	01
3	HQ	HQ-Delhi	12	1	-	S-1	CAT-IV	01
4	HQ	HQ-Delhi	20	1	-	S-1	CAT-IV	01
5	HQ	HQ-Delhi	6	1	-	S-2	CAT-IV	01
6	HQ	HQ-Delhi	12	1	-	S-2	CAT-IV	01
7	HQ	HQ-Delhi	20	1	-	S-2	CAT-IV	01
8	HQ	HQ-Delhi	6	1	-	S-3	CAT-IV	01
9	HQ	HQ-Delhi	12	1	-	S-3	CAT-IV	01
10	HQ	HQ-Delhi	20	1	-	S-3	CAT-IV	01

Showing 1 to 10 of 148 entries

Previous

1

2

3

4

5


...

15

Next

Figure 4-23: New Stagnation (SIAS) Increment Added

### 4.5.5 Edit Stagnation (SIAS) Increment

Click on  to open Edit Stagnation (SIAS) Increment as shown in Figure 4-24

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Figure 4-24: Edit Stagnation (SIAS) Increment

Enter the details and click on **Update** such that a success message will be shown in the Stagnation (SIAS) Increment Master Landing Page for updating the existing record in the table as shown in Figure 4-25.

S.NO.	OFFICE TYPE	OFFICE NAME	APPLICABLE FOR NUMBER OF YEARS SERVICE	NO. OF TIMES	APPLICABLE PAY SCALE	APPLICABLE GRADE	APPLICABLE CATEGORY	EF
1	HQ	HQ-Delhi	2	3	40000 - 60000	E-1	CAT-I	01
2	HQ	HQ-Delhi	6	1	-	S-1	CAT-IV	01
3	HQ	HQ-Delhi	12	1	-	S-1	CAT-IV	01
4	HQ	HQ-Delhi	20	1	-	S-1	CAT-IV	01
5	HQ	HQ-Delhi	6	1	-	S-2	CAT-IV	01
6	HQ	HQ-Delhi	12	1	-	S-2	CAT-IV	01
7	HQ	HQ-Delhi	20	1	-	S-2	CAT-IV	01
8	HQ	HQ-Delhi	6	1	-	S-3	CAT-IV	01
9	HQ	HQ-Delhi	12	1	-	S-3	CAT-IV	01
10	HQ	HQ-Delhi	20	1	-	S-3	CAT-IV	01

Figure 4-25: Existing Stagnation (SIAS) Increment Detail Updated



## 4.6 Higher Study Incentive Increment

In the Higher Study Incentive Increment Master the user can configure the policy of higher study incentive increment based on which the employee shall be able to request for Higher Study Incentive Increment.

### 4.6.1 Navigation

**Left Navigation:** Compensation and Benefits >> Masters >> Higher Study Incentive Increment

### 4.6.2 SLA

NA

### 4.6.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.6.1 to reach the Higher Study Incentive Increment Master Landing Page as shown in Figure 4.26

**Higher Study Incentive Increment**

Effective Date: All | Is Active: All | **Get Results**

**Add Higher Study Incentive Increment**

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




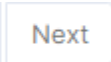
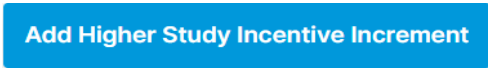

S.NO.	MAXIMUM NO. OF COURSES APPLICABLE FOR INCREMENT DURING SERVICE	MINIMUM NO. OF INCREMENT PER COURSE	MAXIMUM NO. OF INCREMENT PER COURSE	MINIMUM COURSE DURATION (YR)	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT
1	1	2	5	1	21/09/2020	Revision	
2	1	3	5	7	01/02/2021	Revision	
3	9	4	5	5	08/12/2020	Revision	
4	2	1	2	1	01/01/2021	Wage Revision	

Showing 1 to 4 of 4 entries | Previous | 1 | Next

**Figure 4-26: Higher Study Incentive Increment Master**

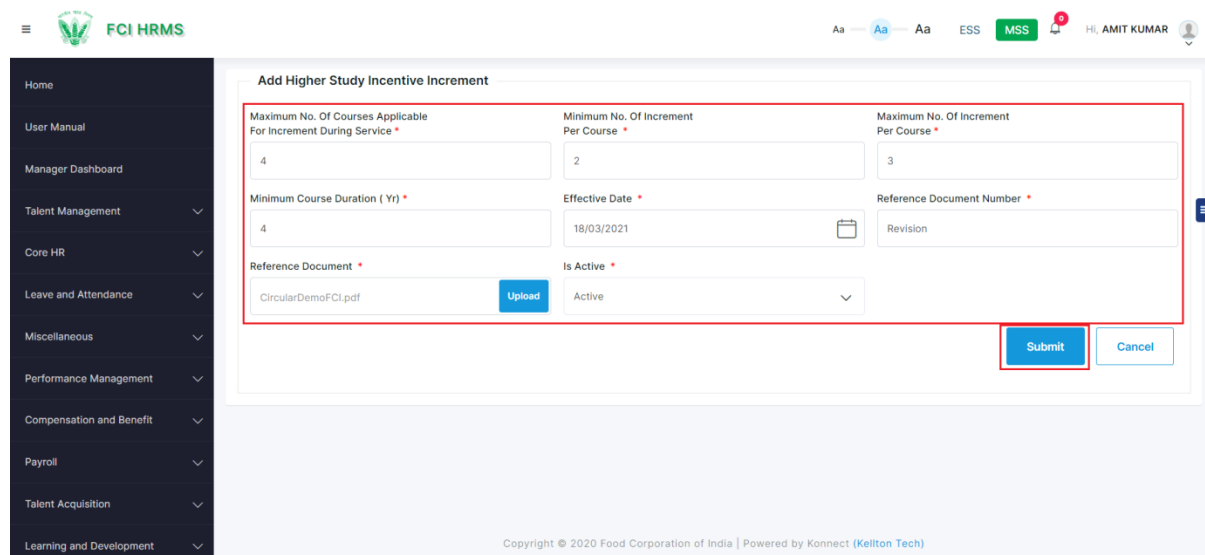
HRMS administrator shall be able to perform the following activities from the landing page:

- 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 **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 record in the table as mentioned in Section 4.6.4 – Add Higher Study Incentive Increment.
- Click on  to edit an existing record in the table as mentioned in Section 4.6.5 – Edit Higher Study Incentive Increment.

#### 4.6.4 Add Higher Study Incentive Increment

Click on  to open the Add Higher Study Incentive Increment as shown in Figure 4-27.



**Figure 4-27: Add Higher Study Incentive Increment**

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

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ESS

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Success! Higher Study Incentive Increment has been added successfully

Higher Study Incentive Increment

Effective Date

All

Is Active

All

Get Results

Add Higher Study Incentive Increment

Show

10

entries

Export to :

Excel

PDF

Print

Search:

S.NO.	MAXIMUM NO. OF COURSES APPLICABLE FOR INCREMENT DURING SERVICE	MINIMUM NO. OF INCREMENT PER COURSE	MAXIMUM NO. OF INCREMENT PER COURSE	MINIMUM COURSE DURATION (YR)	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT
1	4	2	3	4	18/03/2021	Revision	
2	1	2	5	1	21/09/2020	Revision	
3	1	3	5	7	01/02/2021	Revision	
4	9	4	5	5	08/12/2020	Revision	
5	2	1	2	1	01/01/2021	Wage Revision	

Showing 1 to 5 of 5 entries

Previous

1

Next

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**Figure 4-28: New Higher Study Incentive Increment Added**

## 4.6.5 Edit Higher Study Incentive Increment



Click on  to open Edit Higher Study Incentive Increment as shown in Figure 4-29.

Figure 4-29: Edit Higher Study Incentive Increment

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

S.NO.	MAXIMUM NO. OF COURSES APPLICABLE FOR INCREMENT DURING SERVICE	MINIMUM NO. OF INCREMENT PER COURSE	MAXIMUM NO. OF INCREMENT PER COURSE	MINIMUM COURSE DURATION (YR)	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT
1	4	2	3	4	18/03/2021	Revision	
2	1	2	5	1	21/09/2020	Revision	
3	1	3	5	7	01/02/2021	Revision	
4	9	4	5	5	08/12/2020	Revision	
5	2	1	2	1	01/01/2021	Wage Revision	

Figure 4-30: Existing Higher Study Incentive Increment Detail Updated

## 4.7 DCPS Rate Master

In the DCPS Rate Master the user shall configure the DCPS Contribution percentage of the employee and employer.

### 4.7.1 Navigation

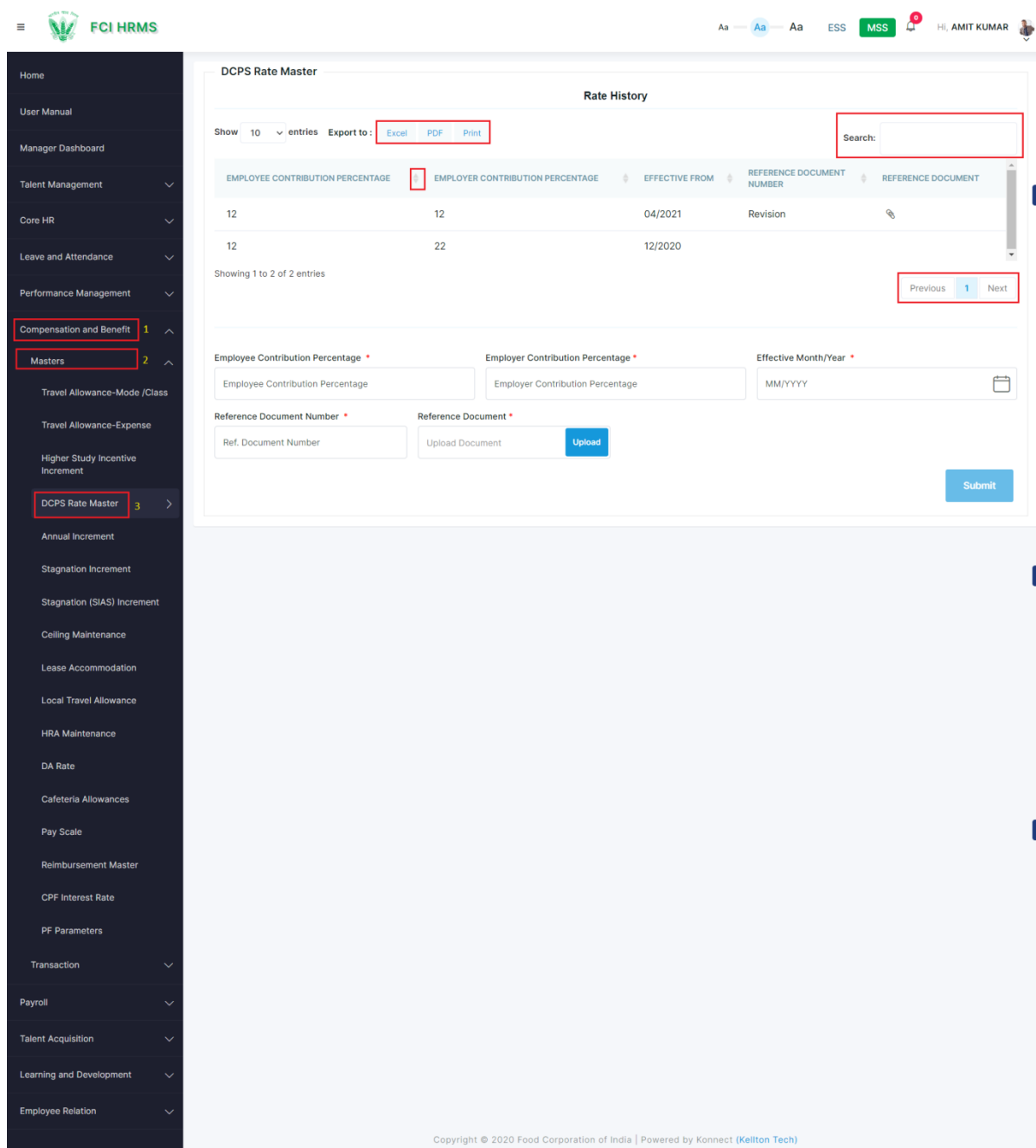
**Left Navigation:** Compensation and Benefits >> Masters >> DCPS Rate Master

### 4.7.2 SLA

NA

### 4.7.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.7.1 to reach the DCPS Rate Master Landing Page as shown in Figure 4.31


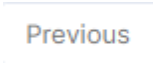

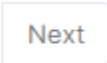


The screenshot displays the 'DCPS Rate Master' interface. On the left is a dark sidebar with a menu where 'DCPS Rate Master' is highlighted with a red box and a '3' next to it. The top header includes the FCI HRMS logo, user name 'Hi, AMIT KUMAR', and roles 'ESS' and 'MSS'. The main area is titled 'DCPS Rate Master' and 'Rate History'. It features a table with columns: 'EMPLOYEE CONTRIBUTION PERCENTAGE', 'EMPLOYER CONTRIBUTION PERCENTAGE', 'EFFECTIVE FROM', 'REFERENCE DOCUMENT NUMBER', and 'REFERENCE DOCUMENT'. The table shows two entries. Above the table are controls for 'Show' (10 entries), 'Export to' (Excel, PDF, Print - with a red box around these buttons), and a 'Search:' input field (also with a red box). Below the table are 'Previous', '1', and 'Next' pagination links (with a red box around them). At the bottom is a form with fields for 'Employee Contribution Percentage', 'Employer Contribution Percentage', 'Effective Month/Year', 'Reference Document Number', and an 'Upload Document' button. A 'Submit' button is at the bottom right. The footer contains copyright information: 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Keliton Tech)'.

Figure 4-31: DCPS Rate Master

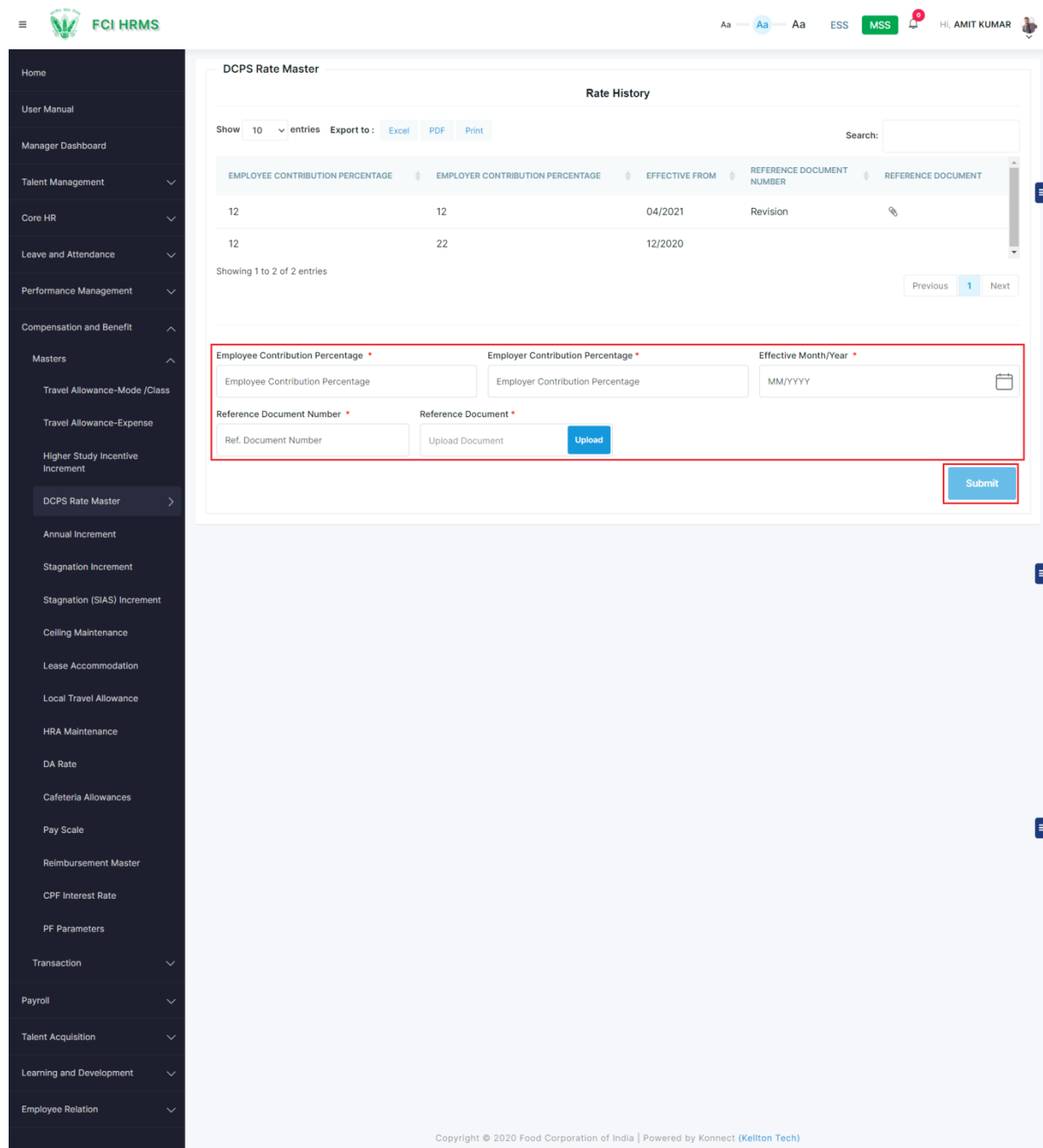
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on [Excel](#) [PDF](#) [Print](#) to export the table records in Excel or PDF as per table columns.
- 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
- Fill in the details in the row to add a new record in the table as mentioned in Section 4.7.4 – Add DCPS Rate.

#### 4.7.4 Add Higher Study Incentive Increment

Fill in the details to add DCPS Rate as shown in Figure 4-32.



The screenshot shows the 'DCPS Rate Master' form in the FCI HRMS system. The form is divided into two main sections: 'Rate History' and a form for adding a new record.

**Rate History Section:**

- Buttons: Show (10 entries), Export to (Excel, PDF, Print), Search.
- Table with columns: EMPLOYEE CONTRIBUTION PERCENTAGE, EMPLOYER CONTRIBUTION PERCENTAGE, EFFECTIVE FROM, REFERENCE DOCUMENT NUMBER, REFERENCE DOCUMENT.
- Table data:
 

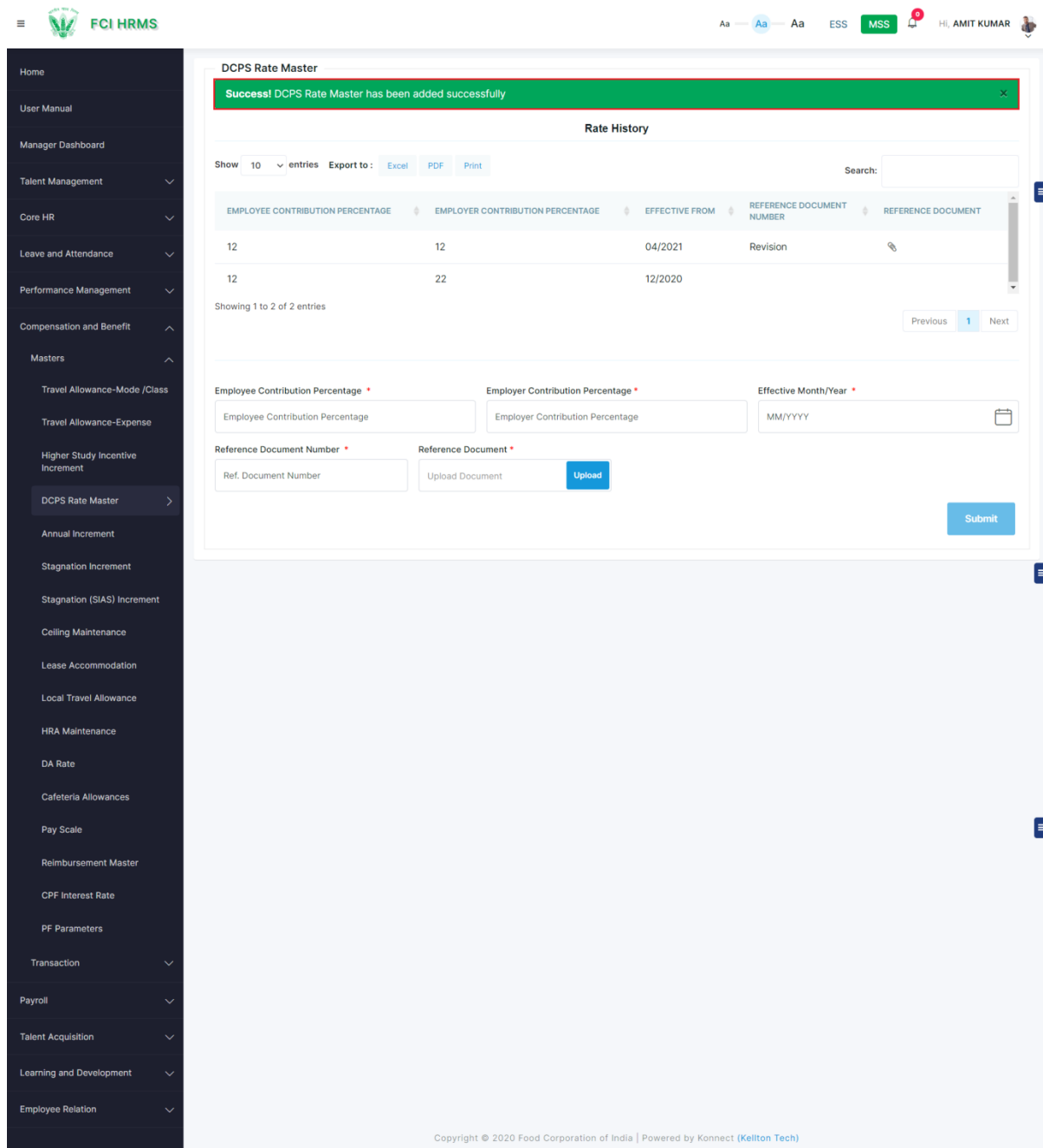
EMPLOYEE CONTRIBUTION PERCENTAGE	EMPLOYER CONTRIBUTION PERCENTAGE	EFFECTIVE FROM	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT
12	12	04/2021	Revision	
12	22	12/2020		
- Showing 1 to 2 of 2 entries
- Navigation: Previous, 1, Next

**Add New Record Section:**

- Employee Contribution Percentage \*
- Employer Contribution Percentage \*
- Effective Month/Year \*
- Reference Document Number \*
- Reference Document \*
- Ref. Document Number
- Upload Document
- Upload
- Submit

**Figure 4-32: Add DCPS Rate**

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



The screenshot shows the FCI HRMS interface. On the left is a dark sidebar with a menu. The main content area is titled "DCPS Rate Master". At the top, a green success message states: "Success! DCPS Rate Master has been added successfully". Below this is a "Rate History" section with a table. The table has columns: EMPLOYEE CONTRIBUTION PERCENTAGE, EMPLOYER CONTRIBUTION PERCENTAGE, EFFECTIVE FROM, REFERENCE DOCUMENT NUMBER, and REFERENCE DOCUMENT. It shows two entries. Below the table is a form to add a new record with fields for Employee Contribution Percentage, Employer Contribution Percentage, Effective Month/Year, Reference Document Number, and Reference Document. A blue "Submit" button is at the bottom right.

EMPLOYEE CONTRIBUTION PERCENTAGE	EMPLOYER CONTRIBUTION PERCENTAGE	EFFECTIVE FROM	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT
12	12	04/2021	Revision	
12	22	12/2020		

Showing 1 to 2 of 2 entries

Previous 1 Next

Employee Contribution Percentage \*  
Employee Contribution Percentage

Employer Contribution Percentage \*  
Employer Contribution Percentage

Effective Month/Year \*  
MM/YYYY

Reference Document Number \*  
Ref. Document Number

Reference Document \*  
Upload Document

**Submit**

**Figure 4-33: New DCPS Rate Added**

## 4.8 Ceiling Maintenance

In the Ceiling Maintenance Master the user can configure the ceiling limit for the retired employees claim.

### 4.8.1 Navigation

**Left Navigation:** Compensation and Benefits >> Masters >> Ceiling Maintenance

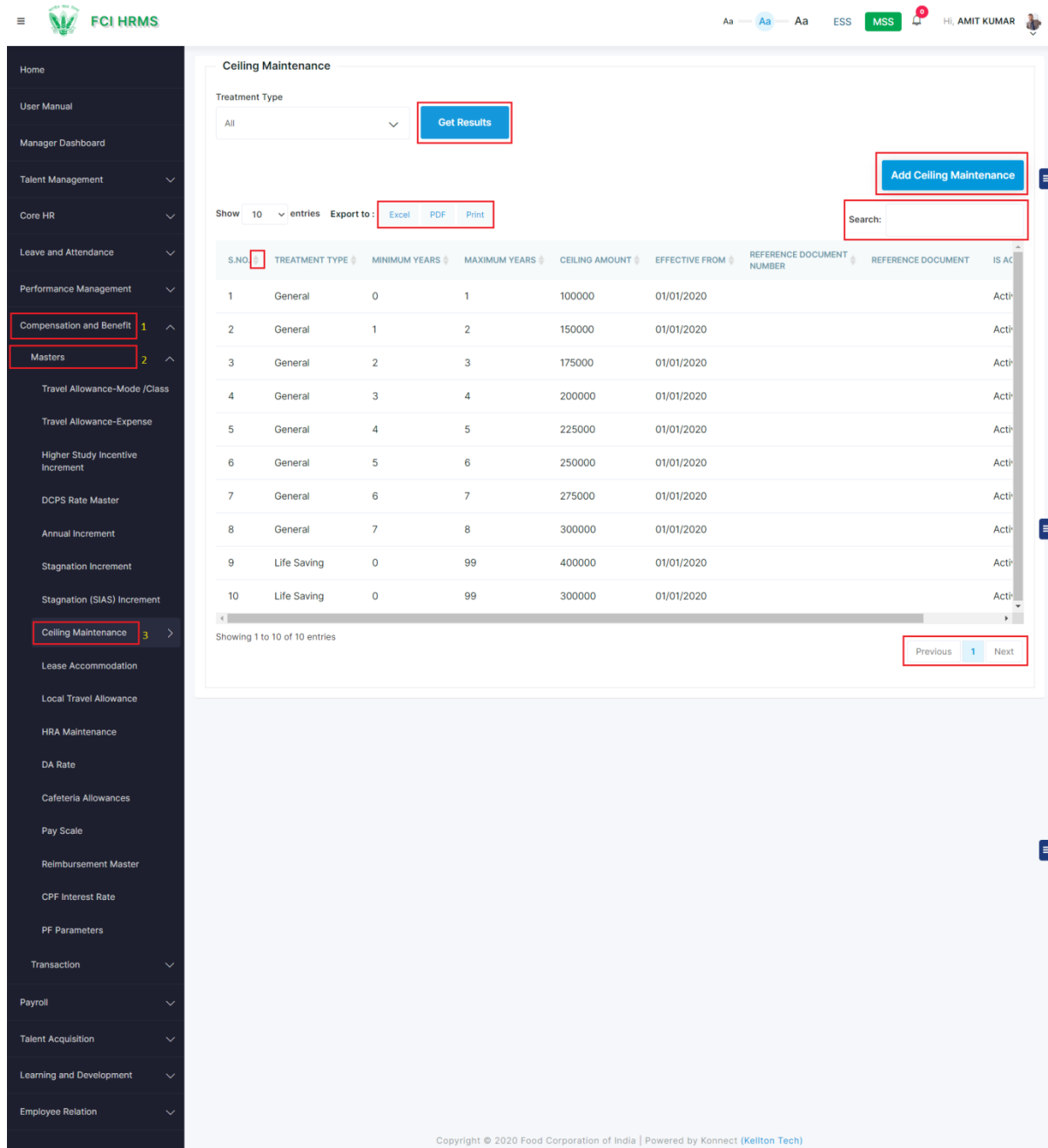


#### 4.8.2 SLA

NA

#### 4.8.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.8.1 to reach the Ceiling Maintenance Master Landing Page as shown in Figure 4.34





The screenshot displays the 'Ceiling Maintenance' master landing page. On the left is a dark sidebar with a menu. The main area features a table with 10 entries. Key UI elements are highlighted with red boxes: the 'Get Results' button, the 'Add Ceiling Maintenance' button, the 'Export to' buttons (Excel, PDF, Print), the 'Search' input field, the 'S.NO.' column header, the 'Previous', '1', and 'Next' pagination controls, and the 'Compensation and Benefit' and 'Masters' menu items in the sidebar.

S.NO.	TREATMENT TYPE	MINIMUM YEARS	MAXIMUM YEARS	CEILING AMOUNT	EFFECTIVE FROM	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT	IS ACTIVE
1	General	0	1	100000	01/01/2020			Active
2	General	1	2	150000	01/01/2020			Active
3	General	2	3	175000	01/01/2020			Active
4	General	3	4	200000	01/01/2020			Active
5	General	4	5	225000	01/01/2020			Active
6	General	5	6	250000	01/01/2020			Active
7	General	6	7	275000	01/01/2020			Active
8	General	7	8	300000	01/01/2020			Active
9	Life Saving	0	99	400000	01/01/2020			Active
10	Life Saving	0	99	300000	01/01/2020			Active

Figure 4-34: Ceiling Maintenance Master

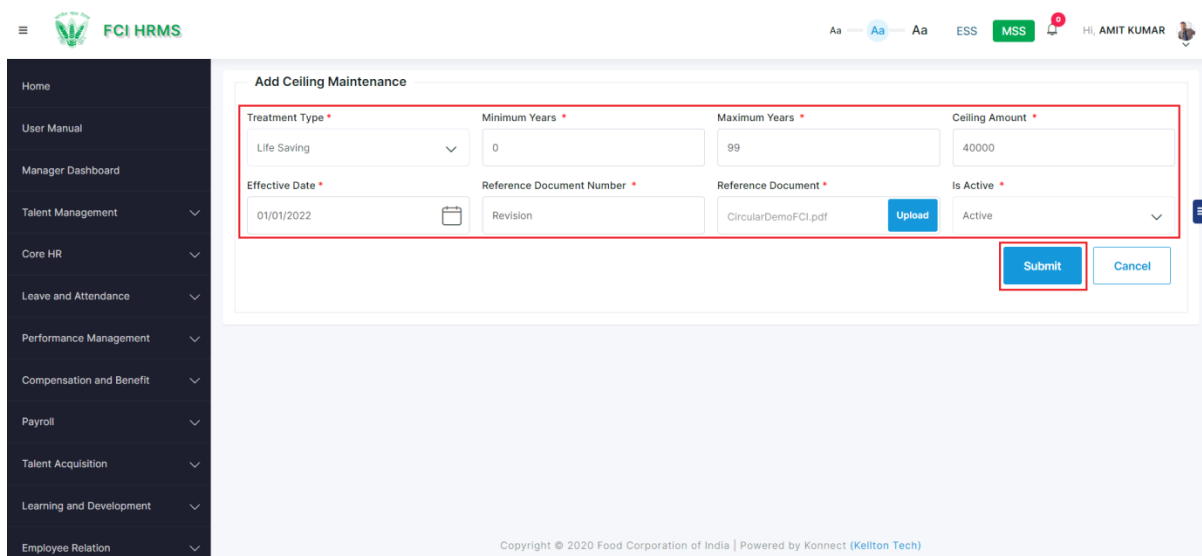
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  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 **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 Ceiling Maintenance** to add a new record in the table as mentioned in Section 4.8.4 – Add Ceiling Maintenance.
- Click on  to edit an existing record in the table as mentioned in Section 4.8.5 – Edit Ceiling Maintenance.

#### 4.8.4 Add Ceiling Maintenance

Click on **Add Ceiling Maintenance** to open the Add Ceiling Maintenance as shown in Figure 4-35.



**Figure 4-35: Add Ceiling Maintenance**

Enter the details and click on **Submit** such that a success message will be shown in the Ceiling Maintenance Master Landing Page for addition of a new record in the table as shown in Figure 4-36.

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Employee Relation

Success! Ceiling Maintenance has been added successfully

Ceiling Maintenance

Treatment Type

All

Get Results

Add Ceiling Maintenance

Show 10 entries

Export to: Excel PDF Print

Search:

S.NO.	TREATMENT TYPE	MINIMUM YEARS	MAXIMUM YEARS	CEILING AMOUNT	EFFECTIVE FROM	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT	IS ACTIVE
1	Life Saving	0	99	40000	01/01/2022	Revision		Active
2	General	0	1	100000	01/01/2020			Active
3	General	1	2	150000	01/01/2020			Active
4	General	2	3	175000	01/01/2020			Active
5	General	3	4	200000	01/01/2020			Active
6	General	4	5	225000	01/01/2020			Active
7	General	5	6	250000	01/01/2020			Active
8	General	6	7	275000	01/01/2020			Active
9	General	7	8	300000	01/01/2020			Active
10	Life Saving	0	99	400000	01/01/2020			Active

Showing 1 to 10 of 11 entries

Previous

1

2

Next

Figure 4-36: New Ceiling Maintenance Added

## 4.8.5 Edit Ceiling Maintenance

Click on  to open Edit Ceiling Maintenance as shown in Figure 4-37.

Figure 4-37: Edit Ceiling Maintenance

Enter the details and click on **Update** such that a success message will be shown in the Ceiling Maintenance Master Landing Page for updating the existing record in the table as shown in Figure 4-38.

S.NO.	TREATMENT TYPE	MINIMUM YEARS	MAXIMUM YEARS	CEILING AMOUNT	EFFECTIVE FROM	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT	IS ACTIVE
1	Life Saving	0	99	40000	01/01/2022	Revision		Active
2	General	0	1	100000	01/01/2020			Active
3	General	1	2	150000	01/01/2020			Active
4	General	2	3	175000	01/01/2020			Active
5	General	3	4	200000	01/01/2020			Active
6	General	4	5	225000	01/01/2020			Active
7	General	5	6	250000	01/01/2020			Active
8	General	6	7	275000	01/01/2020			Active
9	General	7	8	300000	01/01/2020			Active
10	Life Saving	0	99	400000	01/01/2020			Active

Figure 4-38: Existing Ceiling Maintenance Detail Updated

## 4.9 Lease Accommodation

In the Lease Accommodation Master the user can configure the Lease Accommodation rates grade-wise, Pay Scale-wise and City Class-wise.

### 4.9.1 Navigation

**Left Navigation:** Compensation and Benefits >> Masters >> Lease Accommodation

### 4.9.2 SLA

NA

### 4.9.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.9.1 to reach the Lease Accommodation Master Landing Page as shown in Figure 4.39



The screenshot displays the 'Lease Accommodation' master landing page. The sidebar on the left contains various HRMS modules, with 'Lease Accommodation' highlighted. The top header shows the user's name 'AMIT KUMAR' and the 'MSS' status. The main content area includes filters for Grade, Designation, Pay Scale, and City Class, all set to 'All'. Below the filters are buttons for 'Get Results', 'Add Lease Accommodation', and a search bar. A table lists four lease accommodation entries with columns for S.NO., GRADE, DESIGNATION, PAY SCALE, CITY CLASS, AMOUNT, EFFECTIVE DATE, REFERENCE DOCUMENT NUMBER, REFERENCE DOCUMENT, and IS ACTIVE. The table shows entries for Executive Director (Zone), Chief General Manager, Assistant Grade III (Personnel), and Executive Director (HQ). At the bottom, there are buttons for 'Excel', 'PDF', and 'Print' to export the data, and a pagination control showing 'Showing 1 to 4 of 4 entries'.

S.NO.	GRADE	DESIGNATION	PAY SCALE	CITY CLASS	AMOUNT	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT	IS ACTIVE
1	E-1	Executive Director (Zone)	23300-64000	X	1000	21/09/2020	Revised		Active
2	E-1	Chief General Manager	150000-300000	Z	30000	01/06/2021	Revised		Inactive
3	E-1	Assistant Grade III (Personnel)	40000-140000	X	5000	25/09/2020	Revised		Active
4	E-3	Executive Director (HQ)	144200-218200	X	25000	09/12/2020	Revision		Inactive

Figure 4-39: Lease Accommodation Master

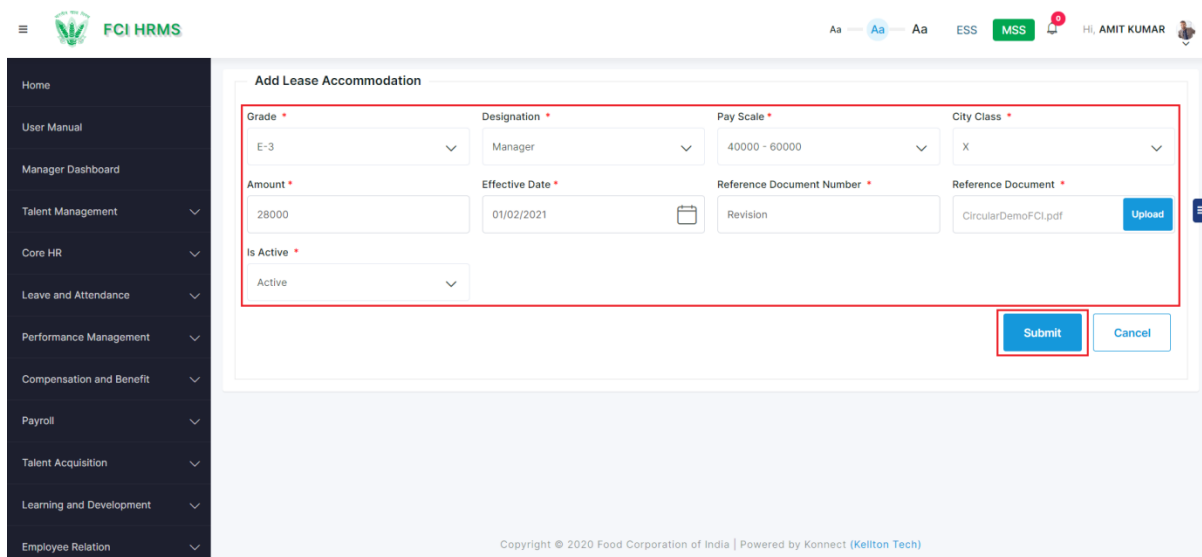
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, or **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 Previous 1 Next to navigate table records
- Click on Add Lease Accommodation to add a new record in the table as mentioned in Section 4.9.4 – Add Lease Accommodation.
- Click on  to edit an existing record in the table as mentioned in Section 4.9.5 – Edit Lease Accommodation.

#### 4.9.4 Add Lease Accommodation

Click on Add Lease Accommodation to open the Add Lease Accommodation as shown in Figure 4-40.



**Figure 4-40: Add Lease Accommodation**

Enter the details and click on Submit such that a success message will be shown in the Lease Accommodation Master Landing Page for addition of a new record in the table as shown in Figure 4-41.

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Employee Relation

Success! Lease Accommodation has been added successfully

Lease Accommodation

Grade

Designation

Pay Scale

City Class

All

All

All

All

Get Results

Add Lease Accommodation

Show 10 entries

Export to: Excel PDF Print

Search:

S.NO.	GRADE	DESIGNATION	PAY SCALE	CITY CLASS	AMOUNT	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT	IS ACTIVE
1	E-3	General Manager (Zone)	250000-250010	X	30000	01/02/2021	Revised		Active
2	E-1	Executive Director (Zone)	23300-64000	X	1000	21/09/2020	Revised		Active
3	E-1	Chief General Manager	150000-300000	Z	30000	01/06/2021	Revised		Inactive
4	E-1	Assistant Grade III (Personnel)	40000-140000	X	5000	25/09/2020	Revised		Active
5	E-3	Executive Director (HQ)	144200-218200	X	25000	09/12/2020	Revision		Inactive

Showing 1 to 5 of 5 entries


Previous 1 Next

Figure 4-41: New Lease Accommodation Added

### 4.9.5 Edit Lease Accommodation

Click on to open Edit Lease Accommodation as shown in Figure 4-42.

Figure 4-42: Edit Lease Accommodation

Enter the details and click on  such that a success message will be shown in the Lease Accommodation Master Landing Page for updating the existing record in the table as shown in Figure 4-43.

S.NO.	GRADE	DESIGNATION	PAY SCALE	CITY CLASS	AMOUNT	EFFECTIVE DATE	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT	IS ACTIVE
1	E-3	General Manager (Zone)	250000-250010	X	30000	01/02/2021	Revised		Active
2	E-1	Executive Director (Zone)	23300-64000	X	1000	21/09/2020	Revised		Active
3	E-1	Chief General Manager	150000-300000	Z	30000	01/06/2021	Revised		Inactive
4	E-1	Assistant Grade III (Personnel)	40000-140000	X	5000	25/09/2020	Revised		Active
5	E-3	Executive Director (HQ)	144200-218200	X	25000	09/12/2020	Revision		Inactive

Figure 4-43: Existing Lease Accommodation Detail Updated

## 4.10 Local Travel Allowance

In the Local Travel Allowance Master the user can configure the state-wise rules for local Local Travel Allowance.

### 4.10.1 Navigation

**Left Navigation:** Compensation and Benefits >> Masters >> Local Travel Allowance



#### 4.10.2 SLA

NA

#### 4.10.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.10.1 to reach the Local Travel Allowance Master Landing Page as shown in Figure 4.44

The screenshot displays the 'Local Travel Allowance' master landing page. The sidebar on the left contains various navigation options, with 'Local Travel Allowance' highlighted. The main content area includes filters for State, Applicable Category, and Applicable Mode Of Travel. A 'Get Results' button is present. Below the filters, there are options to show 10 entries and export to Excel, PDF, or Print. A table lists 10 entries with columns for S.NO., STATE, APPLICABLE CATEGORY, MIN. LIMIT (KM), MAX. LIMIT (KM), RATE PER (KM), APPLICABLE MODE OF TRAVEL, EFFECTIVE DATE, REF. DOCUMENT NUMBER, and REF. DOCUMENT. A search bar and an 'Add Local Travel Allowance' button are also visible. The footer indicates the page is powered by Konnect (Kelton Tech).

Figure 4-44: Local Travel Allowance Master

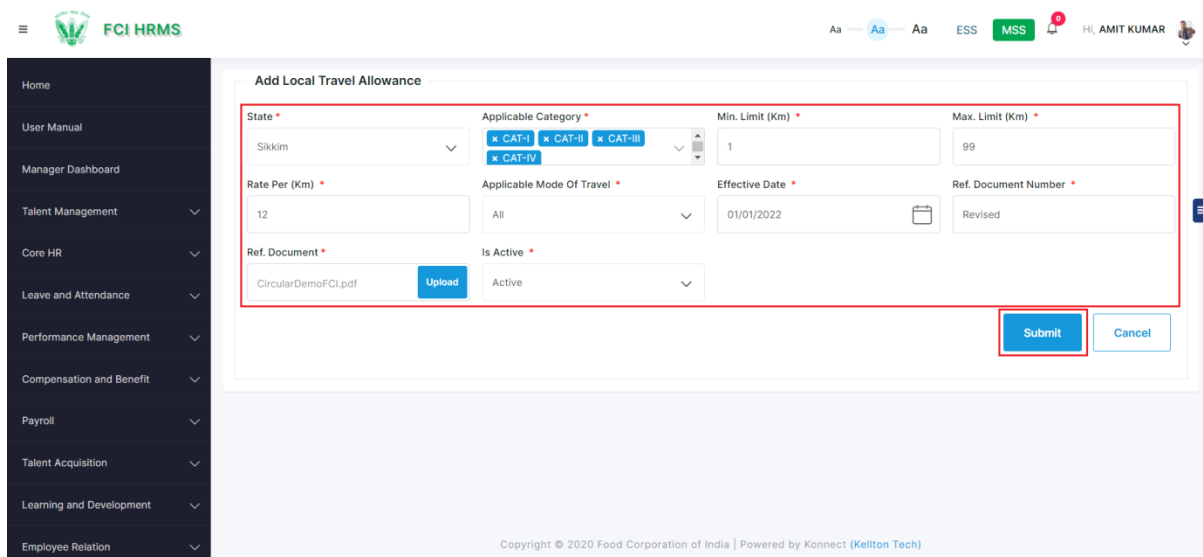
HRMS administrator shall be able to perform the following activities from the landing page:

- 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 [Search:](#)  to enter a search query that shall search the table records.
- Click on [Sort](#) 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 Local Travel Allowance](#) to add a new record in the table as mentioned in Section 4.10.4 – Add Local Travel Allowance.
- Click on [Edit](#) to edit an existing record in the table as mentioned in Section 4.10.5 – Edit Local Travel Allowance.

#### 4.10.4 Add Local Travel Allowance

Click on [Add Local Travel Allowance](#) to open the Add Local Travel Allowance as shown in Figure 4-45.



**Figure 4-45: Add Local Travel Allowance**

Enter the details and click on [Submit](#) such that a success message will be shown in the Local Travel Allowance Master Landing Page for addition of a new record in the table as shown in Figure 4-46.

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Success! Local Travel Allowance has been added successfully

Local Travel Allowance

State

Applicable Category

Applicable Mode Of Travel

Get Results

Add Local Travel Allowance

Show 10 entries

Export to: ExcelPDFPrint

Search:

S.NO.	STATE	APPLICABLE CATEGORY	MIN. LIMIT (KM)	MAX. LIMIT (KM)	RATE PER (KM)	APPLICABLE MODE OF TRAVEL	EFFECTIVE DATE	REF. DOCUMENT NUMBER	REF. DOCUMENT
1	Sikkim	CAT-IV , CAT-III , CAT-II , CAT-I	1	99	12	All	01/01/2022	Revised	
2	Puducherry	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
3	Lakshadweep	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
4	Ladakh	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
5	Jammu And Kashmir	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
6	Delhi	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
7	Daman And Diu	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
8	Dadra And Nagar Haveli	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
9	Chandigarh	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
10	Andaman And Nicobar Islands	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		

Showing 1 to 10 of 75 entries

Previous

1

2

3

4

5

...

8

Next

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Figure 4-46: New Local Travel Allowance Added

## 4.10.5 Edit Local Travel Allowance


Click on  to open Edit Local Travel Allowance as shown in Figure 4-42.

Figure 4-47: Edit Local Travel Allowance

Enter the details and click on **Update** such that a success message will be shown in the Local Travel Allowance Master Landing Page for updating the existing record in the table as shown in Figure 4-48.

S.NO.	STATE	APPLICABLE CATEGORY	MIN. LIMIT (KM)	MAX. LIMIT (KM)	RATE PER (KM)	APPLICABLE MODE OF TRAVEL	EFFECTIVE DATE	REF. DOCUMENT NUMBER	REF. DOCUMENT
1	Sikkim	CAT-IV , CAT-III , CAT-II , CAT-I	1	99	12	All	01/01/2022	Revised	
2	Puducherry	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
3	Lakshadweep	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
4	Ladakh	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
5	Jammu And Kashmir	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
6	Delhi	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
7	Daman And Diu	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
8	Dadra And Nagar Haveli	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
9	Chandigarh	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		
10	Andaman And Nicobar Islands	CAT-IV , CAT-III , CAT-II , CAT-I	1	999	24	All	01/01/2020		

Figure 4-48: Existing Local Travel Allowance Detail Updated

## 4.11 HRA Maintenance

In the HRA Maintenance Master the user can configure the centralized HRA Percentage City Class-wise.

#### 4.11.1 Navigation

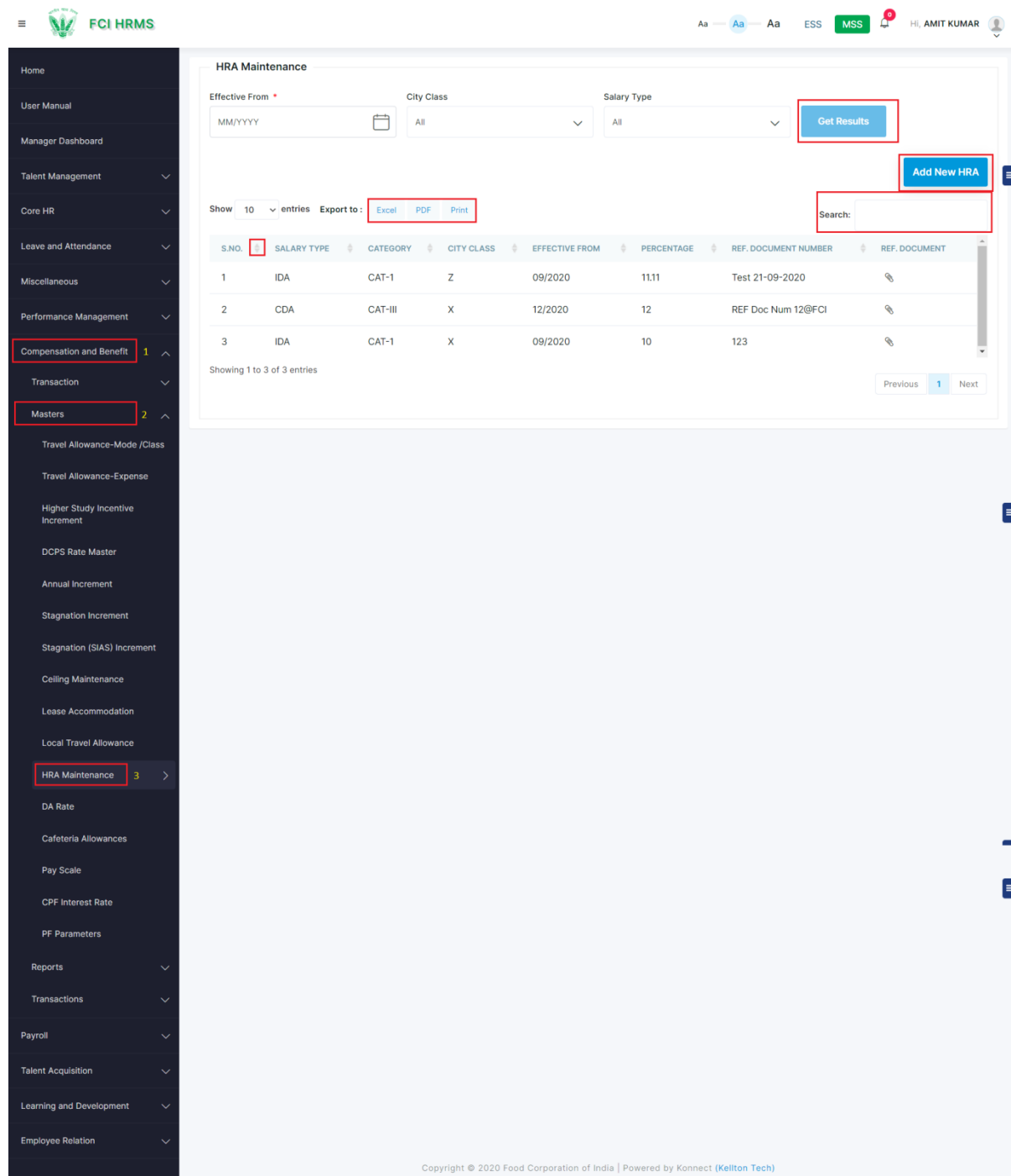
**Left Navigation:** Compensation and Benefits >> Masters >> HRA Maintenance

#### 4.11.2 SLA

NA

#### 4.11.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.11.1 to reach the HRA Maintenance Master Landing Page as shown in Figure 4.49.



The screenshot displays the FCI HRMS interface. The left sidebar contains a navigation menu with the following items: Home, User Manual, Manager Dashboard, Talent Management, Core HR, Leave and Attendance, Miscellaneous, Performance Management, Compensation and Benefit (highlighted with a red box and a '1' icon), Transaction, Masters (highlighted with a red box and a '2' icon), Travel Allowance-Mode /Class, Travel Allowance-Expense, Higher Study Incentive Increment, DCPS Rate Master, Annual Increment, Stagnation Increment, Stagnation (SIAS) Increment, Celling Maintenance, Lease Accommodation, Local Travel Allowance, HRA Maintenance (highlighted with a red box and a '3' icon), DA Rate, Cafeteria Allowances, Pay Scale, CPF Interest Rate, PF Parameters, Reports, Transactions, Payroll, Talent Acquisition, Learning and Development, and Employee Relation.


The main content area is titled 'HRA Maintenance'. It features a form with the following fields: 'Effective From' (with a calendar icon), 'City Class' (dropdown menu), and 'Salary Type' (dropdown menu). A 'Get Results' button is located to the right of these fields. Below the form, there are options to 'Show' (10 entries) and 'Export to' (Excel, PDF, Print). A search bar is also present. The table below displays the HRA entries:

S.NO.	SALARY TYPE	CATEGORY	CITY CLASS	EFFECTIVE FROM	PERCENTAGE	REF. DOCUMENT NUMBER	REF. DOCUMENT
1	IDA	CAT-1	Z	09/2020	11.11	Test 21-09-2020	
2	CDA	CAT-III	X	12/2020	12	REF Doc Num 12@FCI	
3	IDA	CAT-1	X	09/2020	10	123	

Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom of the table, there are 'Previous', '1', and 'Next' buttons. The footer of the page contains the text: 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Keliton Tech)'.

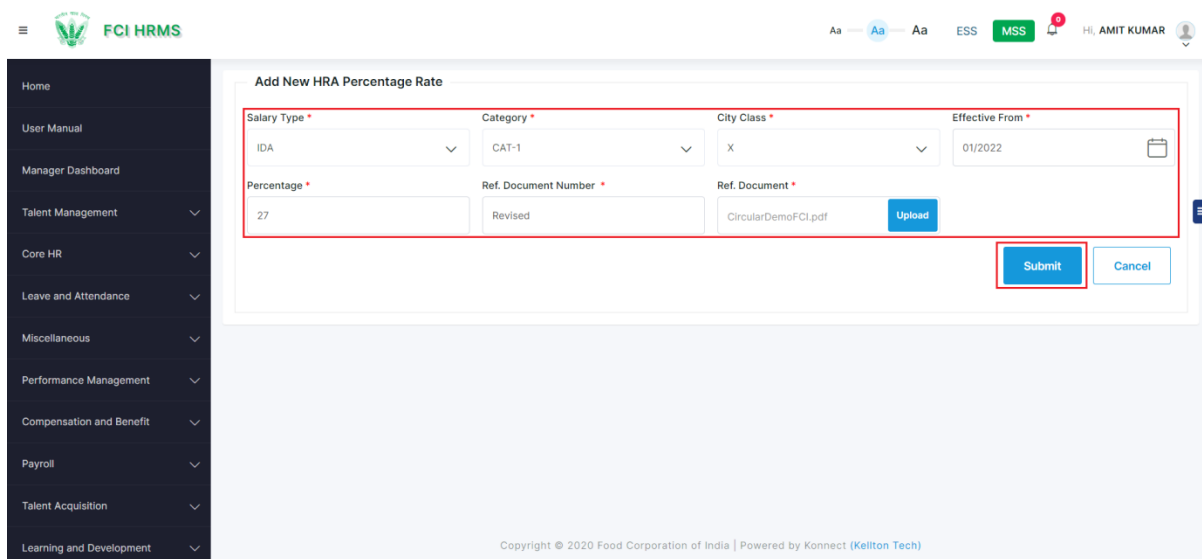
**Figure 4-49: HRA Maintenance Master**

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

- Click on **Excel** **PDF** **Print** to export the table records in Excel or PDF as per table columns.
- 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 New HRA** to add a new record in the table as mentioned in Section 4.11.4 – Add New HRA Percentage Rate.

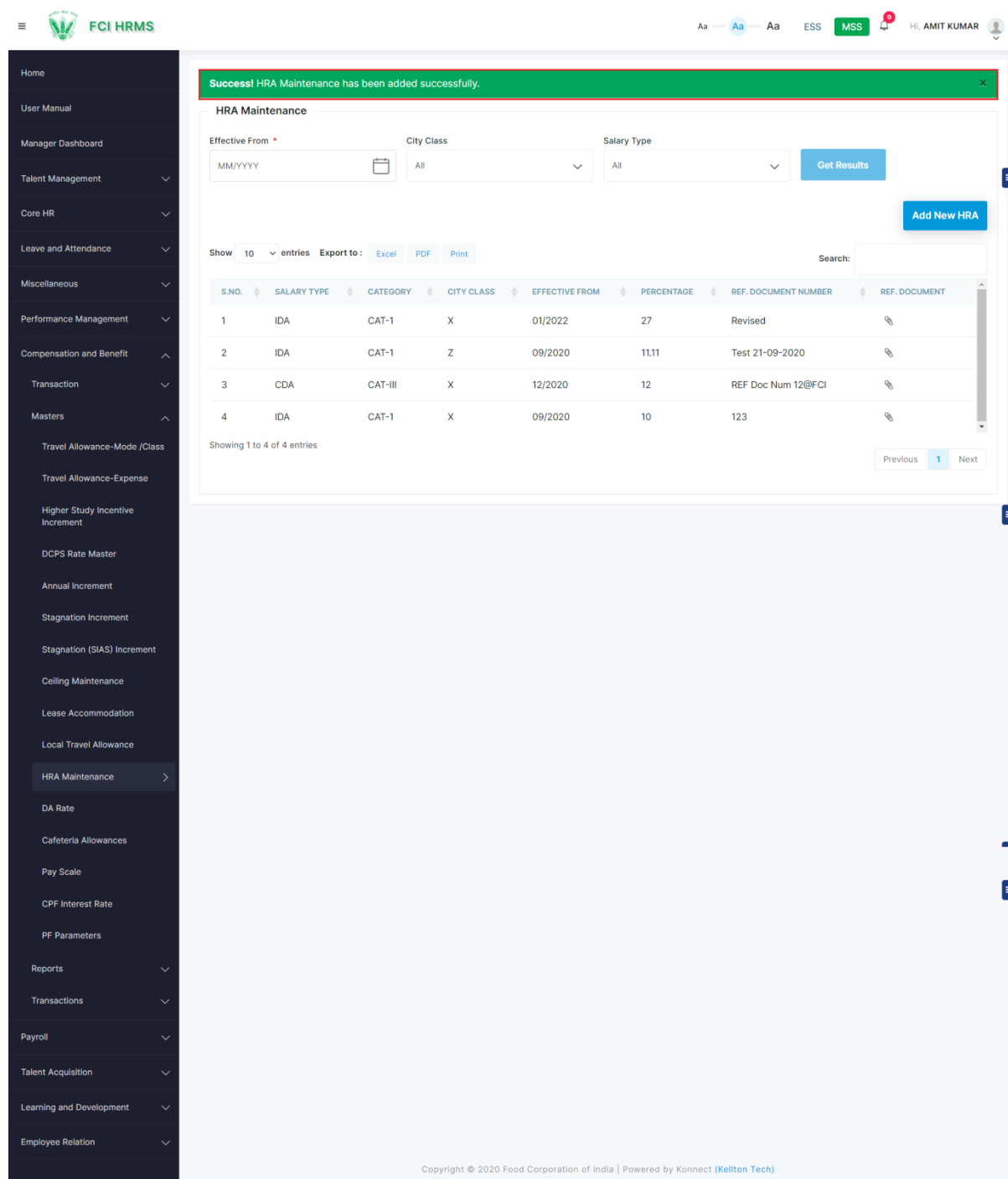
#### 4.11.4 Add HRA Maintenance

Click on **Add New HRA** to open Add New HRA Percentage Rate as shown in Figure 4-50.



**Figure 4-50: Add HRA Maintenance**

Enter the details and click on **Submit** such that a success message will be shown in the HRA Maintenance Master Landing Page for addition of a new record in the table as shown in Figure 4-51.



The screenshot shows the FCI HRMS interface. At the top, there is a success message: "Success! HRA Maintenance has been added successfully." Below this, the "HRA Maintenance" section is visible. It includes filters for "Effective From" (MM/YYYY), "City Class" (All), and "Salary Type" (All). There is a "Get Results" button and an "Add New HRA" button. Below the filters, there is a table with 8 columns: S.NO., SALARY TYPE, CATEGORY, CITY CLASS, EFFECTIVE FROM, PERCENTAGE, REF. DOCUMENT NUMBER, and REF. DOCUMENT. The table contains 4 entries. At the bottom of the table, it says "Showing 1 to 4 of 4 entries". There are also "Previous", "1", and "Next" buttons for pagination.

S.NO.	SALARY TYPE	CATEGORY	CITY CLASS	EFFECTIVE FROM	PERCENTAGE	REF. DOCUMENT NUMBER	REF. DOCUMENT
1	IDA	CAT-1	X	01/2022	27	Revised	
2	IDA	CAT-1	Z	09/2020	11.11	Test 21-09-2020	
3	CDA	CAT-III	X	12/2020	12	REF Doc Num 12@FCI	
4	IDA	CAT-1	X	09/2020	10	123	

Figure 4-51: New HRA Maintenance Added

## 4.12 DA Rate

In the DA Rate Master the user can configure the centralized DA Rate.

### 4.12.1 Navigation

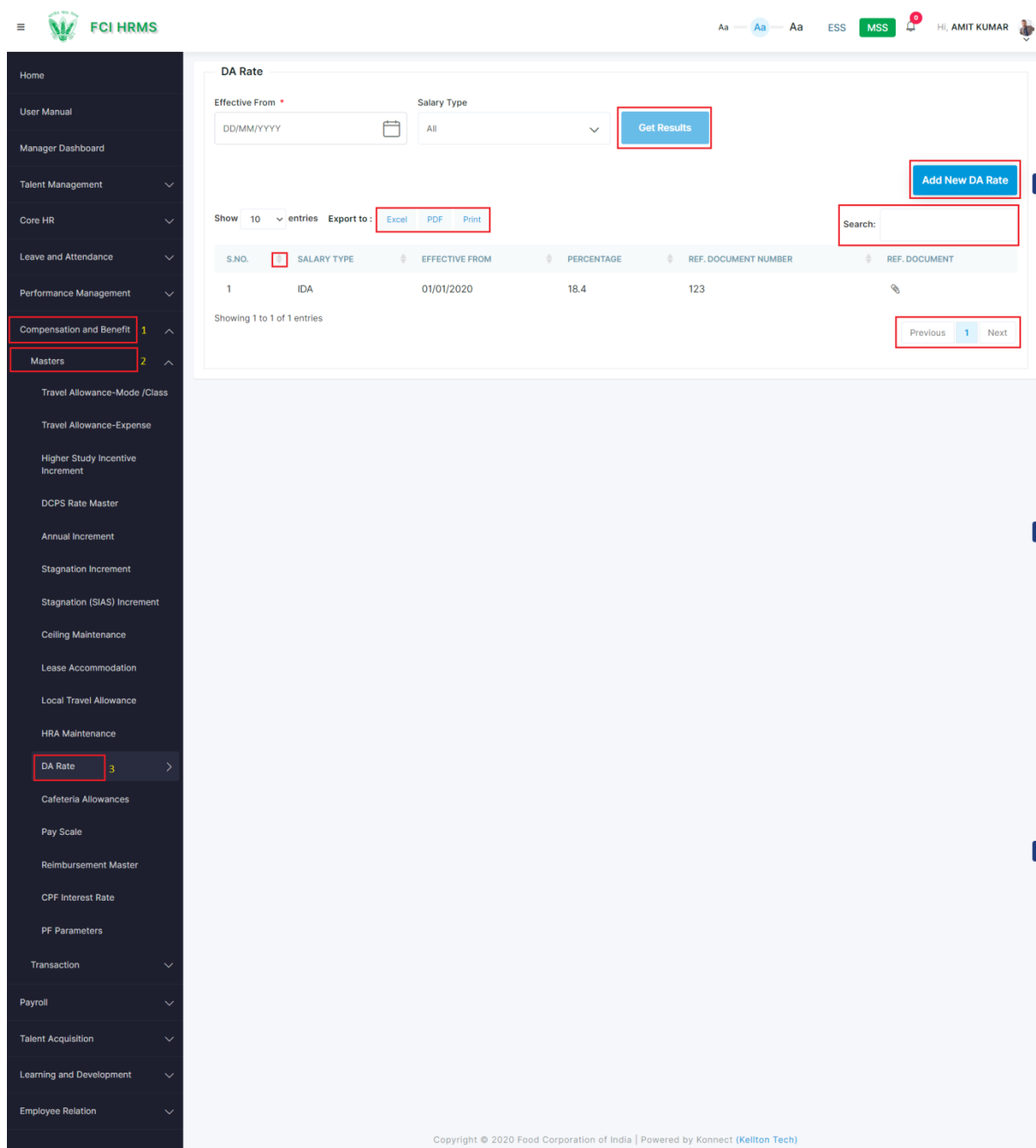
**Left Navigation:** Compensation and Benefits >> Masters >> DA Rate

### 4.12.2 SLA

NA

### 4.12.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.12.1 to reach the DA Rate Master Landing Page as shown in Figure 4.52






The screenshot displays the DA Rate Master Landing Page. The sidebar on the left contains navigation links, with 'DA Rate' highlighted. The top header shows the user's name 'HI, AMIT KUMAR' and a notification icon. The main content area includes a 'DA Rate' section with filters for 'Effective From' (DD/MM/YYYY) and 'Salary Type' (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 table below shows one entry with columns: S.NO., SALARY TYPE, EFFECTIVE FROM, PERCENTAGE, REF. DOCUMENT NUMBER, and REF. DOCUMENT. The entry shows S.NO. 1, SALARY TYPE IDA, EFFECTIVE FROM 01/01/2020, PERCENTAGE 18.4, and REF. DOCUMENT NUMBER 123. At the bottom, there are 'Previous', '1', and 'Next' navigation buttons.

**Figure 4-52: DA Rate Master**

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

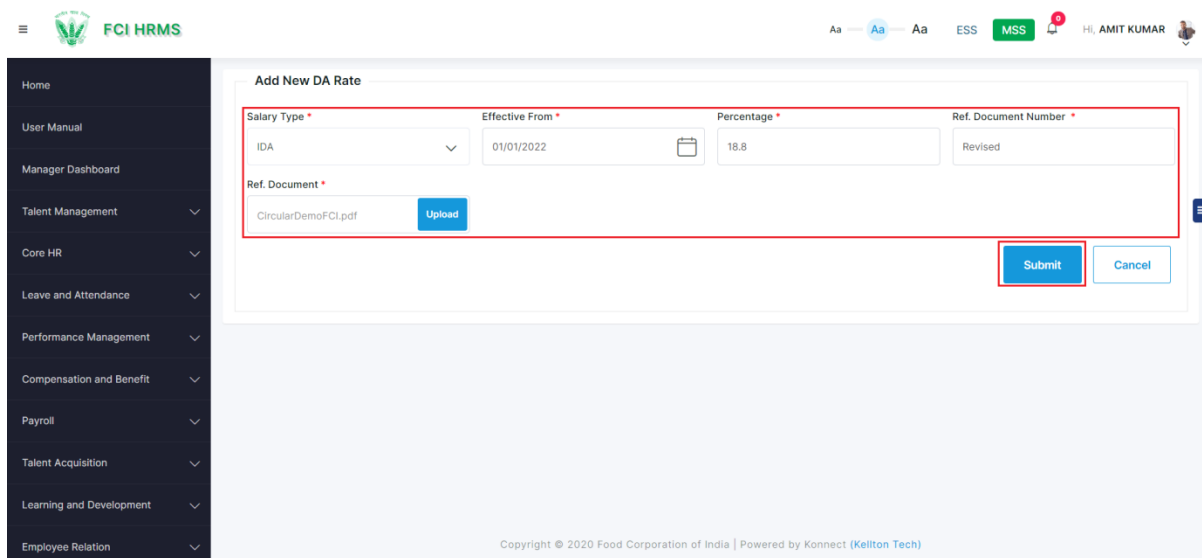
- Click on [Excel](#), [PDF](#), or [Print](#) to export the table records in Excel or PDF as per table columns.
- Click on [Search:](#)  to enter a search query that shall search the table records.




- 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 record in the table as mentioned in Section 4.12.4 – Add DA Rate.

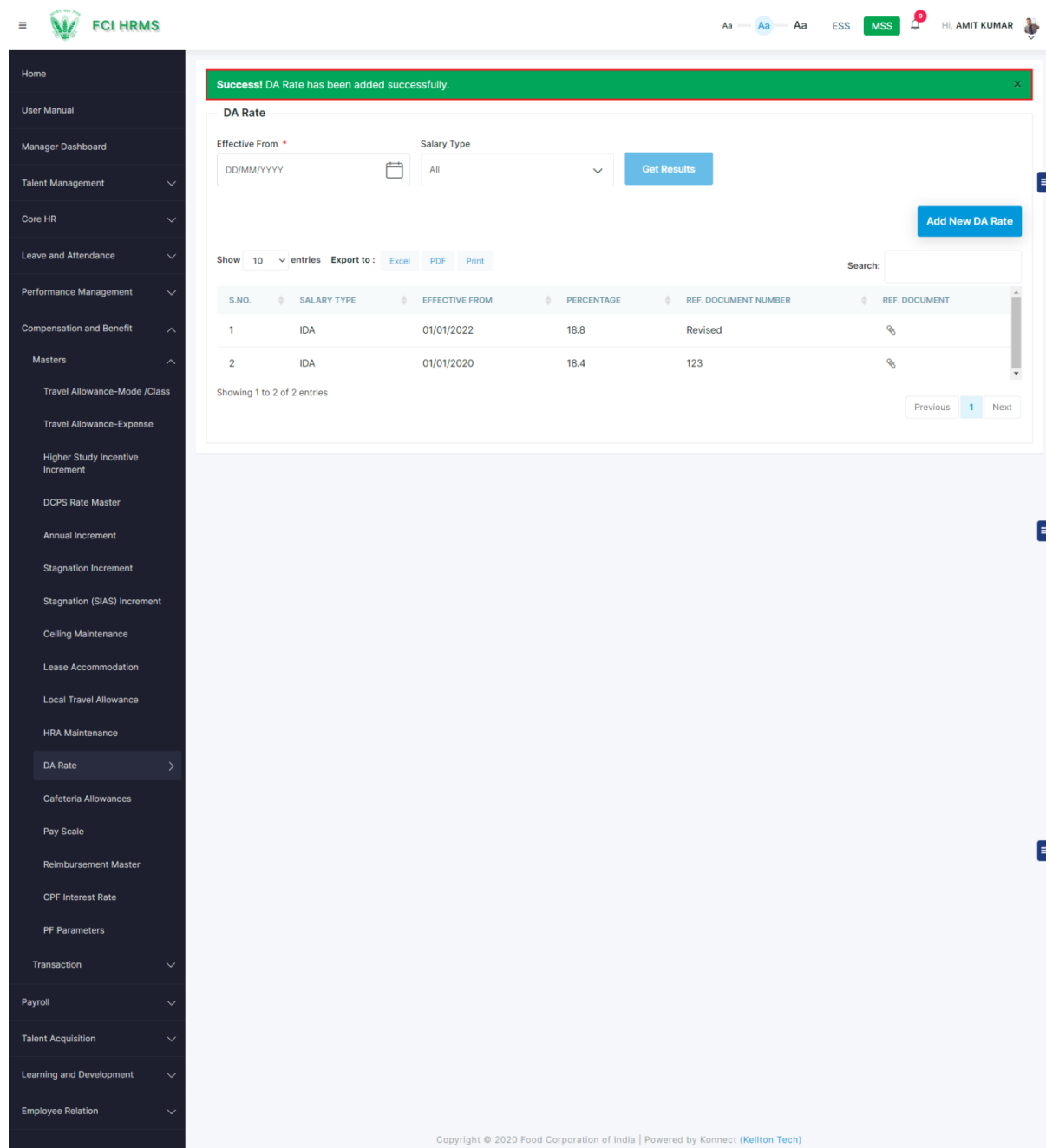
#### 4.12.4 Add DA Rate

Click on  to open Add New DA Rate as shown in Figure 4-53.



**Figure 4-53: Add New DA Rate**

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



The screenshot shows the FCI HRMS interface with a sidebar menu on the left and a main content area. The sidebar menu includes options like Home, User Manual, Manager Dashboard, Talent Management, Core HR, Leave and Attendance, Performance Management, Compensation and Benefit, Masters, Transaction, Payroll, Talent Acquisition, Learning and Development, and Employee Relation. The 'Masters' section is expanded, showing various allowance and rate masters. The 'DA Rate' master is selected, displaying a table of DA rates. A green success message at the top indicates that a new DA rate has been added successfully. The table has columns for S.NO., SALARY TYPE, EFFECTIVE FROM, PERCENTAGE, REF. DOCUMENT NUMBER, and REF. DOCUMENT. Two entries are shown: one for IDA with an effective date of 01/01/2022 and a percentage of 18.8, and another for IDA with an effective date of 01/01/2020 and a percentage of 18.4. The interface also includes a search bar, export options (Excel, PDF, Print), and a 'Get Results' button.

**Figure 4-54: New DA Rate Added**

## 4.13 Pay Scale

The Pay Scale is a master that covers Pay Scale creation/update whenever there is a Pay Scale revision.

### 4.13.1 Navigation

**Left Navigation:** Compensation and Benefits >> Masters >> Pay Scale

### 4.13.2 SLA

NA

#### 4.13.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.13.1 to reach the Pay Scale Master Landing Page as shown in Figure 4.55.

The screenshot displays the 'Pay Scale' master landing page. On the left is a dark sidebar with a list of navigation items. The main area contains a form for filtering data and a table of records.

**Navigation Sidebar:**

- Home
- User Manual
- Manager Dashboard
- Talent Management
- Core HR
- Leave and Attendance
- Performance Management
- Compensation and Benefit
- Masters
- Travel Allowance-Mode /Class
- Travel Allowance-Expense
- Higher Study Incentive Increment
- DCPS Rate Master
- Annual Increment
- Stagnation Increment
- Stagnation (SIAS) Increment
- Celling Maintenance
- Lease Accommodation
- Local Travel Allowance
- HRA Maintenance
- DA Rate
- Cafeteria Allowances
- Pay Scale
- Reimbursement Master
- CPF Interest Rate
- PF Parameters
- Transaction
- Payroll
- Talent Acquisition
- Learning and Development
- Employee Relation

**Main Content Area:**

**Pay Scale**

Effective From: MM/YYYY  Salary Type: All Grade: All [Get Results](#) [Add Pay Scale](#)

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

S.NO.	SALARY TYPE	GRADE	EFFECTIVE FROM	START BASIC	END BASIC	REF. DOCUMENT NUMBER	REF. DOCUMENT
1	IDA	E-9	01/2022	40000	60000	Revision	

Showing 1 to 1 of 1 entries




[Previous](#) [1](#) [Next](#)

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Figure 4-55: Pay Scale Master

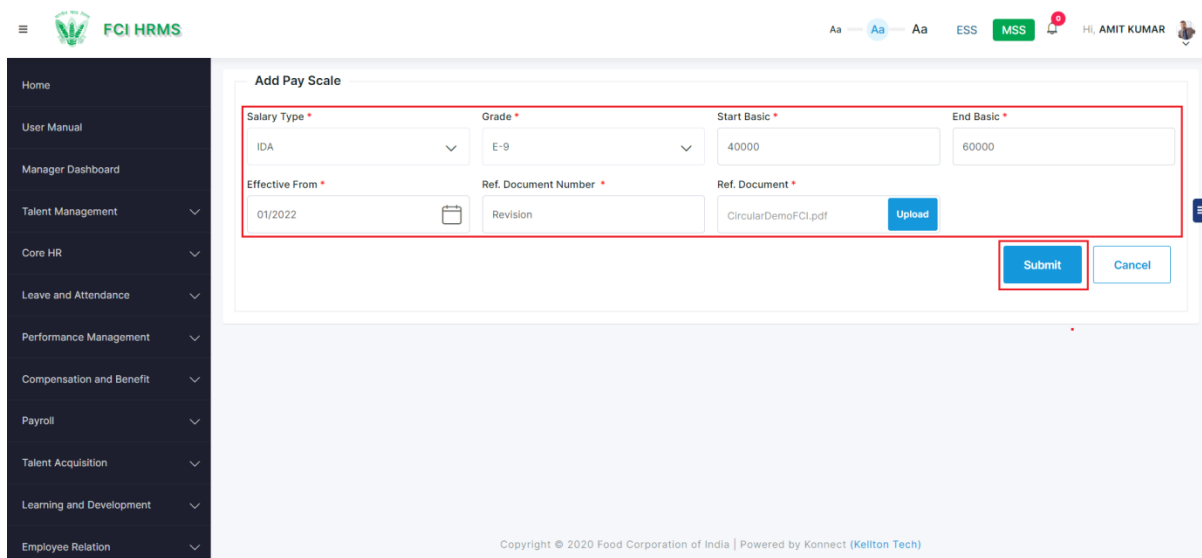
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on [Excel](#) [PDF](#) [Print](#) to export the table records in Excel or PDF as per table columns.
- 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 record in the table as mentioned in Section 4.13.4 – Add Pay Scale.

#### 4.13.4 Add Pay Scale

Click on  to open Add Pay Scale as shown in Figure 4-56.



**Figure 4-56: Add Pay Scale**

Enter the details and click on  such that a success message will be shown in the Pay Scale Master Landing Page for addition of a new record in the table as shown in Figure 4-57.

Success! Pay Scale has been added successfully.

**Pay Scale**

Effective From <sup>\*</sup>

Salary Type

Grade

[Get Results](#)

[Add Pay Scale](#)

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

S.NO.	SALARY TYPE	GRADE	EFFECTIVE FROM	START BASIC	END BASIC	REF. DOCUMENT NUMBER	REF. DOCUMENT
1	IDA	E-9	01/2022	40000	60000	Revision	

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

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**Figure 4-57: New Pay Scale Added**

## 4.14 Cafeteria Allowance

Cafeteria Allowances is the master where all the cafeteria allowances with percentage are maintained as per the policy. Whenever there is any change in cafeteria allowances it can be updated in the system.

### 4.14.1 Navigation

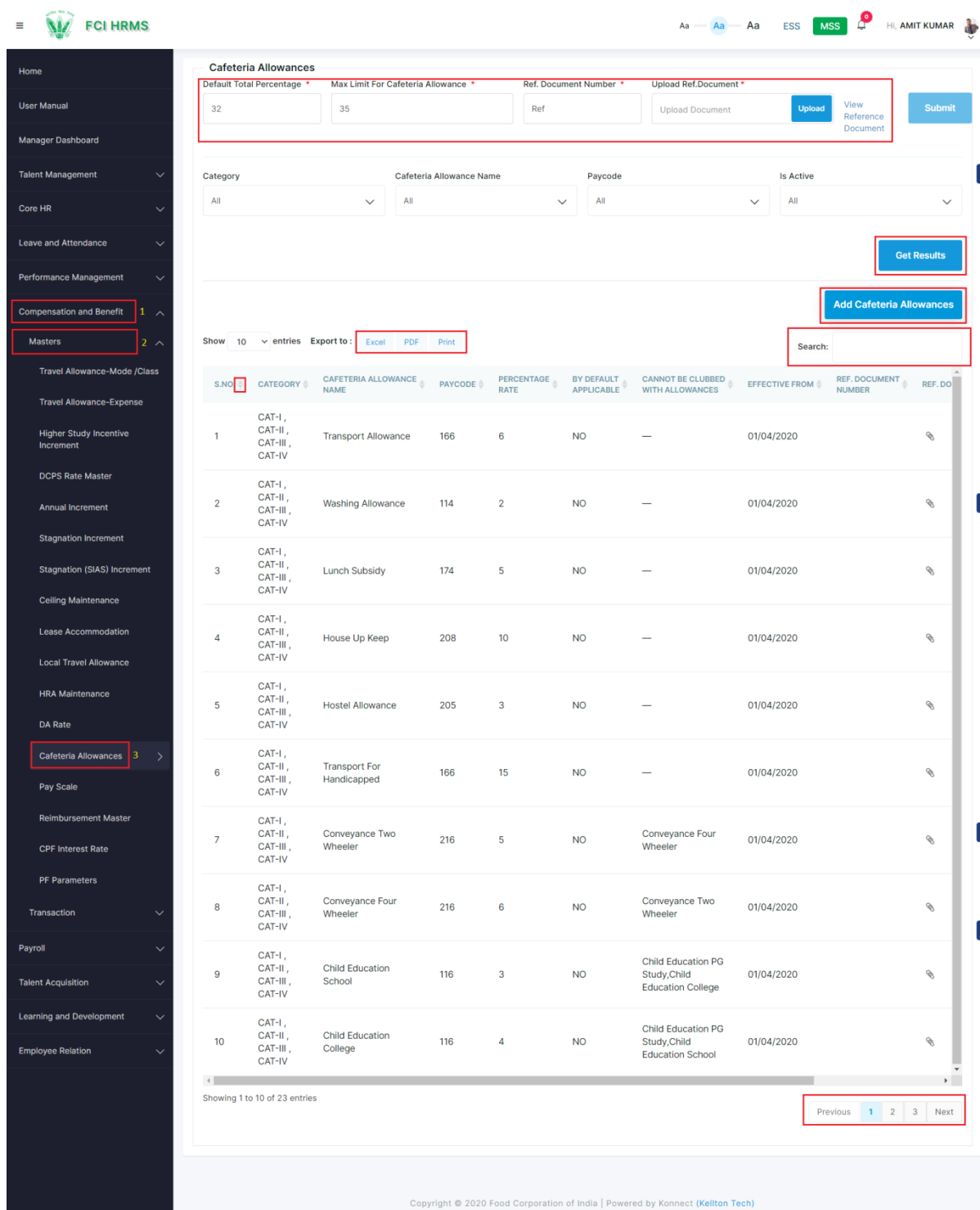
**Left Navigation:** Compensation and Benefits >> Masters >> Cafeteria Allowance

### 4.14.2 SLA

NA

#### 4.14.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.14.1 to reach the Cafeteria Allowance Master Landing Page as shown in Figure 4-58.



**Cafeteria Allowances**

Default Total Percentage \* 32 Max Limit For Cafeteria Allowance \* 35 Ref. Document Number \* Ref Upload Ref.Document \* Upload Document Upload View Reference Document Submit

Category Cafeteria Allowance Name Paycode Is Active

All All All All

Get Results

Add Cafeteria Allowances

Show 10 entries Export to: Excel PDF Print Search:

S.NO	CATEGORY	CAFETERIA ALLOWANCE NAME	PAYCODE	PERCENTAGE RATE	BY DEFAULT APPLICABLE	CANNOT BE CLUBBED WITH ALLOWANCES	EFFECTIVE FROM	REF. DOCUMENT NUMBER	REF. DO
1	CAT-I , CAT-II , CAT-III , CAT-IV	Transport Allowance	166	6	NO	—	01/04/2020		
2	CAT-I , CAT-II , CAT-III , CAT-IV	Washing Allowance	114	2	NO	—	01/04/2020		
3	CAT-I , CAT-II , CAT-III , CAT-IV	Lunch Subsidy	174	5	NO	—	01/04/2020		
4	CAT-I , CAT-II , CAT-III , CAT-IV	House Up Keep	208	10	NO	—	01/04/2020		
5	CAT-I , CAT-II , CAT-III , CAT-IV	Hostel Allowance	205	3	NO	—	01/04/2020		
6	CAT-I , CAT-II , CAT-III , CAT-IV	Transport For Handicapped	166	15	NO	—	01/04/2020		
7	CAT-I , CAT-II , CAT-III , CAT-IV	Conveyance Two Wheeler	216	5	NO	Conveyance Four Wheeler	01/04/2020		
8	CAT-I , CAT-II , CAT-III , CAT-IV	Conveyance Four Wheeler	216	6	NO	Conveyance Two Wheeler	01/04/2020		
9	CAT-I , CAT-II , CAT-III , CAT-IV	Child Education School	116	3	NO	Child Education PG Study,Child Education College	01/04/2020		
10	CAT-I , CAT-II , CAT-III , CAT-IV	Child Education College	116	4	NO	Child Education PG Study,Child Education School	01/04/2020		

Showing 1 to 10 of 23 entries



Previous 1 2 3 Next

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Figure 4-58: Cafeteria Allowance Master

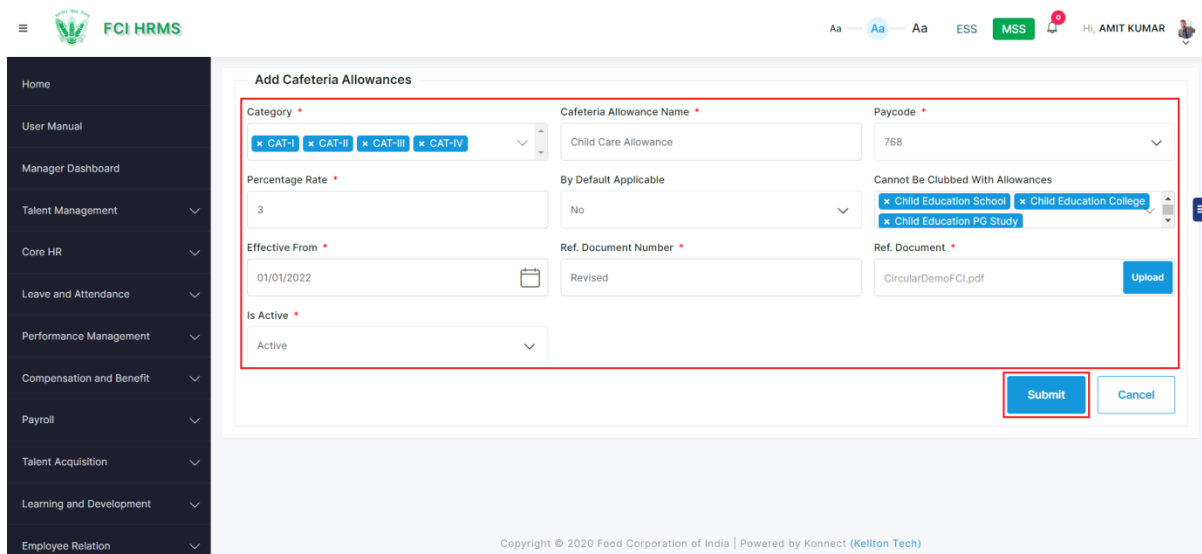
HRMS administrator shall be able to perform the following activities from the landing page:

- 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 **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 Cafeteria Allowances** to add a new record in the table as mentioned in Section 4.14.4 – Add Cafeteria Allowance.
- Click on  to edit an existing record in the table as mentioned in Section 4.14.5 – Edit Cafeteria Allowance.

#### 4.14.4 Add Cafeteria Allowance

Click on **Add Cafeteria Allowances** to open the Add Cafeteria Allowance as shown in Figure 4-59.



**Figure 4-59: Add Cafeteria Allowance**

Enter the details and click on **Submit** such that a success message will be shown in the Cafeteria Allowance Master Landing Page for addition of a new record in the table as shown in Figure 4-60.

FCI HRMS

ESS

MSS

Hi, AMIT KUMAR

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Travel Allowance-Mode /Class

Travel Allowance-Expense

Higher Study Incentive Increment

DCPS Rate Master

Annual Increment

Stagnation Increment

Stagnation (SIAS) Increment

Celling Maintenance

Lease Accommodation

Local Travel Allowance

HRA Maintenance

DA Rate

Cafeteria Allowances

Pay Scale

Reimbursement Master

CPF Interest Rate

PF Parameters

Transaction

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Success! Cafeteria Allowances has been added successfully

Cafeteria Allowances

Default Total Percentage \*

32

Max Limit For Cafeteria Allowance \*

35

Ref. Document Number \*

Ref

Upload Ref.Document \*

Upload Document

Upload

View Reference Document

Submit

Category

Cafeteria Allowance Name

Paycode

Is Active

All

All

All

All

Get Results

Add Cafeteria Allowances

Show 10 entries

Export to : Excel PDF Print

Search:

S.NO.	CATEGORY	CAFETERIA ALLOWANCE NAME	PAYCODE	PERCENTAGE RATE	BY DEFAULT APPLICABLE	CANNOT BE CLUBBED WITH ALLOWANCES	EFFECTIVE FROM	REF. DOCUMENT NUMBER	REF. D
1	CAT-I , CAT-II , CAT-III , CAT-IV	Child Care Allowance	768	3	NO	Child Education School,Child Education College,Child Education PG Study	01/01/2022	Revised	
2	CAT-I , CAT-II , CAT-III , CAT-IV	Transport Allowance	166	6	NO	—	01/04/2020		
3	CAT-I	Washing Allowance	114	2	NO	—	01/04/2020		
4	CAT-I	Lunch Subsidy	174	5	NO	—	01/04/2020		
5	CAT-I	House Up Keep	208	10	NO	—	01/04/2020		
6	CAT-I	Hostel Allowance	205	3	NO	—	01/04/2020		
7	CAT-I	Transport For Handicapped	166	15	NO	—	01/04/2020		
8	CAT-I	Conveyance Two Wheeler	216	5	NO	Conveyance Four Wheeler	01/04/2020		
9	CAT-I	Conveyance Four Wheeler	216	6	NO	Conveyance Four Wheeler,Conveyance Two Wheeler	01/04/2020		
10	CAT-I	Child Education School	116	3	NO	Conveyance Four Wheeler,Conveyance Two Wheeler,Child Education College,Child Education PG Study	01/04/2020		

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

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Figure 4-60: New Cafeteria Allowance Added

## 4.14.5 Edit Cafeteria Allowance

Click on  to open Edit Cafeteria Allowance as shown in Figure 4-61.



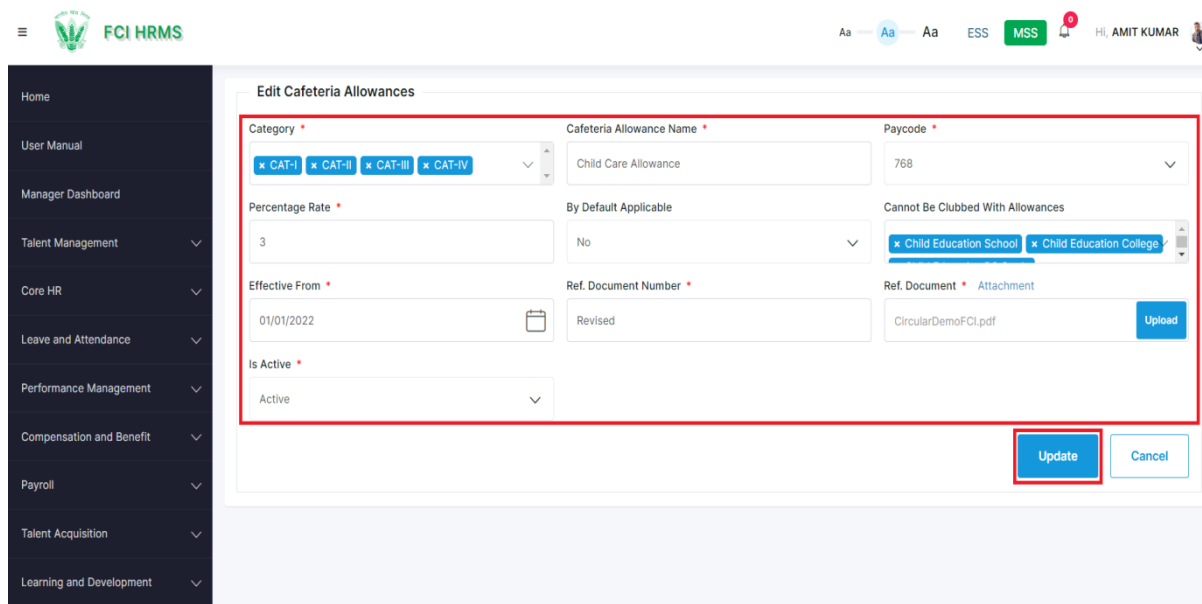



Figure 4-61: Edit Cafeteria Allowance

Enter the details and click on  such that a success message will be shown in the Cafeteria Allowance Master Landing Page for updating the existing record in the table as shown in Figure 4-62.

FCI HRMS

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Home

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Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Travel Allowance-Mode /Class

Travel Allowance-Expense

Higher Study Incentive Increment

DCPS Rate Master

Annual Increment

Stagnation Increment

Stagnation (SIAS) Increment

Celling Maintenance

Lease Accommodation

Local Travel Allowance

HRA Maintenance

DA Rate

Cafeteria Allowances

Pay Scale

Reimbursement Master

CPF Interest Rate

PF Parameters

Transaction

Payroll

Success! Cafeteria Allowances has been updated successfully

Cafeteria Allowances

Default Total Percentage \*

32

Max Limit For Cafeteria Allowance \*

35

Ref. Document Number \*

Ref

Upload Ref.Document \*

Upload Document

Upload

View Reference Document

Submit

Category

Cafeteria Allowance Name

Paycode

Is Active

All

All

All

All

Get Results

Add Cafeteria Allowances

Show 10 entries Export to: Excel PDF Print

Search:

S.NO.	CATEGORY	CAFETERIA ALLOWANCE NAME	PAYCODE	PERCENTAGE RATE	BY DEFAULT APPLICABLE	CANNOT BE CLUBBED WITH ALLOWANCES	EFFECTIVE FROM	REF. DOCUMENT NUMBER	REF. D
1	CAT-I, CAT-II, CAT-III, CAT-IV	Child Care Allowance	768	3	NO	Child Education School,Child Education College,Child Education PG Study	01/01/2022	Revised	
2	CAT-I, CAT-II, CAT-III, CAT-IV	Transport Allowance	166	6	NO	—	01/04/2020		
3	CAT-I	Washing Allowance	114	2	NO	—	01/04/2020		
4	CAT-I	Lunch Subsidy	174	5	NO	—	01/04/2020		
5	CAT-I	House Up Keep	208	10	NO	—	01/04/2020		
6	CAT-I	Hostel Allowance	205	3	NO	—	01/04/2020		
7	CAT-I	Transport For Handicapped	166	15	NO	—	01/04/2020		
8	CAT-I	Conveyance Two Wheeler	216	5	NO	Conveyance Four Wheeler	01/04/2020		
9	CAT-I	Conveyance Four Wheeler	216	6	NO	Conveyance Four Wheeler,Conveyance Two Wheeler	01/04/2020		
10	CAT-I	Child Education School	116	3	NO	Conveyance Four Wheeler,Conveyance Two Wheeler,Child Education College,Child Education PG Study	01/04/2020		

Showing 1 to 10 of 24 entries

Figure 4-62: Existing Cafeteria Allowance Detail Updated

## 4.15 CPF Interest Rate

CPF Interest Rate is a master where the concerned user would be able to configuration the CPF Interest Rate as per the policy and the updated policy would be applicable on the effected forms.

### 4.15.1 Navigation

**Left Navigation:** Compensation and Benefits >>Masters >> CPF Interest Rate

### 4.15.2 SLA

NA

### 4.15.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.15.1 to reach the CPF Interest Rate Master Landing Page as shown in Figure 4.63.

**Figure 4-63: CPF Interest Rate Master**

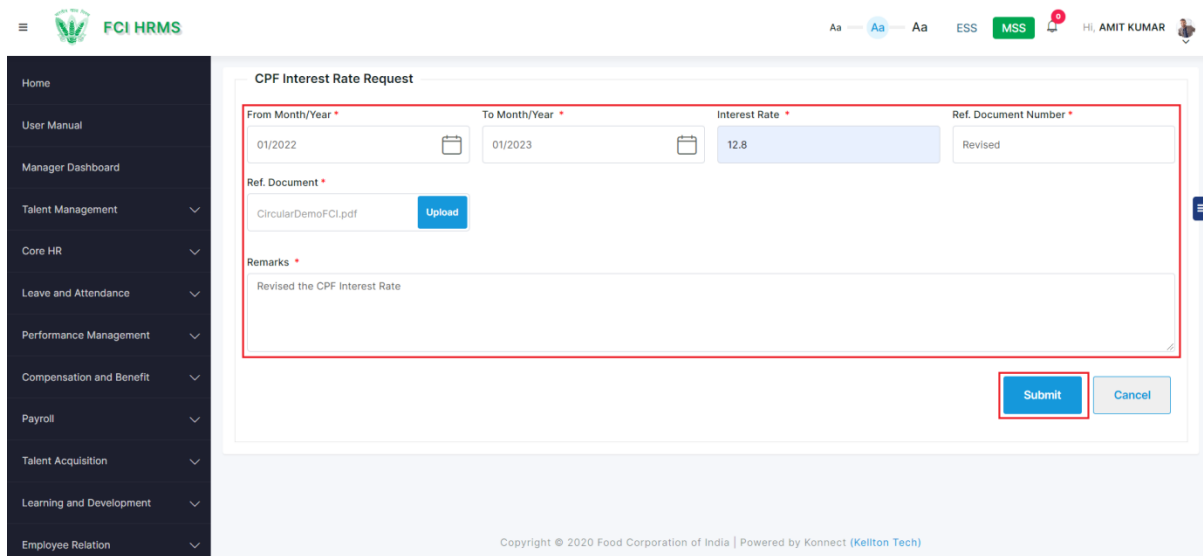
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, or **Print** to export the table records in Excel or PDF as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **Sort** to sort the table records in ascending order or descending order of entries.

- Click on **Previous** **1** **Next** to navigate table records
- Click on **New CPF Interest Rate Request** to add a new record in the table as mentioned in Section 4.15.4 – Add CPF Interest Rate.

#### 4.15.4 Add CPF Interest Rate

Click on **New CPF Interest Rate Request** to open the Add CPF Interest Rate as shown in Figure 4-64.



**Figure 4-64: Add CPF Interest Rate**

Enter the details and click on **Submit** such that a success message will be shown in the CPF Interest Rate Master Landing Page for addition of a new record in the table as shown in Figure 4-65.

FCI HRMS

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Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Travel Allowance-Mode /Class

Travel Allowance-Expense

Higher Study Incentive Increment

DCPS Rate Master

Annual Increment

Stagnation Increment

Stagnation (SIAS) Increment

Celling Maintenance

Lease Accommodation

Local Travel Allowance

HRA Maintenance

DA Rate

Cafeteria Allowances

Pay Scale

Reimbursement Master

CPF Interest Rate

PF Parameters

Transaction

Payroll

Talent Acquisition

Learning and Development

Employee Relation

CPF Interest Rate Request Landing

Success! CPF Interest Rate request has been submitted successfully.

Status

All

Get Results

Show 10 entries

Export to: ExcelPDFPrint

Search:

S.NO.	REQUEST ID	REQUEST DATE	EFFECTIVE FROM	EFFECTIVE TO	INTEREST RATE	REF. DOCUMENT NUMBER	REF. DOCUMENT	STATUS
1	IR65	15/01/2021	01/2022	01/2023	12.9	Revised		Approved
2	IR64	15/01/2021	01/2021	11/2021	12.8	ADD		Approved
3	IR63	15/01/2021	02/2021	05/2021	9.5	1562996		Approved
4	IR62	15/01/2021	02/2021	06/2021	9.5	12345		Pending Approval
5	IR61	22/12/2020	01/2020	12/2020	9.5	12345		Pending Approval
6	IR60	13/01/2021	06/2021	12/2021	9.5	12345		Pending Approval
8	IR58	06/01/2021	01/2021	12/2021	12.8	ADD		Pending Approval
9	IR57	28/12/2020	01/2020	12/2022	20.5	DOC12345		Pending Approval
10	IR56	28/12/2020	01/2019	06/2020	25	DOC12345		Pending Approval

Showing 1 to 10 of 13 entries

Previous

1

2

Next

New CPF Interest Rate Request

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Figure 4-65: New CPF Interest Rate Added

## 4.16 Reimbursement Master

Reimbursement Master shall allow the Manager in EP Division to update the reimbursement configuration as per the government policy, so that the policy would be applicable on the affected reimbursement request forms like TA, Medical Allowance and Newspaper Allowance.

### 4.16.1 Navigation

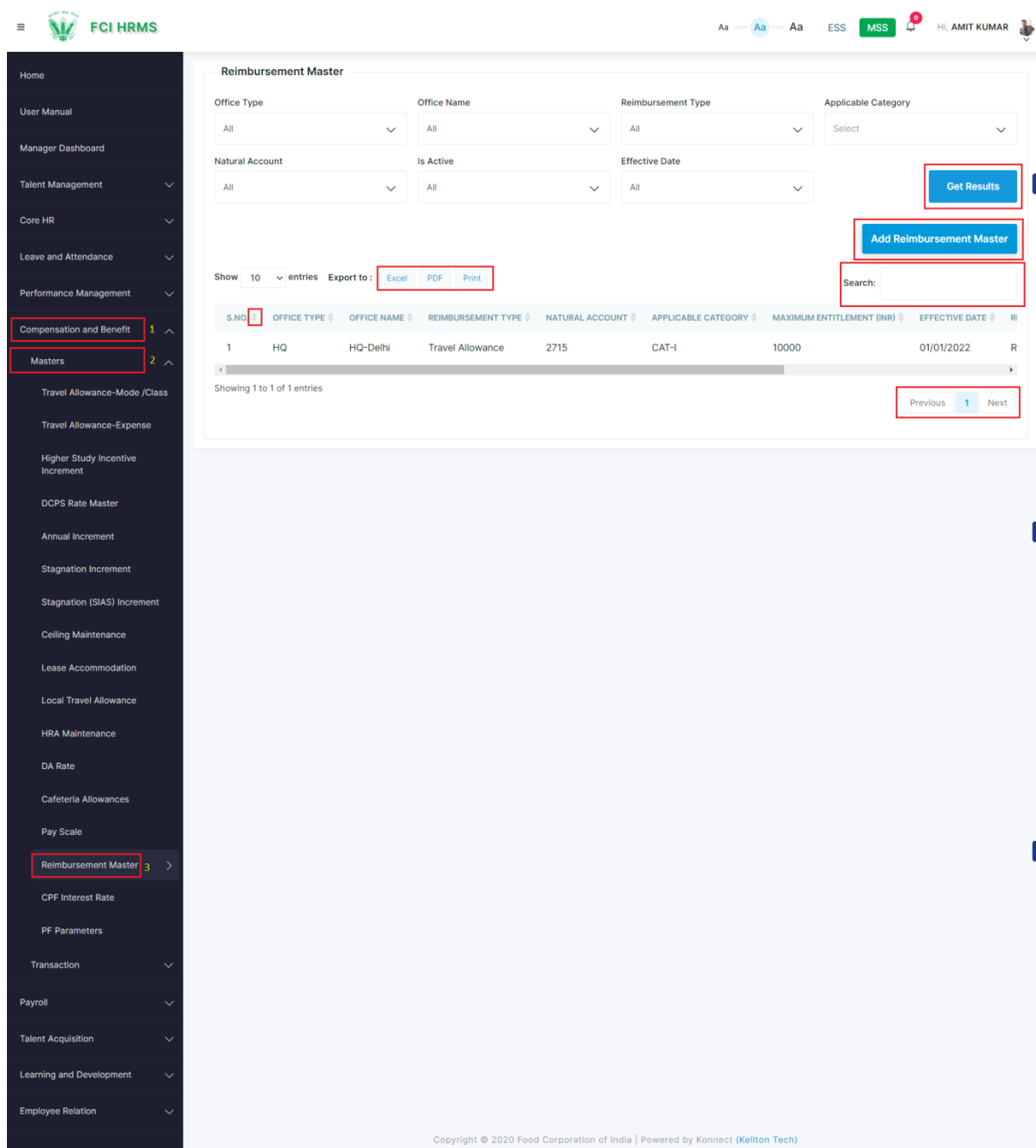
**Left Navigation:** Compensation and Benefits >> Masters >> Reimbursement Master

### 4.16.2 SLA

NA

### 4.16.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.16.1 to reach the Reimbursement Master Landing Page as shown in Figure 4-66



**Reimbursement Master**

Office Type: All | Office Name: All | Reimbursement Type: All | Applicable Category: Select

Natural Account: All | Is Active: All | Effective Date: All

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

**Get Results** | **Add Reimbursement Master**

Search:

S.NO	OFFICE TYPE	OFFICE NAME	REIMBURSEMENT TYPE	NATURAL ACCOUNT	APPLICABLE CATEGORY	MAXIMUM ENTITLEMENT (INR)	EFFECTIVE DATE	R
1	HQ	HQ-Delhi	Travel Allowance	2715	CAT-1	10000	01/01/2022	R



Showing 1 to 1 of 1 entries

Previous | 1 | Next

**Figure 4-66: Reimbursement Master**

HRMS administrator 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  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 Reimbursement Master](#) to add a new record in the table as mentioned in Section 4.16.4– Add Reimbursement.
- Click on  to edit an existing record in the table as mentioned in Section 4.16.5 – Edit Reimbursement.

#### 4.16.4 Add Reimbursement

Click on [Add Reimbursement Master](#) to open the Add Reimbursement as shown in Figure 4-67.

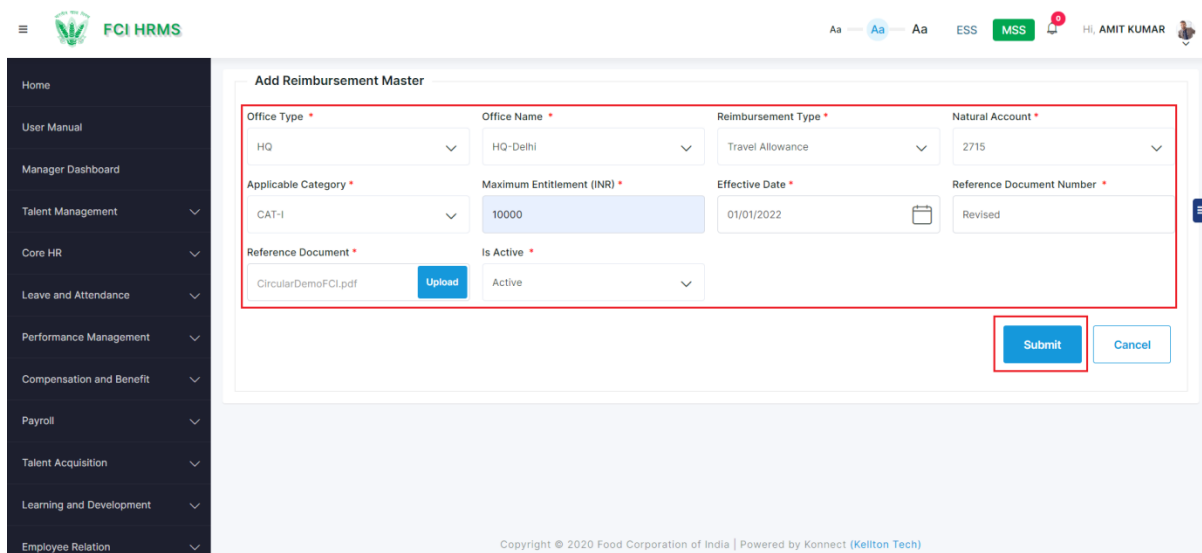


Figure 4-67: Add Reimbursement

Enter the details and click on [Submit](#) such that a success message will be shown in the Reimbursement Master Landing Page for addition of a new record in the table as shown in Figure 4-68.

FCI HRMS

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Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Travel Allowance-Mode /Class

Travel Allowance-Expense

Higher Study Incentive Increment

DCPS Rate Master

Annual Increment

Stagnation Increment

Stagnation (SIAS) Increment

Celling Maintenance

Lease Accommodation

Local Travel Allowance

HRA Maintenance

DA Rate

Cafeteria Allowances

Pay Scale

Reimbursement Master

CPF Interest Rate

PF Parameters

Transaction

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Success! Reimbursement Master has been added successfully

Reimbursement Master

Office Type

Office Name

Reimbursement Type

Applicable Category

Natural Account

Is Active

Effective Date

Get Results

Add Reimbursement Master

Show 10 entries

Export to: Excel PDF Print

Search:

S.NO.	OFFICE TYPE	OFFICE NAME	REIMBURSEMENT TYPE	NATURAL ACCOUNT	APPLICABLE CATEGORY	MAXIMUM ENTITLEMENT (INR)	EFFECTIVE DATE	R
1	HQ	HQ-Delhi	Travel Allowance	2715	CAT-1	10000	01/01/2022	R


Showing 1 to 1 of 1 entries

Previous 1 Next

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**Figure 4-68: New Reimbursement Master Added**

## 4.16.5 Edit Cafeteria Allowance

Click on  to open Edit Cafeteria Allowance as shown in Figure 4-69.



**Figure 4-69: Edit Reimbursement**

Enter the details and click on  such that a success message will be shown in the Cafeteria Allowance Master Landing Page for updating the existing record in the table as shown in Figure 4-70.

S.NO.	OFFICE TYPE	OFFICE NAME	REIMBURSEMENT TYPE	NATURAL ACCOUNT	APPLICABLE CATEGORY	MAXIMUM ENTITLEMENT (INR)	EFFECTIVE DATE
1	DO	DO BANDERDEWA	Medical Allowance	2721	CAT-1	3	22/12/2020
2	HQ	HQRS	Travel Allowance	2715	CAT-1	1	15/12/2020
3	HQ	HQRS	Travel Allowance	2715	CAT-1	1	12/12/2020
4	HQ	HQRS	Travel Allowance	2715	CAT-II	80	09/12/2020
5	HQ	HQRS	Travel Allowance	2715	CAT-III	100	05/02/2020
6	HQ	HQRS	Travel Allowance	2715	CAT-III	100	02/02/2020
7	HQ	HQRS	Travel Allowance	2715	CAT-1	12	01/12/2020
8	HQ	HQRS	Travel Allowance	2715	CAT-II	67	23/09/2020
9	HQ	HQRS	Travel Allowance	2715	CAT-II	67	23/09/2020
10	HQ	HQRS	Travel Allowance	2715	CAT-1	45	22/09/2020

**Figure 4-70: Existing Reimbursement Master Updated**

## 4.17 PF Parameter

The PF Parameter is a master where the concerned user can manage the PF Rate/Percentage. The user can update the PF Parameters whenever there is a change in policy.

#### 4.17.1 Navigation

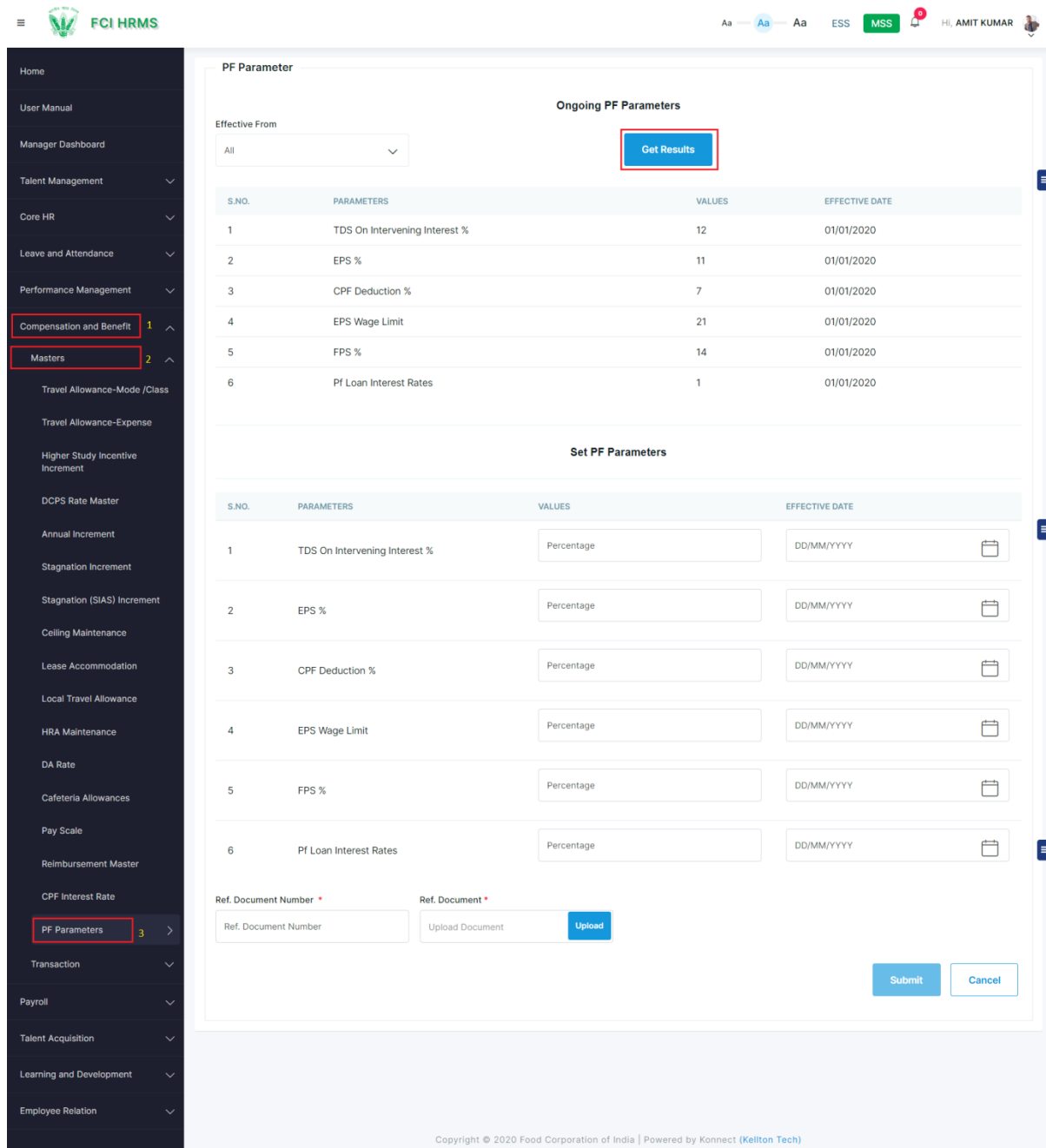
**Left Navigation:** Compensation and Benefits >> Masters >> PF Parameter

#### 4.17.2 SLA

NA

#### 4.17.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.17.1 to reach the PF Parameter Master Landing Page as shown in Figure 4.71.



**PF Parameter**

Effective From: All Get Results

S.NO.	PARAMETERS	VALUES	EFFECTIVE DATE
1	TDS On Intervening Interest %	12	01/01/2020
2	EPS %	11	01/01/2020
3	CPF Deduction %	7	01/01/2020
4	EPS Wage Limit	21	01/01/2020
5	FPS %	14	01/01/2020
6	PF Loan Interest Rates	1	01/01/2020

**Set PF Parameters**

S.NO.	PARAMETERS	VALUES	EFFECTIVE DATE
1	TDS On Intervening Interest %	Percentage	DD/MM/YYYY
2	EPS %	Percentage	DD/MM/YYYY
3	CPF Deduction %	Percentage	DD/MM/YYYY
4	EPS Wage Limit	Percentage	DD/MM/YYYY
5	FPS %	Percentage	DD/MM/YYYY
6	PF Loan Interest Rates	Percentage	DD/MM/YYYY

Ref. Document Number Ref. Document Upload Document Upload

Submit Cancel

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**Figure 4-71: PF Parameter Master**

#### 4.17.4 Add PF Parameter

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Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Travel Allowance-Mode /Class

Travel Allowance-Expense

Higher Study Incentive Increment

DCPS Rate Master

Annual Increment

Stagnation Increment

Stagnation (SIAS) Increment

Celling Maintenance

Lease Accommodation

Local Travel Allowance

HRA Maintenance

DA Rate

Cafeteria Allowances

Pay Scale

Reimbursement Master

CPF Interest Rate

PF Parameters

Transaction

Payroll

Talent Acquisition

Learning and Development

Employee Relation

PF Parameter

Effective From

All

Get Results

S.NO.	PARAMETERS	VALUES	EFFECTIVE DATE
1	TDS On Intervening Interest %	12	01/01/2020
2	EPS %	11	01/01/2020
3	CPF Deduction %	7	01/01/2020
4	EPS Wage Limit	21	01/01/2020
5	FPS %	14	01/01/2020
6	PF Loan Interest Rates	1	01/01/2020

Set PF Parameters

S.NO.	PARAMETERS	VALUES	EFFECTIVE DATE
1	TDS On Intervening Interest %	12.1	01/01/2021
2	EPS %	12.1	01/01/2021
3	CPF Deduction %	12.1	01/01/2021
4	EPS Wage Limit	12.1	01/01/2021
5	FPS %	12.1	01/01/2021
6	PF Loan Interest Rates	12.1	01/01/2021

Ref. Document Number \*

Revised

Ref. Document \*


CircularDemoFCI.pdf

Upload

Submit

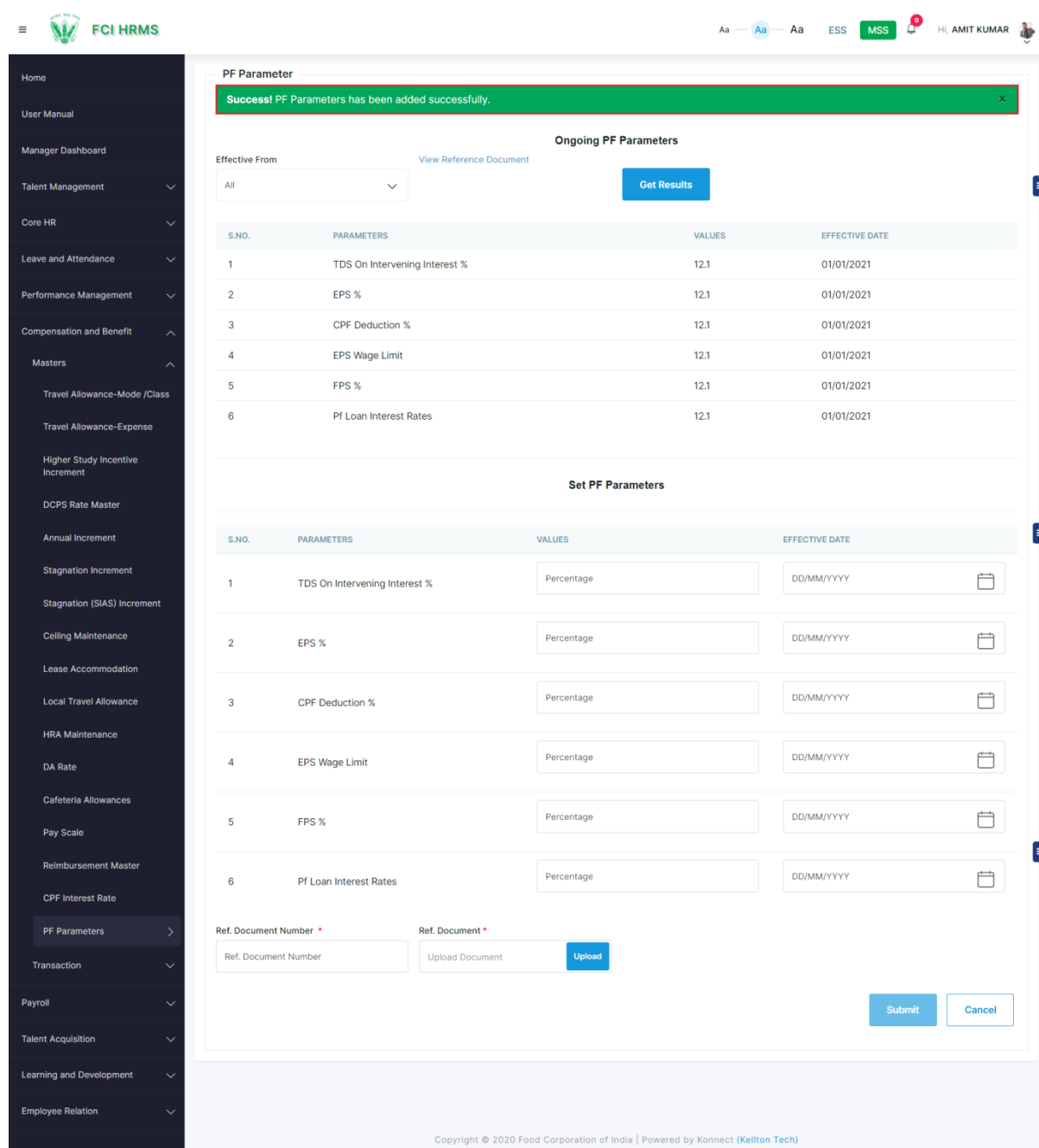
Cancel

Figure 4-72: Add PF Parameter

Enter the details and click on  such that a success message will be shown in the PF Parameter Master Landing Page for addition of a new record in the table as shown in Figure 4-73.

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**PF Parameter**

Successful PF Parameters has been added successfully.

**Ongoing PF Parameters**

Effective From:  [View Reference Document](#)

S.NO.	PARAMETERS	VALUES	EFFECTIVE DATE
1	TDS On Intervening Interest %	12.1	01/01/2021
2	EPS %	12.1	01/01/2021
3	CPF Deduction %	12.1	01/01/2021
4	EPS Wage Limit	12.1	01/01/2021
5	FPS %	12.1	01/01/2021
6	PF Loan Interest Rates	12.1	01/01/2021

**Set PF Parameters**

S.NO.	PARAMETERS	VALUES	EFFECTIVE DATE
1	TDS On Intervening Interest %	<input type="text" value="Percentage"/>	<input type="text" value="DD/MM/YYYY"/>
2	EPS %	<input type="text" value="Percentage"/>	<input type="text" value="DD/MM/YYYY"/>
3	CPF Deduction %	<input type="text" value="Percentage"/>	<input type="text" value="DD/MM/YYYY"/>
4	EPS Wage Limit	<input type="text" value="Percentage"/>	<input type="text" value="DD/MM/YYYY"/>
5	FPS %	<input type="text" value="Percentage"/>	<input type="text" value="DD/MM/YYYY"/>
6	PF Loan Interest Rates	<input type="text" value="Percentage"/>	<input type="text" value="DD/MM/YYYY"/>

Ref. Document Number \*

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Figure 4-73: New PF Parameter Added

The success message will be displayed as



## 4.18 Salary Revision

Salary Revision is the process that covers the salary update of employees in bulk by adding the earning / deduction component.

Step 1: Manager (Bills) receives approved policy/circular for salary revision.

Step 2: Manager (Bills) will add earning/deduction component designation wise and submits the request.

Step 3: AGM (Bills) receives the salary revision requests raised by Manager (Bills).

Step 4: After approval/rejection by the AGM (Bills), the Manager (Bills) and the Employee will receive a notification.

#### 4.18.1 Navigation

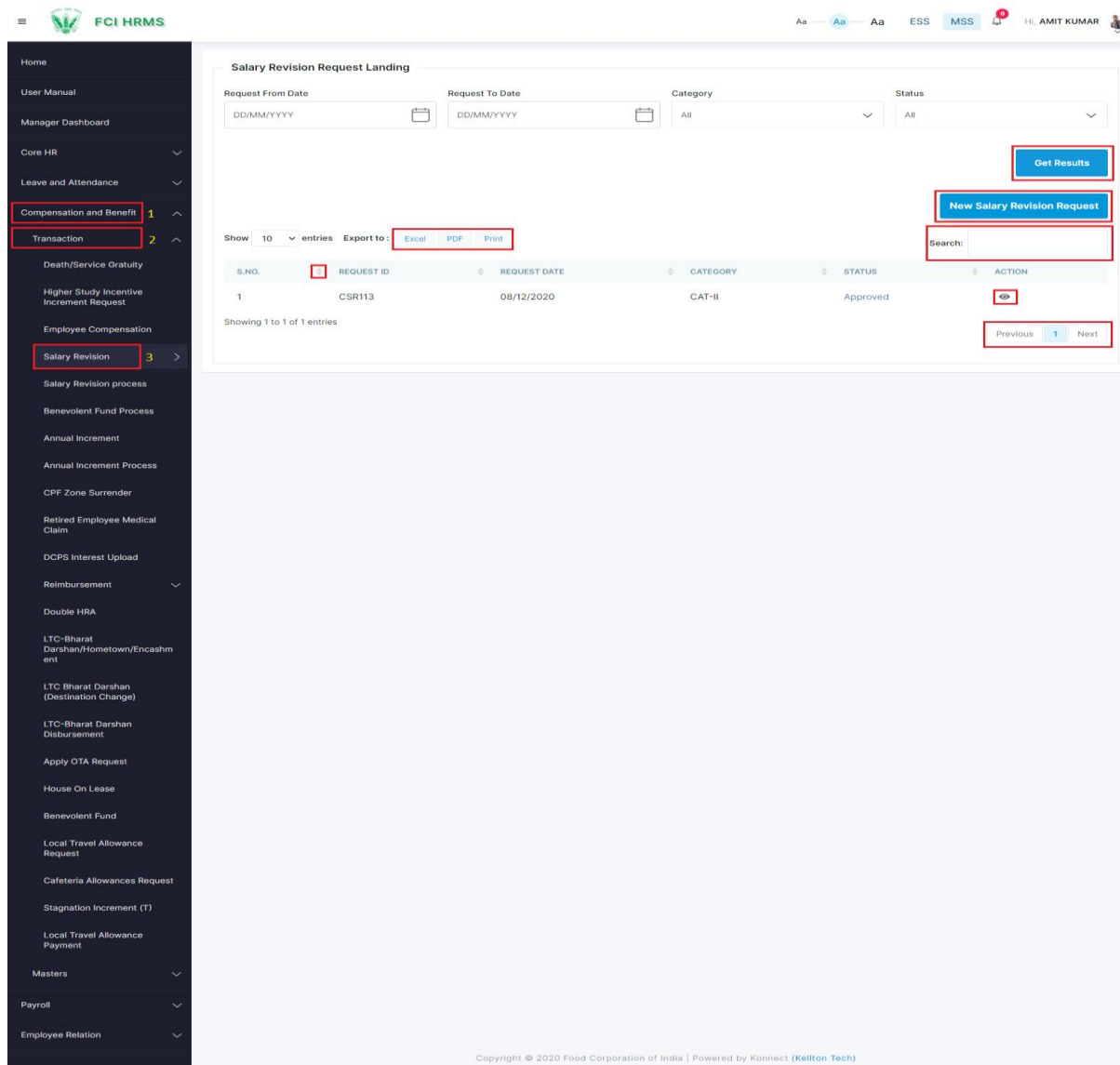
**Left Navigation:** Compensation and Benefits >> Transactions >> Salary Revision

#### 4.18.2 SLA

NA

#### 4.18.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.18.1 to reach the Salary Revision Landing Page as shown in Figure 4.74.




The screenshot displays the 'Salary Revision Request Landing' page. On the left is a dark sidebar with a navigation menu. The top header shows the user 'HI, AMIT KUMAR' and system status 'ESS MSS'. The main content area includes filters for 'Request From Date', 'Request To Date', 'Category', and 'Status'. Below these are buttons for 'Get Results', 'New Salary Revision Request', and a search bar. A table lists request entries with columns for S.NO., REQUEST ID, REQUEST DATE, CATEGORY, STATUS, and ACTION. The first entry is for request ID 'CSR113' on '08/12/2020' with status 'Approved'. At the bottom, there are 'Previous', '1', and 'Next' navigation links.

**Figure 4-74: Salary Revision**

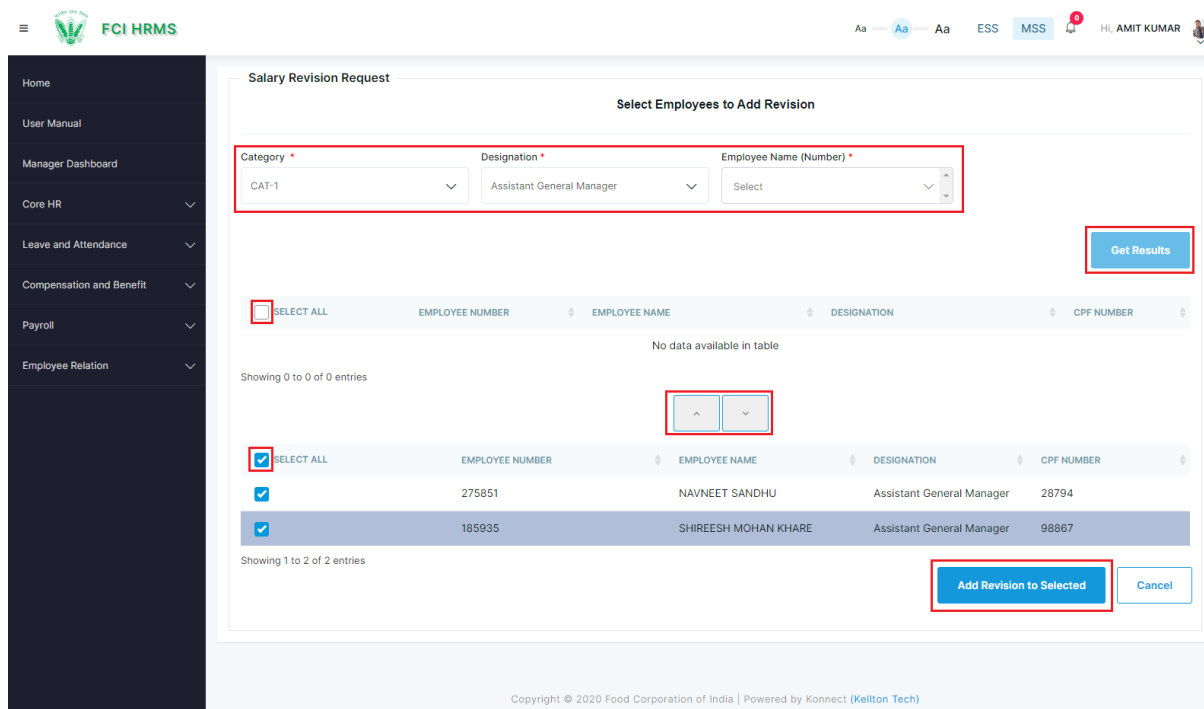
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  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 [Previous](#) [1](#) [Next](#) to navigate table records
- Click on [New Salary Revision Request](#) to add a new Salary Revision in the table as mentioned in Section 4.18.4 – Add Salary Revision.

#### 4.18.4 Add Salary Revision

Click on [New Salary Revision Request](#) to open the Add Salary Revision Request as shown in Figure 4-75.



Salary Revision Request

Select Employees to Add Revision

Category \* Designation \* Employee Name (Number) \*

CAT-1 Assistant General Manager Select

Get Results

SELECT ALL EMPLOYEE NUMBER EMPLOYEE NAME DESIGNATION CPF NUMBER

No data available in table

Showing 0 to 0 of 0 entries

^ v

SELECT ALL EMPLOYEE NUMBER EMPLOYEE NAME DESIGNATION CPF NUMBER

275851 NAVNEET SANDHU Assistant General Manager 28794

185935 SHIREESH MOHAN KHARE Assistant General Manager 98867

Showing 1 to 2 of 2 entries

Add Revision to Selected Cancel

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Figure 4-75: Add Salary Revision Request

Click on [Add Revision to Selected](#) to open the Salary Revision as shown in Figure 4-76.

FCI HRMS

Aa Aa Aa
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MSS
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Talent Management
Core HR
Leave and Attendance
Performance Management
Compensation and Benefit
Payroll
Talent Acquisition
Learning and Development
Employee Relation

### Salary Revision

S.NO.	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	CPF NUMBER
1	124556	JYOTSNA BARUAH	Assistant General Manager	160083
2	276173	AMAR JYOTI GOGOI	Assistant General Manager	160638

#### Add Earnings/Deductions

Paycode \*

Paycode Name \*

Add

PAYCODE	PAYCODE NAME	COMPONENT TYPE	ACTION
166	Transport Allowance	Earning	
114	Washing Allowance	Earning	
744	Additional Pay	Earning	

Effective Date \*

Payout Month

01/02/2021

02/2021

Remarks

Salary Revised

Submit

Cancel

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Figure 4-76: Add Salary Revision

Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-77.

Success! Salary Revision has been added successfully.

Salary Revision Request Landing

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Category: All Status: All

Get Results

New Salary Revision Request

Show 10 entries Export to: Excel PDF Print Search:

S.NO.	REQUEST ID	REQUEST DATE	CATEGORY	STATUS	ACTION
1	CSR114	14/01/2021	CAT-I	Approved	
2	CSR113	08/12/2020	CAT-II	Approved	

Showing 1 to 2 of 2 entries

Previous 1 Next

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**Figure 4-77: Salary Revision Added**

The success will be displayed as

Success! Salary Revision has been added successfully

## 4.18.5 Salary Revision Process

On the successful approval of the Salary Revision request, the approved requests will be shown in the Salary Revision process as shown in Figure 4-78.



FCI HRMS

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Compensation and Benefit

Transaction

Death/Service Gratuity

Higher Study Incentive Increment Request

Employee Compensation

Salary Revision

Salary Revision process

Benevolent Fund Process

Annual Increment

Annual Increment Process

CPF Zone Surrender

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

LTC-Bharat Darshan Disbursement

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Local Travel Allowance Payment

Masters

Payroll

Employee Relation

Request From Date

DD/MM/YYYY

Request To Date

DD/MM/YYYY

Category

All

Status

Select

Get Results

Show

10

entries

Export to

Excel

PDF

Print

Search:

S.NO.	REQUEST ID	REQUEST DATE	CATEGORY	STATUS	ACTION
1	CSR113	08/12/2020	CAT-II	Pending	

Showing 1 to 1 of 1 entries

Previous

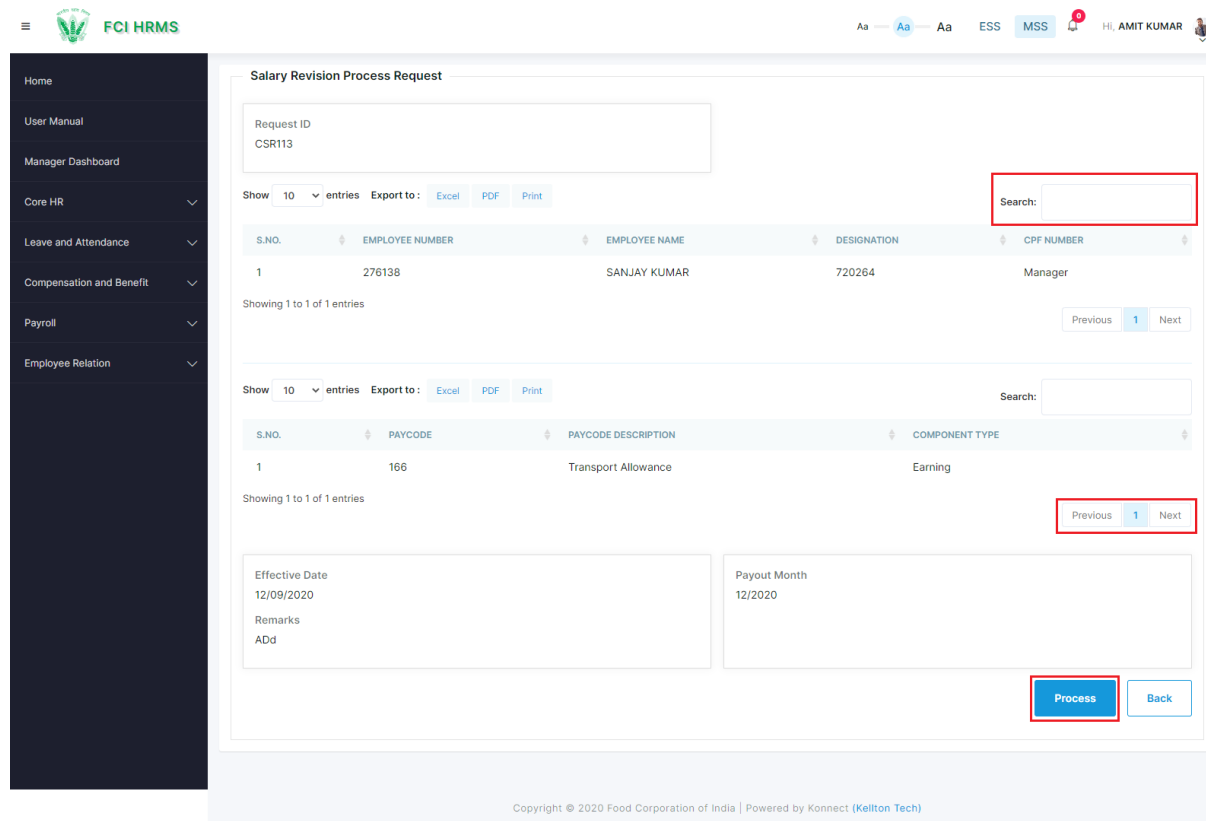
1

Next

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**Figure 4-78: Salary Revision Process Landing**

On click of shown in Figure 4-78, to land on salary revision process as shown in Figure 4-79.



**Salary Revision Process Request**

Request ID: CSR113

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

S.NO.	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	CPF NUMBER
1	276138	SANJAY KUMAR	720264	Manager

Showing 1 to 1 of 1 entries

Previous 1 Next

---

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

S.NO.	PAYCODE	PAYCODE DESCRIPTION	COMPONENT TYPE
1	166	Transport Allowance	Earning

Showing 1 to 1 of 1 entries

Previous 1 Next

Effective Date: 12/09/2020  
Remarks: ADd

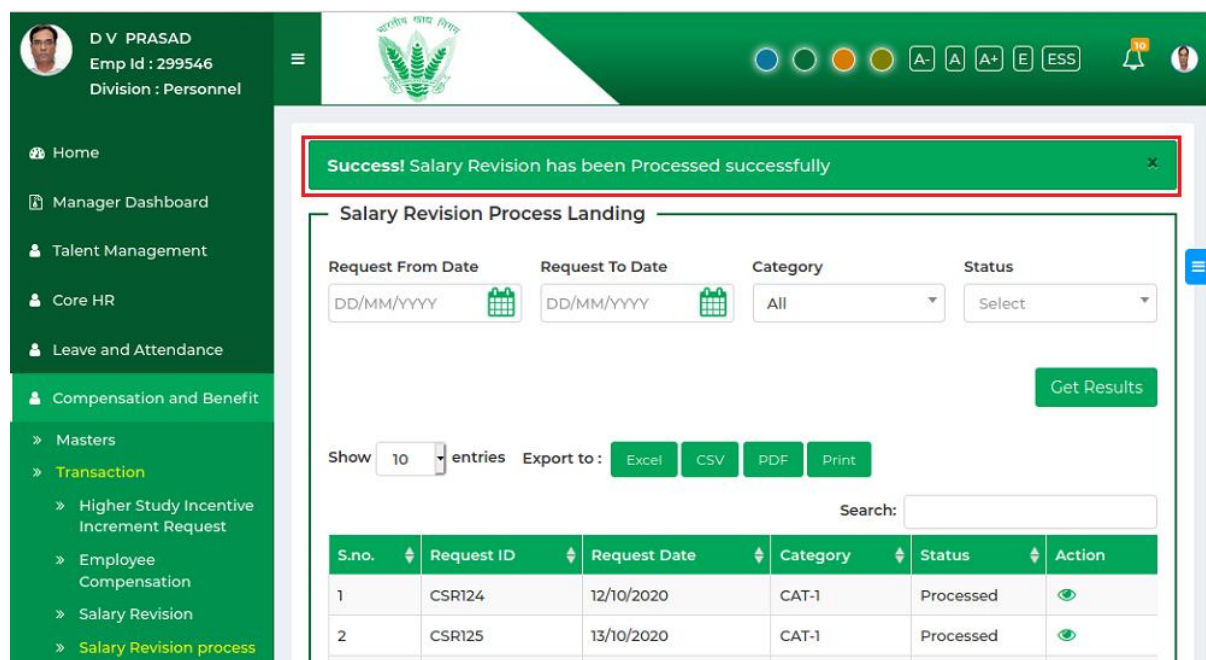
Payout Month: 12/2020

**Process** **Back**

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**Figure 4-79: Salary Revision Process**

On click of shown in Figure 4-79, to process the request and a success message will be displayed as shown in 4-80.



**Success! Salary Revision has been Processed successfully**

**Salary Revision Process Landing**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Category: All Status: Select

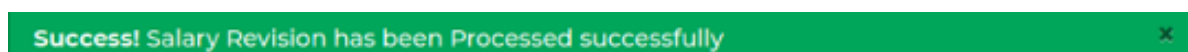
**Get Results**

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

S.no.	Request ID	Request Date	Category	Status	Action
1	CSR124	12/10/2020	CAT-1	Processed	
2	CSR125	13/10/2020	CAT-1	Processed	

**Figure 4-80: New Salary Revision Process**

The success will be displayed as



**Success! Salary Revision has been Processed successfully**

## 4.19 Cafeteria Request and Approval

It is a process where an employee can select the 32% Cafeteria Allowances as per his/her need.

Step 1: Employee Submits the request after selected cafeteria Allowances.

Step 2: AGM approves the request raised by the employee.

Step 3: Employee gets paid cafeteria in his/her salary.

### 4.19.1 Navigation

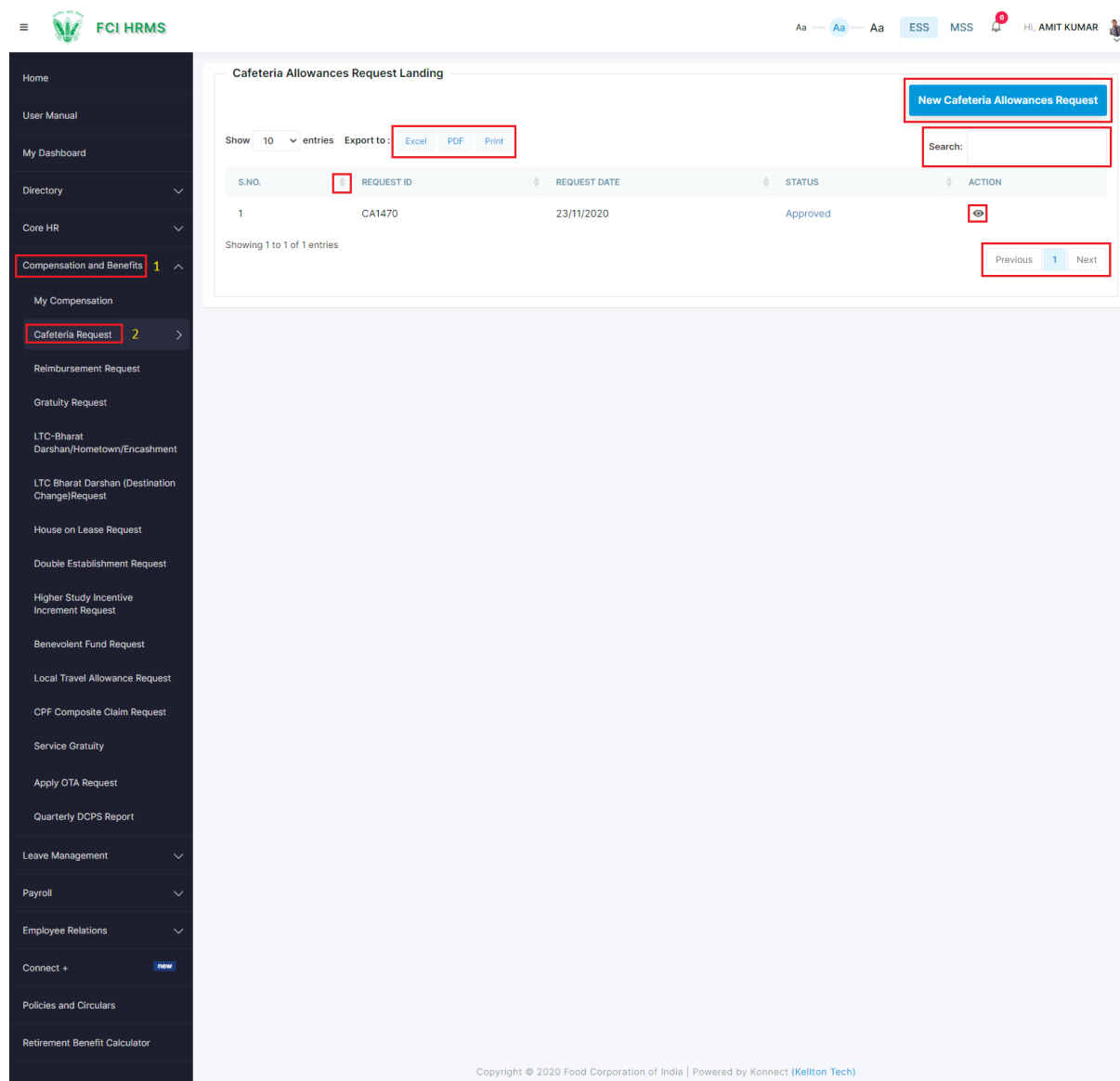
**Left Navigation:** Compensation and Benefits >> Cafeteria Allowances Request

### 4.19.2 SLA

NA

### 4.19.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.19.1 to reach the Cafeteria Allowance Request Landing Page as shown in Figure 4.81.











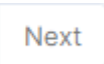

The screenshot displays the 'Cafeteria Allowances Request Landing' page. The left sidebar contains a navigation menu with 'Compensation and Benefits' highlighted. The main content area features a table with the following data:

S.NO.	REQUEST ID	REQUEST DATE	STATUS	ACTION
1	CA1470	23/11/2020	Approved	


Below the table, it indicates 'Showing 1 to 1 of 1 entries'. The top right of the page has a 'New Cafeteria Allowances Request' button and a search field. The bottom right has pagination controls: 'Previous', '1', 'Next'.

**Figure 4-81: Cafeteria Allowance Request**

HRMS administrator 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 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 Cafeteria Allowances request in the table as mentioned in Section 4.18.4 – Add Cafeteria Allowances Request.

#### 4.19.4 Add Cafeteria Allowance Request

Click on  to open the Add Cafeteria Allowance Request as shown in Figure 4-82.

FCI HRMS

Aa

Aa

Aa

ESS

MSS

Hi, AMIT KUMAR

Home

User Manual

My Dashboard

Directory

Core HR

Compensation and Benefits

Performance Management

Leave Management

Payroll

Employee Relations

Talent Management

Learning and Development

Connect +

Policies and Circulars

Retirement Benefit Calculator

### Cafeteria Allowance Request

Year

Default Total Percentage

Max Limit For Cafeteria Allowance

Total Selected Percentage Allowance

2021

32

35

35

S.NO.	TYPE OF ALLOWANCE PER MONTH	PERCENTAGE	SELECT
1	Transport Allowance	6	<input checked="" type="checkbox"/>
2	Washing Allowance	2	<input checked="" type="checkbox"/>
3	Lunch Subsidy	5	<input checked="" type="checkbox"/>
4	House Up Keep	10	<input checked="" type="checkbox"/>
5	Hostel Allowance	3	<input checked="" type="checkbox"/>
6	Transport For Handicapped	15	<input type="checkbox"/>
7	Conveyance Two Wheeler	5	<input checked="" type="checkbox"/>
8	Conveyance Four Wheeler	6	<input type="checkbox"/>
9	Child Education School	3	<input type="checkbox"/>
10	Child Education College	4	<input checked="" type="checkbox"/>
11	Child Education PG Study	6	<input type="checkbox"/>
12	Electricity Allowance	2	<input type="checkbox"/>
13	Driver Allowance	5	<input type="checkbox"/>
14	Professional Development	2	<input type="checkbox"/>
15	Professional Membership Fees	2	<input type="checkbox"/>
16	Mobile Or Telephone	3	<input type="checkbox"/>
17	Family Membership Disturbance	5	<input type="checkbox"/>
18	Dress Allowance	5	<input type="checkbox"/>
19	Laundry Or Washing	2	<input type="checkbox"/>
20	Entertainment	6	<input type="checkbox"/>
21	Domestic Assistance	5	<input type="checkbox"/>
22	Cook Allowance	2	<input type="checkbox"/>
23	Birthday Gift	1	<input type="checkbox"/>

Exceeded Percentage Allowance

Child Education College


☒ I hereby opt for the above selected perks and allowances for the current financial year restricted to 32 % of Basic pay.

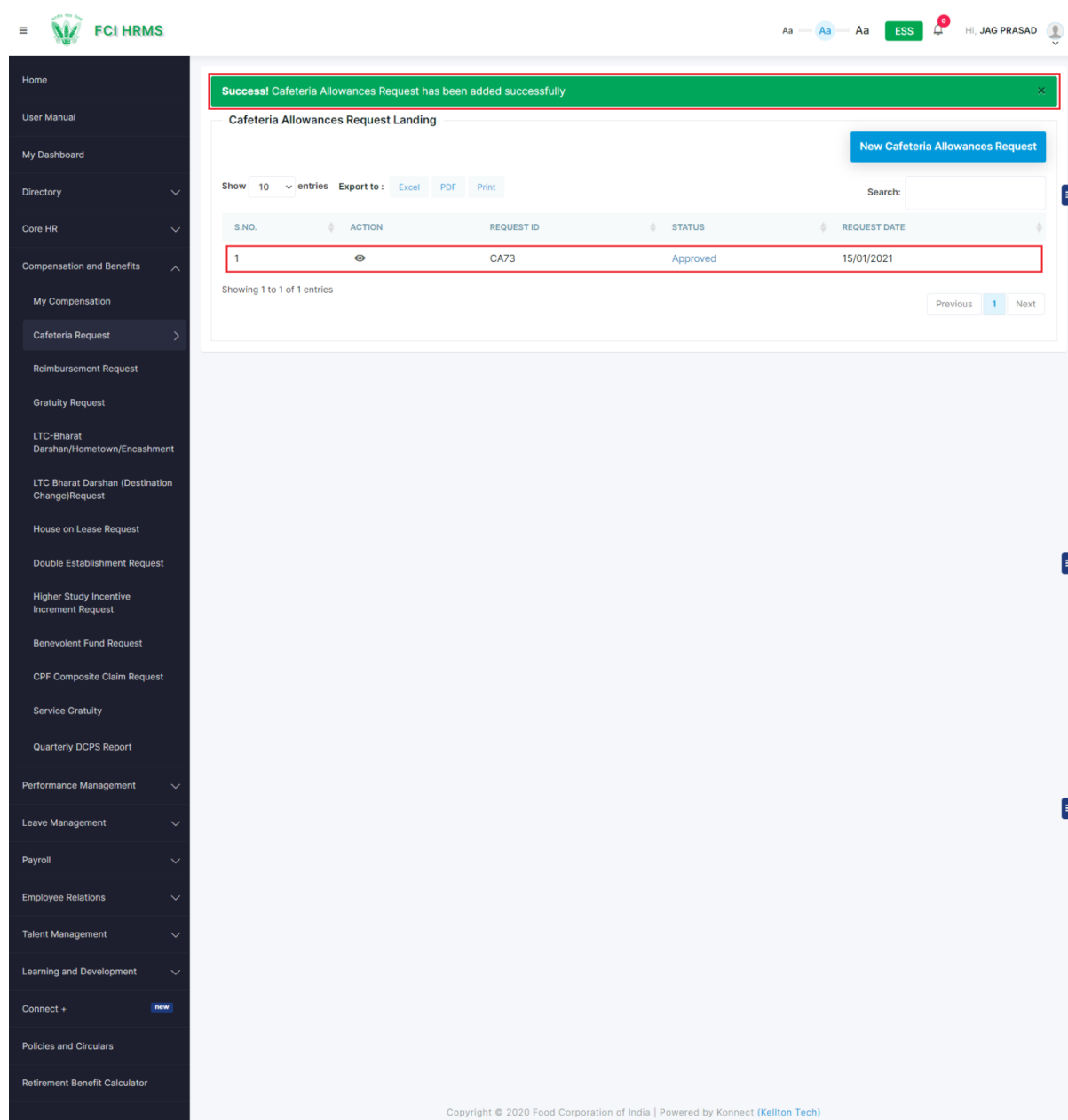
Submit

Cancel

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Figure 4-82: Add Cafeteria Allowance Request

Enter the details and click on  such that a success message will be shown for addition of a new record in the table as shown in Figure 4-83.



The screenshot shows the FCI HRMS interface. On the left is a dark sidebar with a menu including Home, User Manual, My Dashboard, Directory, Core HR, Compensation and Benefits, My Compensation, Cafeteria Request (highlighted), Reimbursement Request, Gratuity Request, LTC-Bharat Darshan/Hometown/Encashment, LTC Bharat Darshan (Destination Change) Request, House on Lease Request, Double Establishment Request, Higher Study Incentive Increment Request, Benevolent Fund Request, CPF Composite Claim Request, Service Gratuity, Quarterly DCPS Report, Performance Management, Leave Management, Payroll, Employee Relations, Talent Management, Learning and Development, Connect +, Policies and Circulars, and Retirement Benefit Calculator. The main content area has a green success message at the top: "Success! Cafeteria Allowances Request has been added successfully". Below this is the "Cafeteria Allowances Request Landing" page. It features a "New Cafeteria Allowances Request" button, a search bar, and a table with columns: S.NO., ACTION, REQUEST ID, STATUS, and REQUEST DATE. The table contains one entry with S.NO. 1, ACTION (eye icon), REQUEST ID CA73, STATUS Approved, and REQUEST DATE 15/01/2021. Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" pagination links. The footer of the page reads "Copyright © 2020 Food Corporation of India | Powered by Konnect (Kelton Tech)".

**Figure 4-83: Cafeteria Allowance Request Added**

The success will be displayed as



### 4.20 Annual Increment

Annual increment is a yearly activity performed by the Personnel division through which they provide 3% hike to every employee in their basic salary. There are some parameters which define exclusion of some employees from this process.

Step 1: Concerned Division will submit the list of eligible employees for annual increment.

Step 2: Manager (Personnel) will receive approval request.

Step 3: Approval Authority as per approval matrix will receive the request for checking the list.

Step 4: Manager (Personnel) will issue orders.

Step 5: Manager (Accounts) will disburse the increment in the employee salary.



#### 4.20.1 Navigation

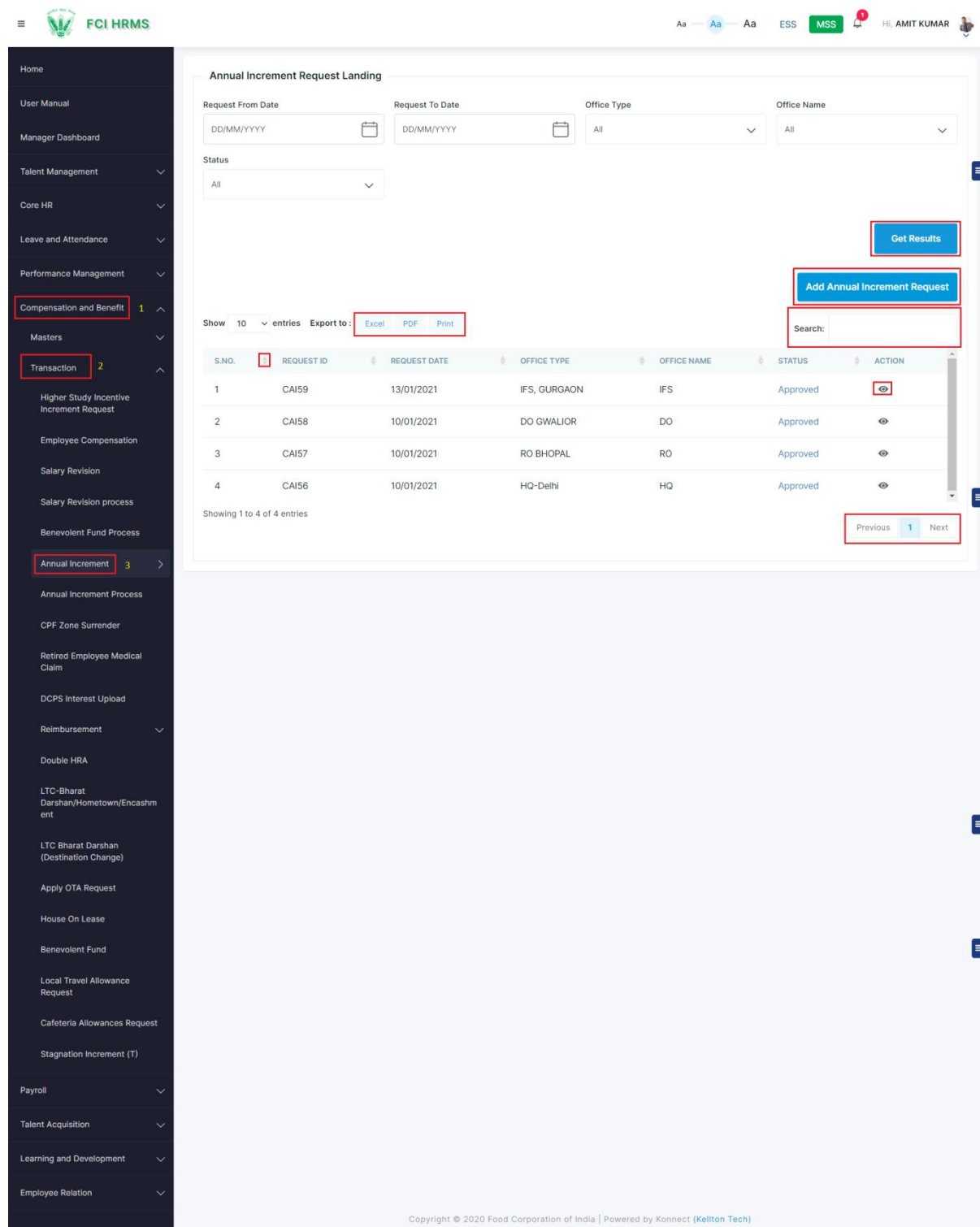
**Left Navigation:** Compensation and Benefits >>Transactions >> Annual Increment

#### 4.20.2 SLA

NA

#### 4.20.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.20.1 to reach the Annual Increment Landing Page as shown in Figure 4.84.



**Annual Increment Request Landing**

Request From Date: DD/MM/YYYY | Request To Date: DD/MM/YYYY | Office Type: All | Office Name: All

Status: All

Get Results

Add Annual Increment Request

Search:

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

S.NO.	REQUEST ID	REQUEST DATE	OFFICE TYPE	OFFICE NAME	STATUS	ACTION
1	CAI59	13/01/2021	IFS, GURGAON	IFS	Approved	
2	CAI58	10/01/2021	DO GWALIOR	DO	Approved	
3	CAI57	10/01/2021	RO BHOPAL	RO	Approved	
4	CAI56	10/01/2021	HQ-Delhi	HQ	Approved	

Showing 1 to 4 of 4 entries




Previous | 1 | Next

**Figure 4-84 Annual Increment**


HRMS administrator 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 **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 Annual Increment in the table as mentioned in Section 4.20.4 – Add Annual Increment.

#### 4.20.4 Add Annual Increment

Click on  to open the Add Annual Increment Request as shown in Figure 4-85

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Leave and Attendance

Performance Management

Compensation and Benefit

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Office Type \*

IFS

Office Name \*

IFS, GURGAON

Download List

S.NO.	EMPLOYEE NUMBER	EMPLOYEE NAME	EFFECTIVE DATE		<input type="checkbox"/> Select All
1	DEVENDRA CHOUMAL	176048	14/01/2021		<input checked="" type="checkbox"/>
2	BIRENDRA KUMAR	146860	14/01/2021		<input checked="" type="checkbox"/>
3	NIRANJAN LAL JANGIR	153980	14/01/2021		<input checked="" type="checkbox"/>
4	RACHNA SHOKEEN	233071	14/01/2021		<input checked="" type="checkbox"/>
5	BEYANT KAUR	145818	14/01/2021		<input checked="" type="checkbox"/>
6	VARUN KUMAR	228471	14/01/2021		<input checked="" type="checkbox"/>
7	ANIL DHAWAN	199074	14/01/2021		<input checked="" type="checkbox"/>
8	TANYA GUPTA	282722	14/01/2021		<input checked="" type="checkbox"/>
9	PRAKASH NARAYAN GAUR	285315	14/01/2021		<input checked="" type="checkbox"/>
10	SUNITA	160663	14/01/2021		<input checked="" type="checkbox"/>
11	KAVITA BERAGI	218591	14/01/2021		<input checked="" type="checkbox"/>
12	RAVINDER KADIYAN	278366	14/01/2021		<input checked="" type="checkbox"/>
13	RAVI SAINI	295389	14/01/2021		<input checked="" type="checkbox"/>
14	MOITREYI MOHANTY	143115	14/01/2021		<input checked="" type="checkbox"/>
15	ASHOK KUMAR	147762	14/01/2021		<input checked="" type="checkbox"/>
16	SUSHMA TOKAS	142074	14/01/2021		<input checked="" type="checkbox"/>
17	RAJBIR	147761	14/01/2021		<input checked="" type="checkbox"/>
18	BRAMESH KUMAR	190711	14/01/2021		<input checked="" type="checkbox"/>
19	SHINY SODHI	276544	14/01/2021		<input checked="" type="checkbox"/>
20	MOVEEN SHAH	198181	14/01/2021		<input checked="" type="checkbox"/>
21	SUMAN KUMARI YADAV	275161	14/01/2021		<input checked="" type="checkbox"/>
22	DEEPTI	147766	14/01/2021		<input checked="" type="checkbox"/>
23	POOJA	278960	14/01/2021		<input checked="" type="checkbox"/>
24	MADHU LATA	282992	14/01/2021		<input checked="" type="checkbox"/>
25	SANDEEP MANN	285479	14/01/2021		<input checked="" type="checkbox"/>
26	REKHA RAWAT	287600	14/01/2021		<input checked="" type="checkbox"/>
27	AMRITA KAR	286314	14/01/2021		<input checked="" type="checkbox"/>
28	MONIKA KADIAN	278991	14/01/2021		<input checked="" type="checkbox"/>
29	ASHWANI MOTIRAMANI	297089	14/01/2021		<input checked="" type="checkbox"/>


Submit

Delete

Cancel

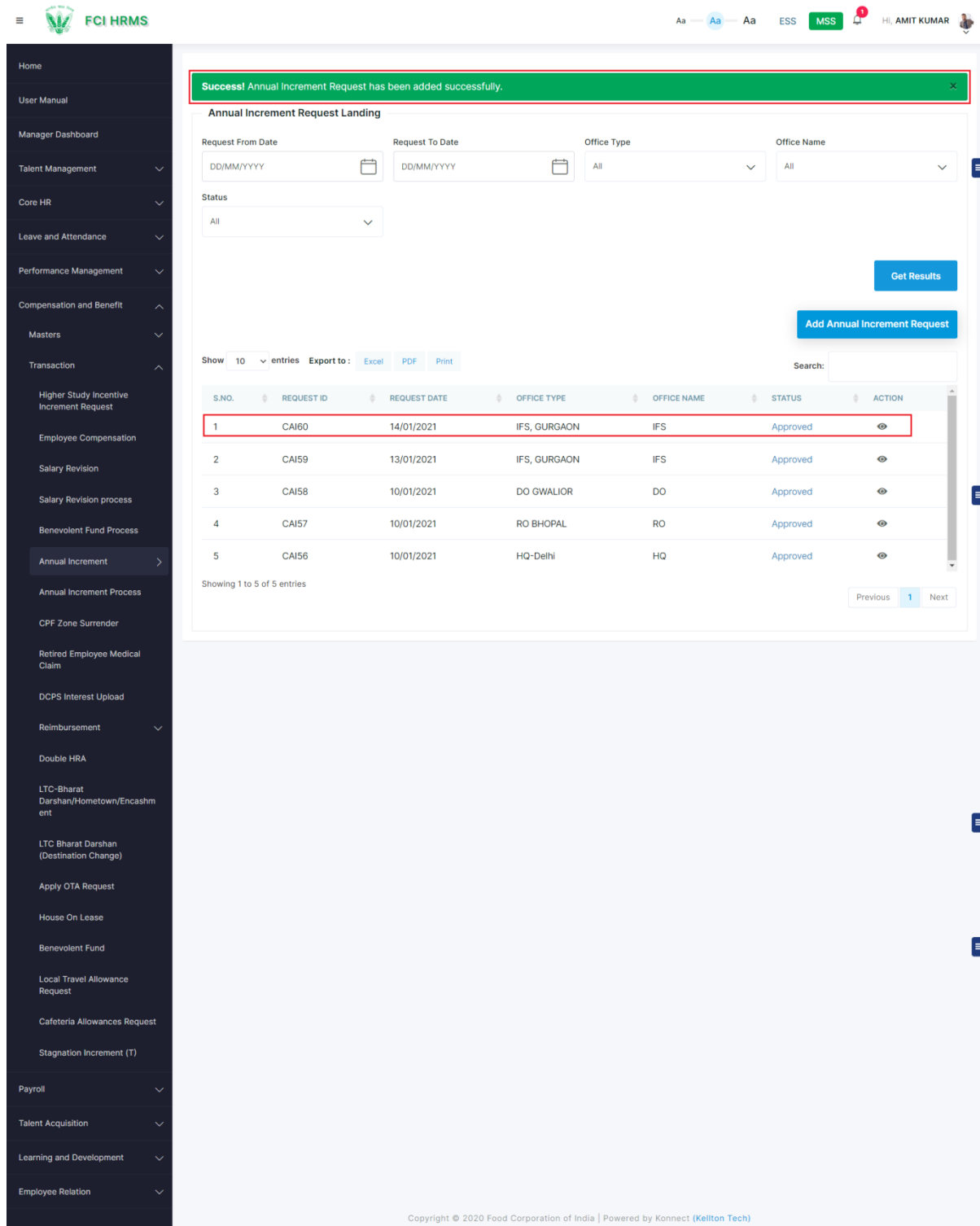
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**Figure 4-85 Add Annual Increment Request**

Enter the details and click on  such that a success message will be shown for addition of a new record in the table as shown in Figure 4-86.

Delete

On click of the records will be deleted.



The screenshot shows the 'Annual Increment Request Landing' page in the FCI HRMS system. A green success message at the top states: 'Success! Annual Increment Request has been added successfully.' The page includes filters for 'Request From Date', 'Request To Date', 'Office Type', 'Office Name', and 'Status'. A table displays the list of requests, with the first entry highlighted in red:

S.NO.	REQUEST ID	REQUEST DATE	OFFICE TYPE	OFFICE NAME	STATUS	ACTION
1	CAI60	14/01/2021	IFS, GURGAON	IFS	Approved	
2	CAI59	13/01/2021	IFS, GURGAON	IFS	Approved	
3	CAI58	10/01/2021	DO GWALIOR	DO	Approved	
4	CAI57	10/01/2021	RO BHOPAL	RO	Approved	
5	CAI56	10/01/2021	HQ-Delhi	HQ	Approved	

Buttons for 'Get Results', 'Add Annual Increment Request', and 'Export to: Excel, PDF, Print' are visible. The footer indicates 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Kelton Tech)'.

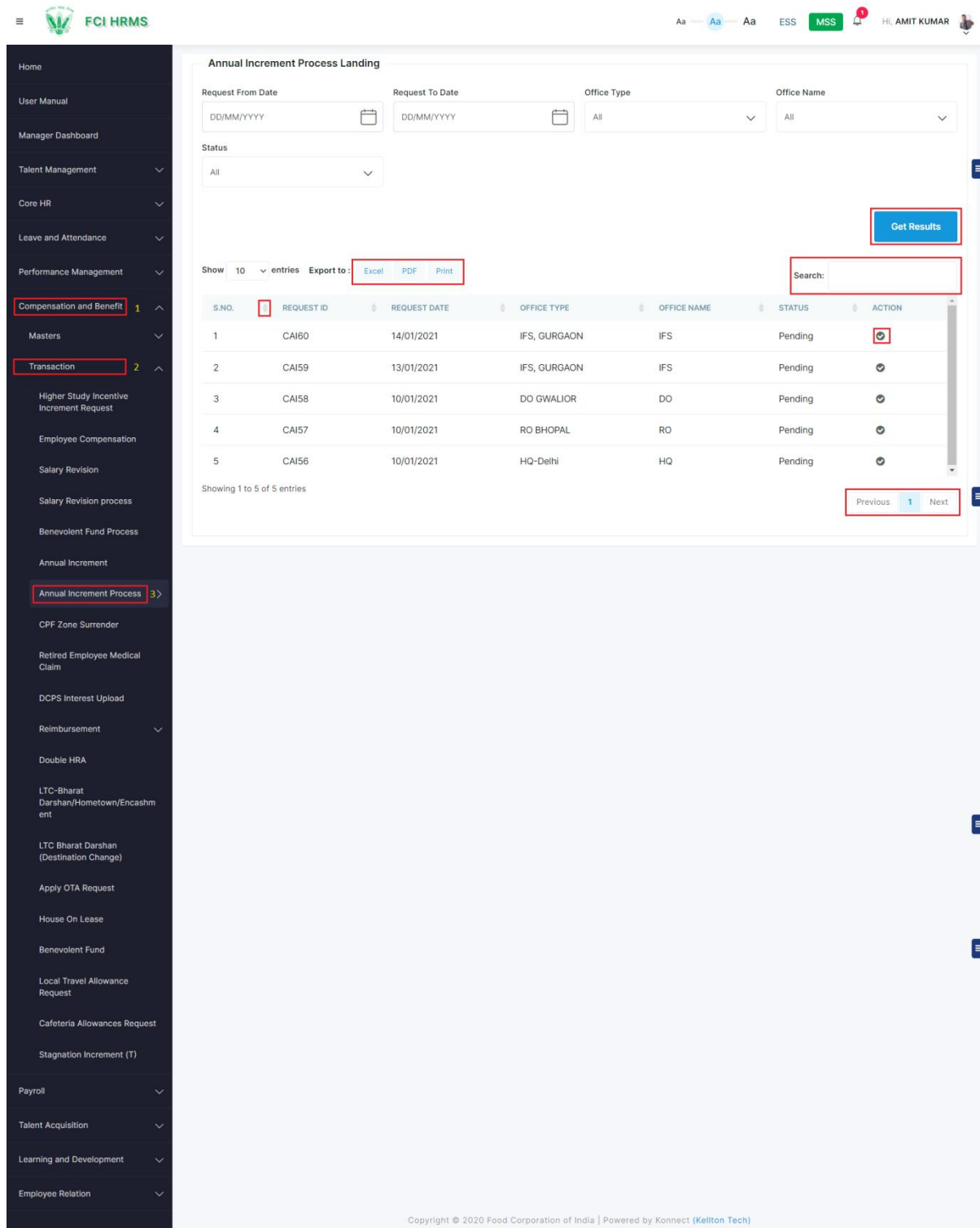
Figure 4-86 Annual Increment Added

The success will be displayed as

Success! Request has been approved successfully.

#### 4.20.5 Annual Increment Process

On the successful approval of the Annual Increment request, the approved requests will be shown in the Annual Increment process as shown in Figure 4-87








**Annual Increment Process Landing**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Office Type: All Office Name: All

Status: All

Get Results


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

S.NO.	REQUEST ID	REQUEST DATE	OFFICE TYPE	OFFICE NAME	STATUS	ACTION
1	CAI60	14/01/2021	IFS, GURGAON	IFS	Pending	
2	CAI59	13/01/2021	IFS, GURGAON	IFS	Pending	
3	CAI58	10/01/2021	DO GWALIOR	DO	Pending	
4	CAI57	10/01/2021	RO BHOPAL	RO	Pending	
5	CAI56	10/01/2021	HQ-Delhi	HQ	Pending	

Showing 1 to 5 of 5 entries

Previous 1 Next

Figure 4-87: Annual Increment Process Landing

On click of  shown in Figure 4-87, to land on annual increment process as shown in Figure 4-88.

FCI HRMS

Aa

Aa

Aa

ESS

MSS

Hi, AMIT KUMAR

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Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Annual Increment Process

Request ID

Office Type

Office Name

Employee Number

CAI60

IFS, GURGAON

IFS

Select

Employee Name

Select

Get Results

Reset

Show

10

entries

Export to:

Excel

PDF

Print

Search:

S.NO.	EMPLOYEE NUMBER	EMPLOYEE NAME	EFFECTIVE DATE
1	176048	DEVENDRA CHOUMAL	14/01/2021
2	146860	BIRENDRA KUMAR	14/01/2021
3	153980	NIRANJAN LAL JANGIR	14/01/2021
4	233071	RACHNA SHOKEEN	14/01/2021
5	145818	BEYANT KAUR	14/01/2021
6	228471	VARUN KUMAR	14/01/2021
7	199074	ANIL DHAWAN	14/01/2021
8	282722	TANYA GUPTA	14/01/2021
9	285315	PRAKASH NARAYAN GAUR	14/01/2021
10	160663	SUNITA	14/01/2021

Showing 1 to 10 of 29 entries

Previous

1

2

3

Next

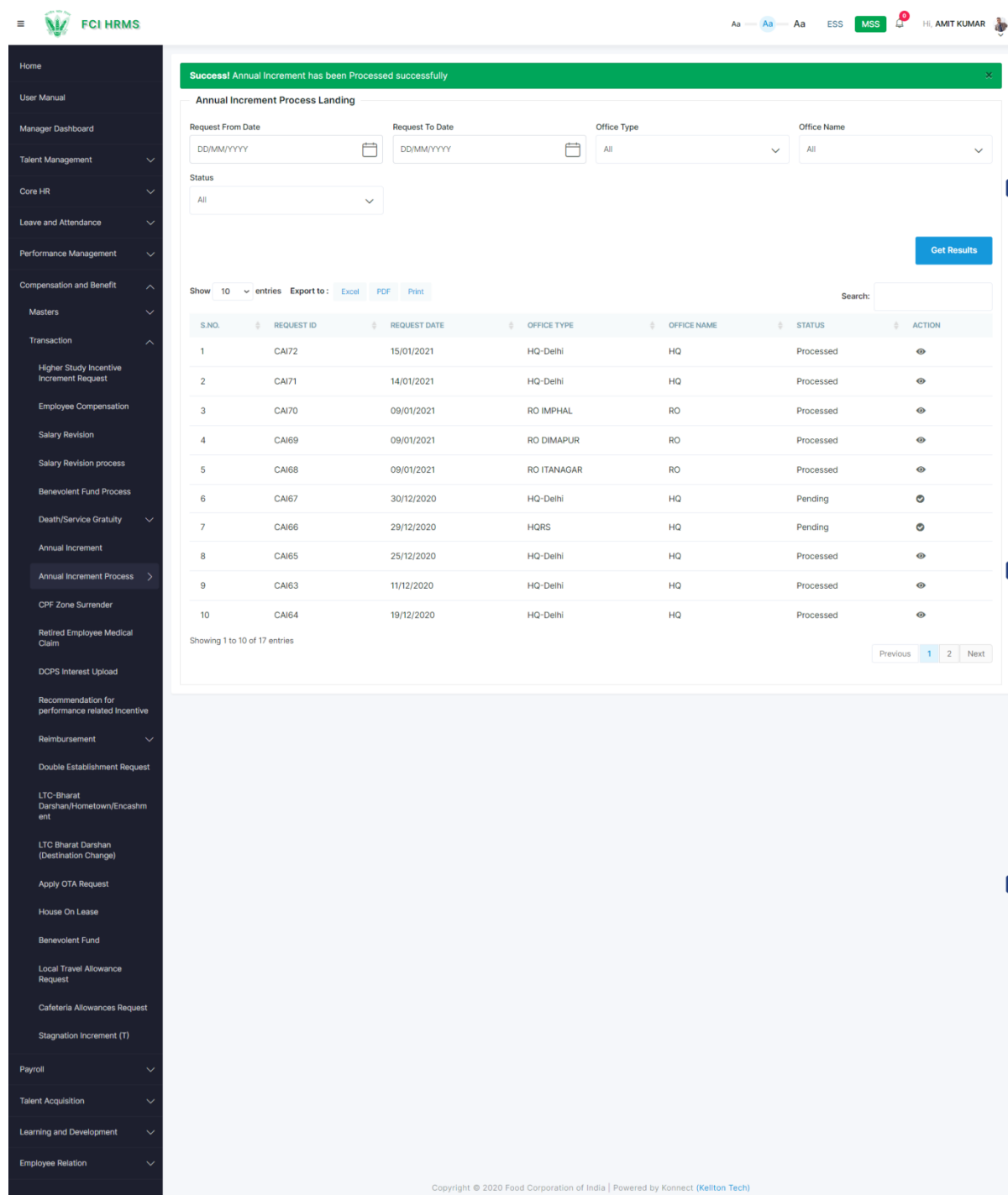
Process

Back

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Figure 4-88: Annual Increment Process

On click of **Process** shown in Figure 4-108, to process the request and a success message will be displayed as shown in 4-89



The screenshot shows the 'Annual Increment Process Landing' page in the FCI HRMS system. A green success message at the top states: 'Success! Annual Increment has been Processed successfully'. Below this, the 'Annual Increment Process Landing' section contains filters for 'Request From Date', 'Request To Date', 'Office Type', and 'Office Name', all set to 'All'. A 'Status' filter is also set to 'All'. A 'Get Results' button is present. Below the filters, a table displays 10 entries of annual increment requests. The table has columns for S.NO., REQUEST ID, REQUEST DATE, OFFICE TYPE, OFFICE NAME, STATUS, and ACTION. The entries show various request IDs (CAI72 to CAI64) and dates (15/01/2021 to 19/12/2020). The status of the requests is either 'Processed' or 'Pending'. A 'Showing 1 to 10 of 17 entries' message is at the bottom of the table. The left sidebar contains a navigation menu with options like Home, User Manual, Manager Dashboard, Talent Management, Core HR, Leave and Attendance, Performance Management, Compensation and Benefit, Masters, Transaction, Higher Study Incentive Increment Request, Employee Compensation, Salary Revision, Salary Revision process, Benevolent Fund Process, Death/Service Gratuity, Annual Increment, Annual Increment Process (selected), CPF Zone Surrender, Retired Employee Medical Claim, DCPS Interest Upload, Recommendation for performance related Incentive, Reimbursement, Double Establishment Request, LTC-Bharat Darshan/Hometown/Encashment, LTC Bharat Darshan (Destination Change), Apply OTA Request, House On Lease, Benevolent Fund, Local Travel Allowance Request, Cafeteria Allowances Request, Stagnation Increment (I), Payroll, Talent Acquisition, Learning and Development, and Employee Relation. The bottom of the page shows a copyright notice: 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Kelliton Tech)'.

S.NO.	REQUEST ID	REQUEST DATE	OFFICE TYPE	OFFICE NAME	STATUS	ACTION
1	CAI72	15/01/2021	HQ-Delhi	HQ	Processed	
2	CAI71	14/01/2021	HQ-Delhi	HQ	Processed	
3	CAI70	09/01/2021	RO IMPHAL	RO	Processed	
4	CAI69	09/01/2021	RO DIMAPUR	RO	Processed	
5	CAI68	09/01/2021	RO ITANAGAR	RO	Processed	
6	CAI67	30/12/2020	HQ-Delhi	HQ	Pending	
7	CAI66	29/12/2020	HQRS	HQ	Pending	
8	CAI65	25/12/2020	HQ-Delhi	HQ	Processed	
9	CAI63	11/12/2020	HQ-Delhi	HQ	Processed	
10	CAI64	19/12/2020	HQ-Delhi	HQ	Processed	

**Figure 4-89: New Annual Increment Process**

The success will be displayed as



A green banner with white text that reads: 'Success! Annual Increment has been Processed successfully'.

## 4.21 Double Establishment

This process covers the flow that how an employee can receive Double HRA whenever he/she has been transferred from one Zone to another.

Step 1: Employees submits the request for double establishment after receiving the posting orders.

Step 2: Manager (Personnel) checks the eligibility.

Step 3: Approval authority as per approval matrix receives the request.

Step 4: Once approved employee starts receiving the Double Establishment amount in his/her salary.

#### 4.21.1 Navigation

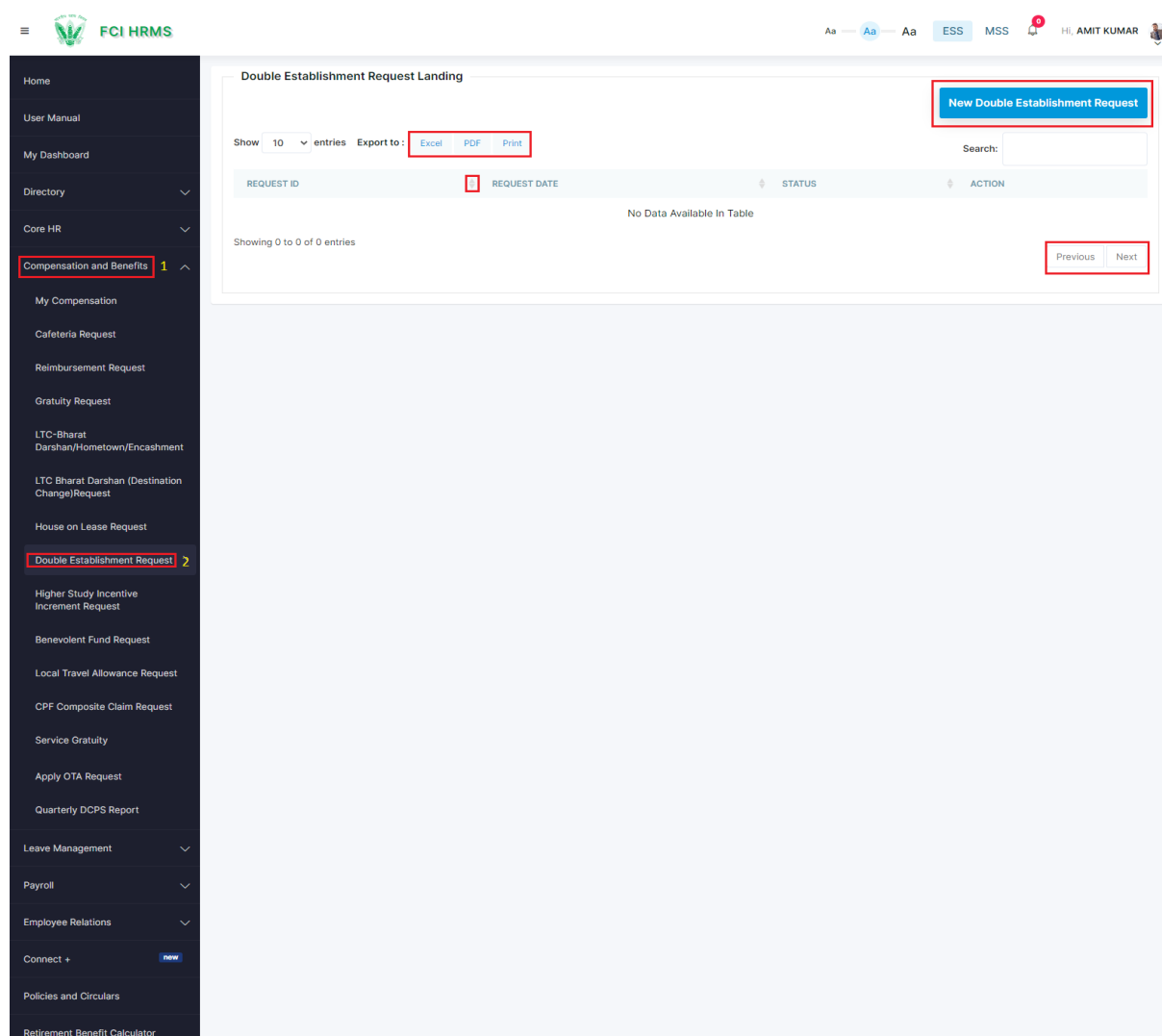
**Left Navigation:** Compensation and Benefits >> Double Establishment Request

#### 4.21.2 SLA

30 Days

#### 4.21.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.21.1 to reach the Double Establishment Request Landing Page as shown in Figure 4-90.



**Figure 4-90: Double Establishment Request**

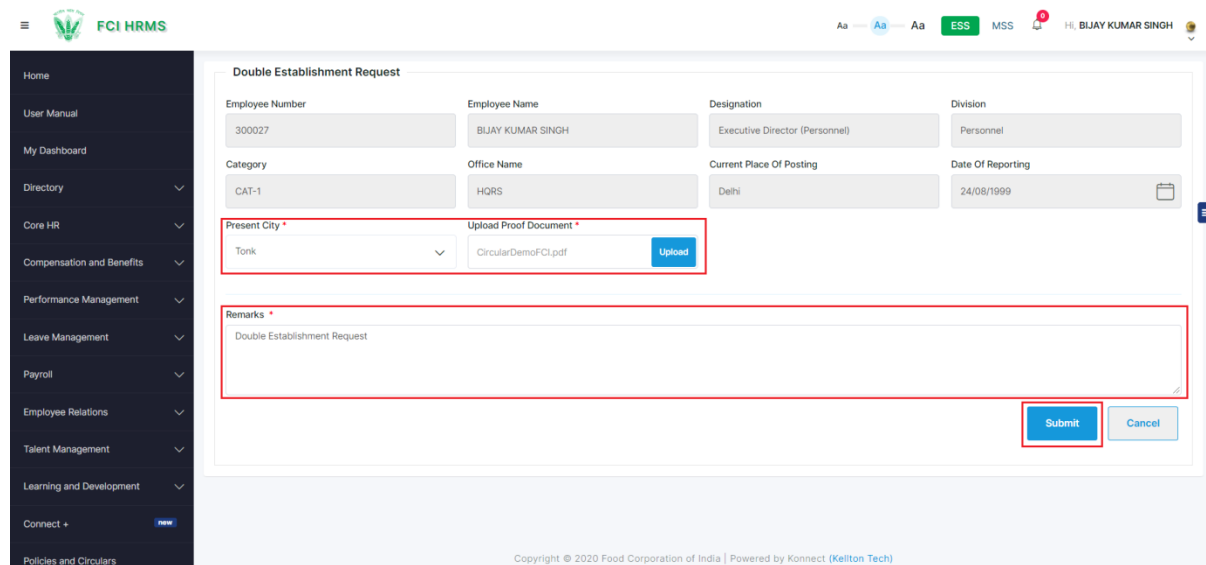
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  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 [Search:](#)  to enter a search query that shall search the table records.
- Click on [Sort](#) to sort the table records in ascending order or descending order of entries.
- Click on [Previous](#) [1](#) [Next](#) to navigate table records
- Click on [New Double Establishment Request](#) to add a new Double Establishment in the table as mentioned in Section 4.21.4 – Add Double Establishment Request.

#### 4.21.4 Add Double Establishment Request

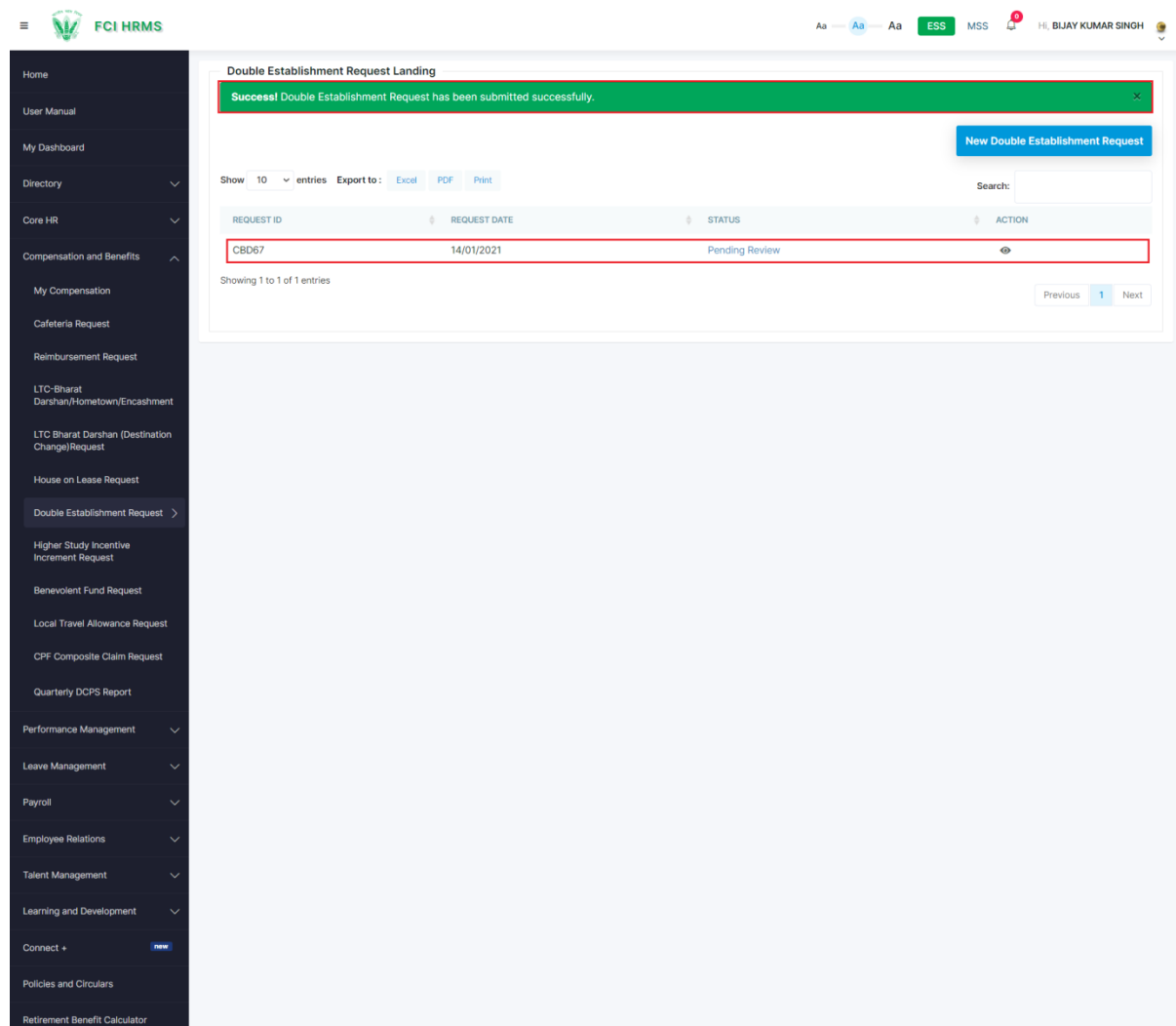
Click on [New Double Establishment Request](#) to open the Add Double Establishment Request as shown in Figure 4-91.



**Figure 4-91: Add Double Establishment Request**

Enter the details and click on [Submit](#) such that a success message will be shown for addition of a new record in the table as shown in Figure 4-92.





Double Establishment Request Landing

Success! Double Establishment Request has been submitted successfully.

New Double Establishment Request

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

REQUEST ID	REQUEST DATE	STATUS	ACTION
CBD67	14/01/2021	Pending Review	

Showing 1 to 1 of 1 entries

Previous 1 Next

**Figure 4-92: Double Establishment Request Added**

The success will be displayed as



#### 4.21.5 Review Double Establishment Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-93.

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ESS

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Performance Management

Leave and Attendance

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Payroll

Talent Acquisition

Employee Relation

Double Establishment Request Review Landing

Employee Number

Employee Name














Status

Get Results

Show 10 entries

Export to: Excel PDF Print

Search:

S.NO	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	STATUS	ACTION
1	CBD67	14/01/2021	300027	BIJAY KUMAR SINGH	Executive Director (Personnel)	Pending Review	 
2	CBD66	23/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	 
3	CBD65	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	 
4	CBD64	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
5	CBD63	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
6	CBD62	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Approved	
7	CBD61	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
8	CBD60	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
9	CBD59	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
10	CBD58	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	

Showing 1 to 10 of 24 entries

Previous

1

2

3

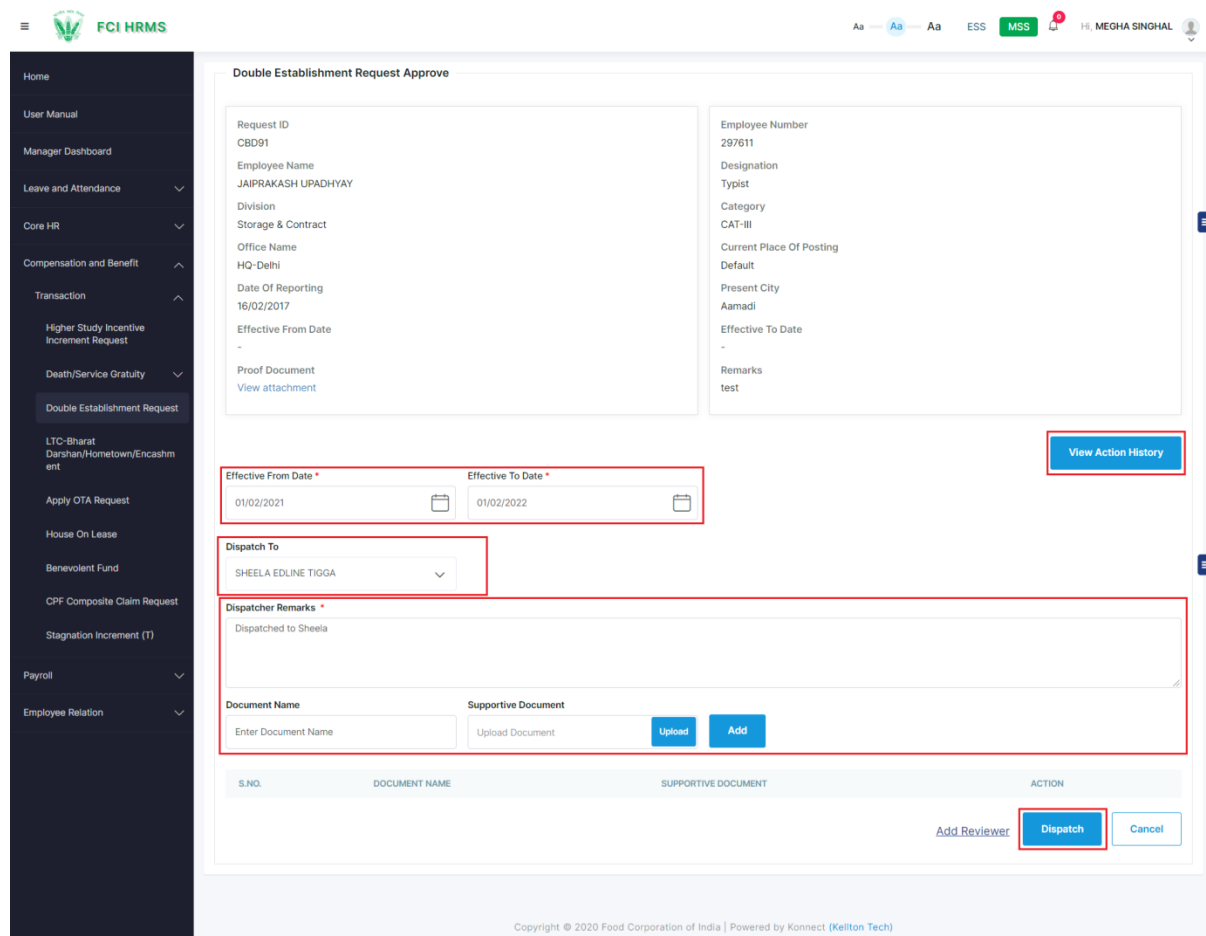
Next

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Figure 4-93 Double Establishment Request Reviewer Landing

Click on  as shown in Figure 4-93, to land on Review Double Establishment request as shown in Figure 4-94.

## 4.21.6 Dispatch Double Establishment



**Double Establishment Request Approve**

Request ID: CBD91  
Employee Name: JAIPRAKASH UPADHYAY  
Division: Storage & Contract  
Office Name: HQ-Delhi  
Date Of Reporting: 16/02/2017  
Effective From Date: -  
Proof Document: View attachment

Employee Number: 297611  
Designation: Typist  
Category: CAT-III  
Current Place Of Posting: Default  
Present City: Aamadi  
Effective To Date: -  
Remarks: test

Effective From Date: 01/02/2021  
Effective To Date: 01/02/2022

Dispatch To: SHEELA EDLINE TIGGA

Dispatcher Remarks: Dispatched to Sheela

Document Name: Enter Document Name  
Supportive Document: Upload Document [Upload] [Add]

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Dispatch</a> <a href="#">Cancel</a>

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**Figure 4-94: Double Establishment Request Dispatch**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-99.
- Click on [Dispatch](#) to dispatch the request and a success message will be displayed as shown in Figure 4.95.

#### 4.21.7 Review Double Establishment Landing

**Double Establishment Request Review Landing**

Employee Number: All Employee Name: All Status: All **Get Results**

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

S.No	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	STATUS	ACTION
1	CBD67	14/01/2021	300027	BIJAY KUMAR SINGH	Executive Director (Personnel)	Pending Review	
2	CBD66	23/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
3	CBD65	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
4	CBD64	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
5	CBD63	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
6	CBD62	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Approved	
7	CBD61	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
8	CBD60	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
9	CBD59	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
10	CBD58	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	

Showing 1 to 10 of 24 entries

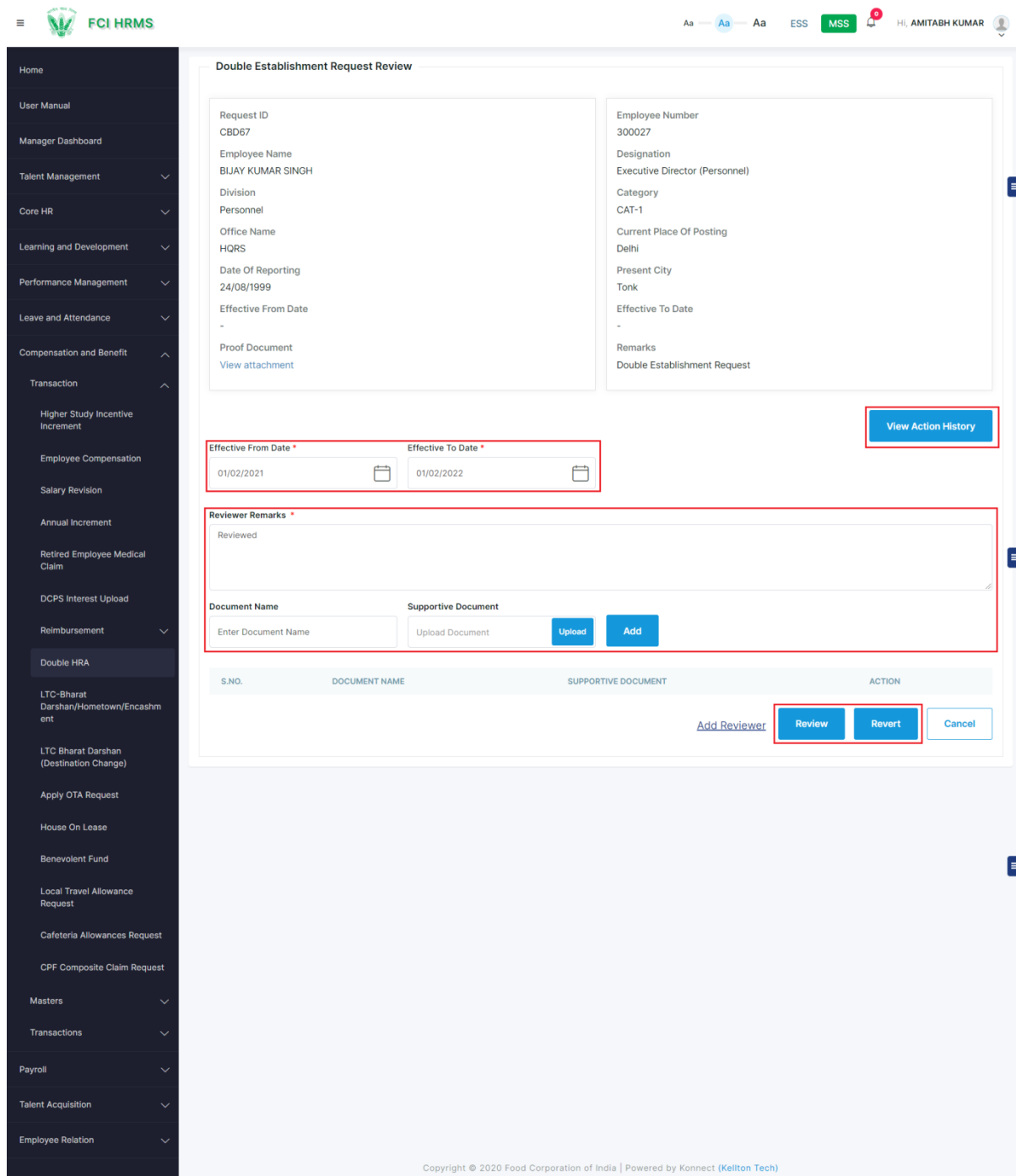
Previous 1 2 3 Next

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**Figure 4-95: Double Establishment Request Review-Landing**

Click on as shown in Figure 4-95, to land on Review Double Establishment request as shown in Figure 4-96.

## 4.21.8 Review Double Establishment



**Double Establishment Request Review**

Request ID: CBD67  
Employee Name: BIJAY KUMAR SINGH  
Division: Personnel  
Office Name: HQRS  
Date Of Reporting: 24/08/1999  
Effective From Date: -  
Proof Document: [View attachment](#)

Employee Number: 300027  
Designation: Executive Director (Personnel)  
Category: CAT-1  
Current Place Of Posting: Delhi  
Present City: Tonk  
Effective To Date: -  
Remarks: Double Establishment Request

[View Action History](#)

Effective From Date \* 01/02/2021 Effective To Date \* 01/02/2022

Reviewer Remarks \*  
Reviewed

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Review</a> <a href="#">Revert</a> <a href="#">Cancel</a>

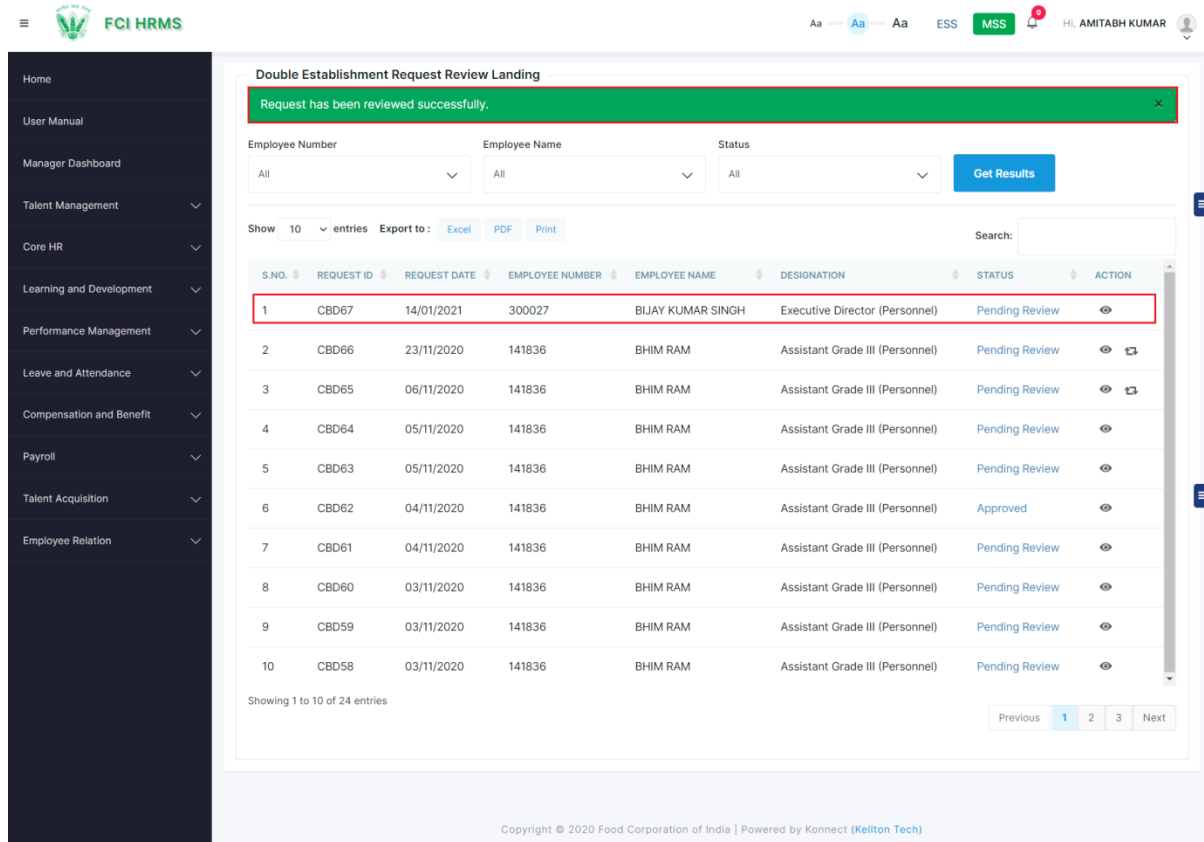
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**Figure 4-96: Double Establishment Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-99.
- Click on [Review](#) to review the request and a success message will be displayed as shown in Figure 4.97.

- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-90.



The screenshot shows the 'Double Establishment Request Review Landing' page. At the top, a green banner displays the message: 'Request has been reviewed successfully.' Below this, there are filters for Employee Number, Employee Name, and Status, all set to 'All'. A 'Get Results' button is present. The main area contains a table with 10 entries. The first entry is highlighted with a red border.

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	STATUS	ACTION
1	CBD67	14/01/2021	300027	BIJAY KUMAR SINGH	Executive Director (Personnel)	Pending Review	
2	CBD66	23/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
3	CBD65	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
4	CBD64	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
5	CBD63	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
6	CBD62	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Approved	
7	CBD61	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
8	CBD60	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
9	CBD59	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
10	CBD58	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

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Figure 4-97: Double Establishment Request Reviewed

The success will be displayed as



#### 4.21.9 Approve Double Establishment-Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-96.



Aa Aa Aa ESS MSS Hi, D V PRASAD

Home  
User Manual  
Manager Dashboard  
Talent Management  
Core HR  
Leave and Attendance  
Learning and Development  
Performance Management  
Compensation and Benefit  
Payroll  
Talent Acquisition  
Employee Relation

### Double Establishment Request Approval Landing

Employee Number: All  
Employee Name: All  
Status: All  
[Get Results](#)

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


S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	STATUS	ACTION
1	CBD67	14/01/2021	300027	BLJAY KUMAR SINGH	Executive Director (Personnel)	Pending Approval	<a href="#">View</a> <a href="#">✓</a>
2	CBD66	23/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	<a href="#">View</a>
3	CBD65	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	<a href="#">View</a>
4	CBD64	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	<a href="#">View</a>
5	CBD63	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	<a href="#">View</a>
6	CBD62	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Approved	<a href="#">View</a>
7	CBD61	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	<a href="#">View</a>
8	CBD60	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	<a href="#">View</a>
9	CBD59	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	<a href="#">View</a>
10	CBD58	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	<a href="#">View</a>

Showing 1 to 10 of 24 entries

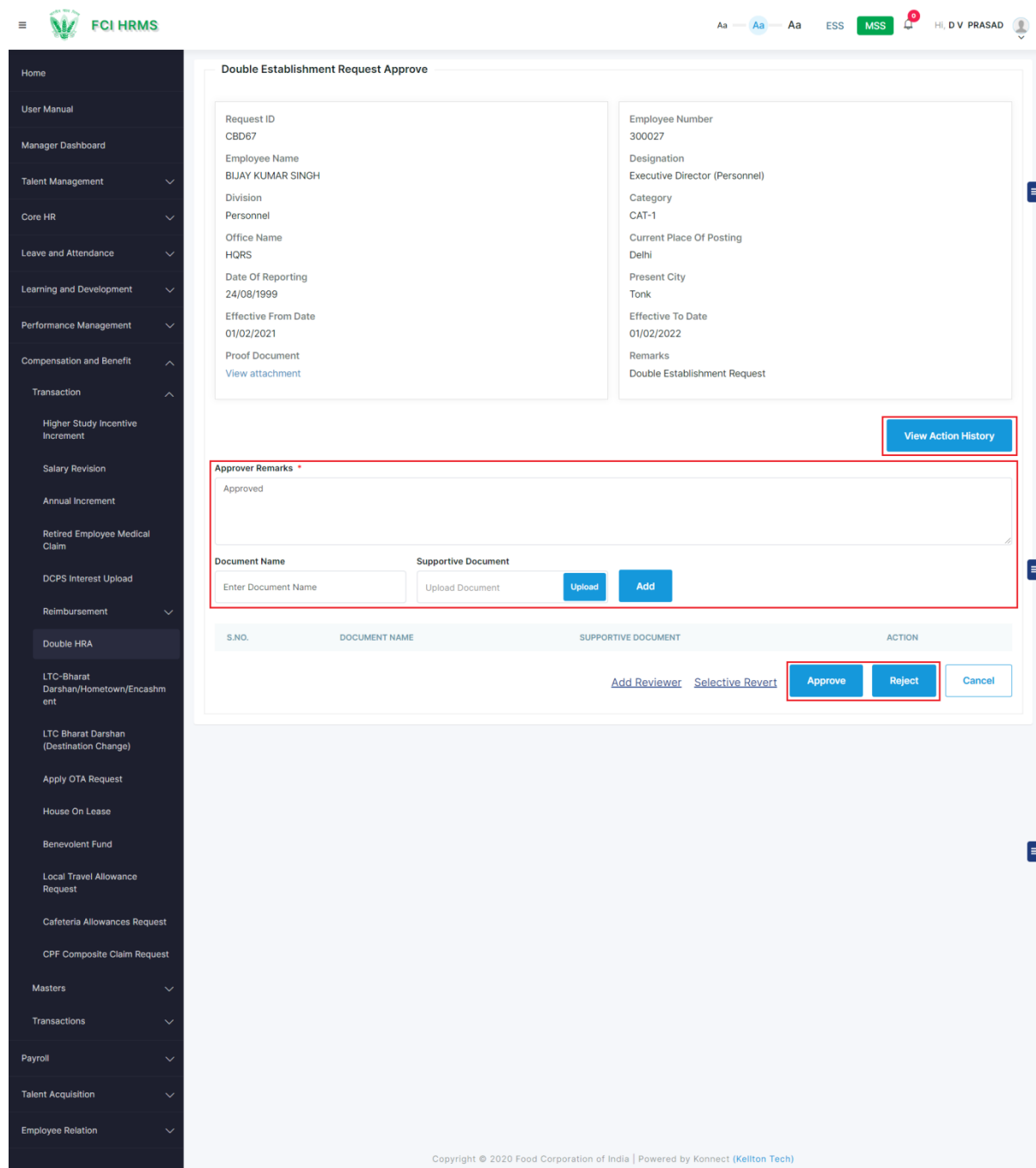
[Previous](#) [1](#) [2](#) [3](#) [Next](#)

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Figure 4-98: Double Establishment Request Approver's landing

Click on  as shown in Figure 4-98, to land on Approve Double Establishment request as shown in Figure 4-99.

#### 4.21.10 Approve Double Establishment



**Double Establishment Request Approve**

Request ID: CBD67  
Employee Name: BIJAY KUMAR SINGH  
Division: Personnel  
Office Name: HQRS  
Date Of Reporting: 24/08/1999  
Effective From Date: 01/02/2021  
Proof Document: [View attachment](#)

Employee Number: 300027  
Designation: Executive Director (Personnel)  
Category: CAT-1  
Current Place Of Posting: Delhi  
Present City: Tonk  
Effective To Date: 01/02/2022  
Remarks: Double Establishment Request

[View Action History](#)

**Approver Remarks \***

Approved

**Document Name** **Supportive Document**

Enter Document Name

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>

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**Figure 4-99: Double Establishment Request Approve**

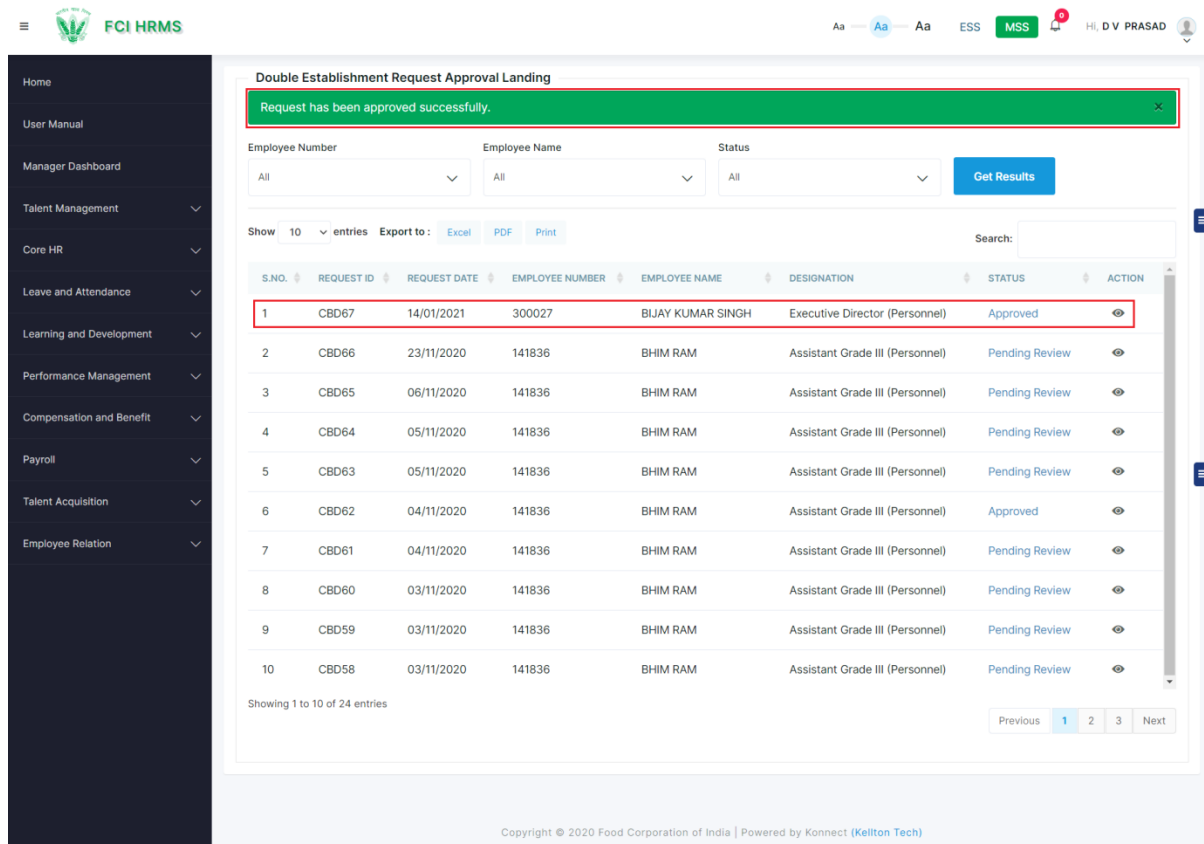
Approver shall be able to perform the following activities from the Approve Page.

- Click on  to view the action taken on the request as shown in Figure 4-.
- Click on  to approve the request, and a success message will be shown in the Double Establishment Approver Landing Screen for approving the record as shown in Figure 4-98.



Reject

- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot shows the 'Double Establishment Request Approval Landing' page. A green banner at the top states 'Request has been approved successfully.' Below this, there are filters for Employee Number, Employee Name, and Status, all set to 'All'. A 'Get Results' button is present. The main table displays a list of requests with columns: S.NO., REQUEST ID, REQUEST DATE, EMPLOYEE NUMBER, EMPLOYEE NAME, DESIGNATION, STATUS, and ACTION. The first row is highlighted in red, showing a request for BIJAY KUMAR SINGH, Executive Director (Personnel), with status 'Approved'. Other requests are in 'Pending Review' status. The bottom of the page shows pagination: 'Showing 1 to 10 of 24 entries' and 'Previous 1 2 3 Next'.

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	STATUS	ACTION
1	CBD67	14/01/2021	300027	BIJAY KUMAR SINGH	Executive Director (Personnel)	Approved	
2	CBD66	23/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
3	CBD65	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
4	CBD64	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
5	CBD63	05/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
6	CBD62	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Approved	
7	CBD61	04/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
8	CBD60	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
9	CBD59	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
10	CBD58	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	

Figure 4-100: Double Establishment Request Approved

The success will be displayed as

Success! Request has been approved successfully.

#### 4.21.11 View Action History

View Action History

Click on **View Action History** as shown in Figure 4-96 and 4-99, to navigate to View Action History page as shown in Figure 4-101.

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Benevolent Fund Process

Death/Service Gratuity

Annual Increment

Annual Increment Process

CPF Zone Surrender

Retired Employee Medical Claim

DCPS Interest Upload

Recommendation for performance related incentive

Reimbursement

Double Establishment Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Version

All

From Date

DD/MM/YYYY

To Date

DD/MM/YYYY

Get Results

ID CBD92

Action History Report

Show 10 entries

Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries

Previous 1 Next

Competent Authority



OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

Close

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**Figure 4-101: Action History**

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-102.

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Aa

Aa

ESS

MSS

Hi, AMIT KUMAR

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CPF Zone Surrender

Retired Employee Medical Claim

DCPS Interest Upload

Recommendation for performance related incentive

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Double Establishment Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Action History View

Division

Personnel

Designation

General Manager

Authority

Approver

Employee Name

RAJESH KUMAR

Version

1

Date Of Action

30/12/2020 5:54:33 PM

Get Results

Request ID

CBD92

Employee Name

AMIT KUMAR

Division

Personnel

Office Name

HQ-Delhi

Date Of Reporting

06/04/2015

Effective From Date

01/12/2020

Proof Document

View attachment

Employee Number

290572

Designation

Manager

Category

CAT-II

Current Place Of Posting

Default

Present City

Achhabal

Effective To Date

01/01/2021

Remarks

34

Remarks

Approver

Back

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**Figure 4-102: Action History View**

- Click on **Get Results** to apply the available filters.
- Click on **Back** to exit the screen.



## 4.22 LTC Bharat Darshan/Hometown/Encashment

Employees in FCI gets Leave Travel Concession (LTC) for Home town/ Bharat Darshan, employees in FCI can visit any place in India or home town and can claim the amount from FCI. So, this process captures all the necessary details about the processes through which an employee in FCI can claim LTC Bharat Dharshan/Home Town/Encashment.

Step 1: Employee submits the request for LTC – Bharat Darshan/Hometown/Encashment.

Step 2: Manager (Personnel) receives the request and checks the employee entitlement.

Step 3: Approving authority as per the approval matrix receives the request for approving LTC claim.

Step 4: Manager (Personnel) issues orders.

Step 5: Employees receives the notification and requests for advance with tickets proof.

Step 6: Manager (Bills) disburses the amount as the entitlement.

Step 7: Employees avails LTC.

Step 8: Approval authority receives the final bills submitted by the employee.

Step 9: Manager (Bills) checks the claim and disburses the final amount.

### 4.22.1 Navigation

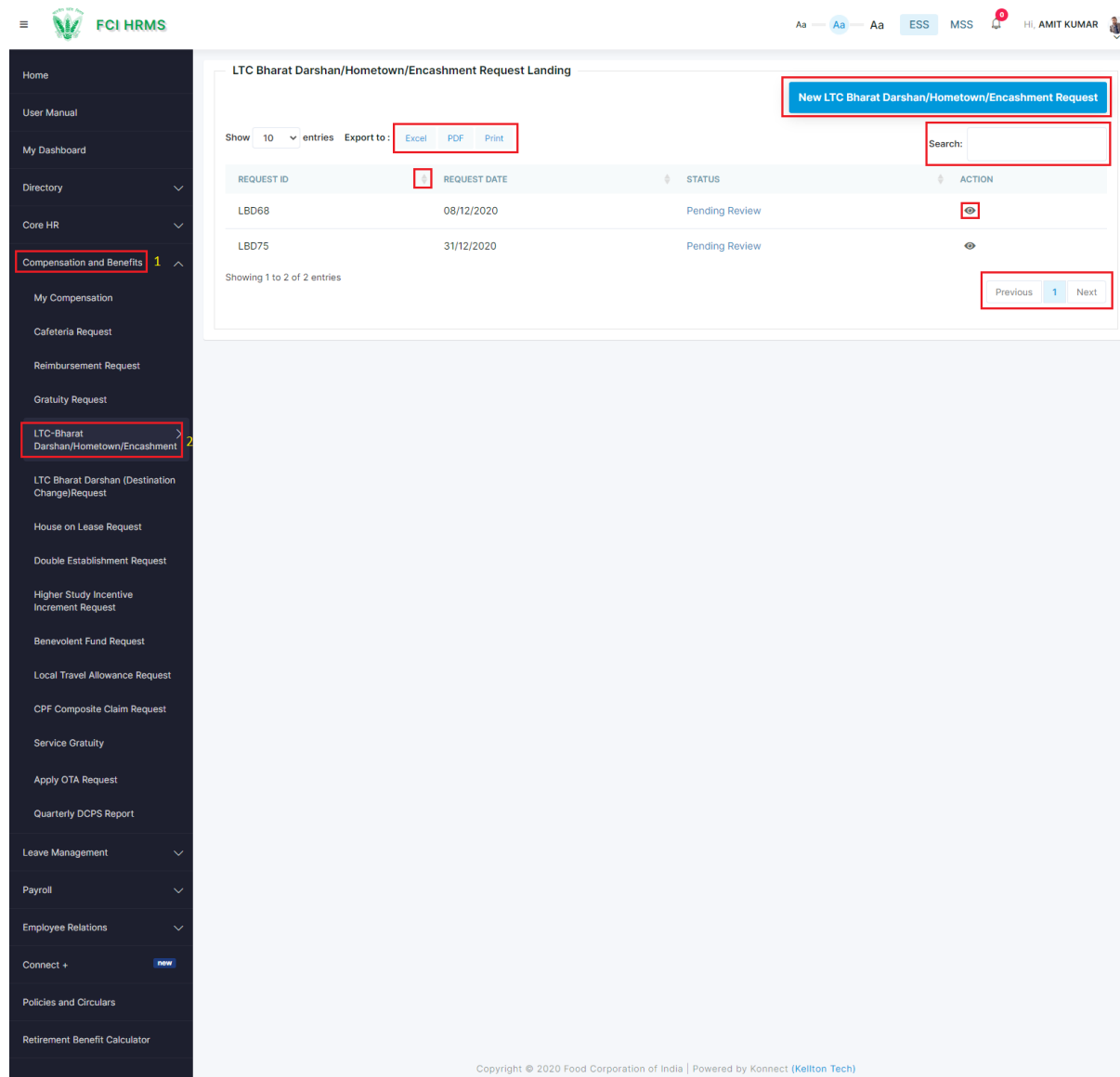
**Left Navigation:** Compensation and Benefits >> LTC Bharat Darshan/Hometown/Encashment

### 4.22.2 SLA

15 Days

### 4.22.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.22.1 to reach the LTC Bharat Darshan / Hometown/Encashment Request Landing Page as shown in Figure 4.101.



The screenshot displays the 'LTC Bharat Darshan/Hometown/Encashment Request Landing' page. The sidebar on the left contains various navigation options, with 'LTC-Bharat Darshan/Hometown/Encashment' highlighted. The main content area features a table with columns: REQUEST ID, REQUEST DATE, STATUS, and ACTION. The table lists two entries: LBD68 and LBD75, both with a status of 'Pending Review'. The page also includes a 'New LTC Bharat Darshan/Hometown/Encashment Request' button, export options (Excel, PDF, Print), a search bar, and pagination controls (Previous, 1, Next).

**Figure 4-103: LTC Bharat Darshan/Hometown/Encashment Request**

HRMS administrator 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**, or **Print** to export the table records in Excel or PDF 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**, or **Next** to navigate table records

- Click on **New LTC Bharat Darshan/Hometown/Encashment Request** to add a new LTC Bharat Darshan/Hometown/Encashment in the table as mentioned in Section 4.22.4 – Add LTC Bharat Darshan/Hometown/Encashment Request.

#### 4.22.4 Add LTC Bharat Darshan/Hometown Request

Click on **New LTC Bharat Darshan/Hometown/Encashment Request** to open the Add LTC Bharat Darshan/Hometown /EncashmentRequest as shown in Figure 4-103.

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MSS

Hi AMITABH KUMAR

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Connect +

Policies and Circulars

Retirement Benefit Calculator

LTC Bharat Darshan/Hometown/Encashment Request

FORM OF APPLICATION FOR SANCTION OF L.T.C.(BHARAT DARSHAN/HOME TOWN)

(Through Proper Channel)

Request For \*

LTC-Bharat Darshan

SUB: PERMISSION TO AVAIL L.T.C. FOR VISITING HOME-TOWN/BHARAT DARSHAN FOR THE BLOCK OF YEAR \*

2018-2021

Sir,

1. I intend to avail L.T.C (Home-Town/Bharat Darshan) for self and the members of my family for visiting \*

Amravati

for location \*

Amravati

for the block years \*

2021

2. I hereby declare that I shall avail the Leave Travel Concession in respect of the following members of my family who are residing with me and are wholly dependent upon me:-

S.NO.	NAME	AGE	RELATIONSHIP	INCOME-MONTHLY (GROSS)	ACTION
1	AMITABH KUMAR	44	Self	0	<input checked="" type="checkbox"/>

3. It is further declared that my wife/husband who is employed in \*

CRPF

has not availed / will not be availing the L.T.C. facility from his/her employer.

4. My Parent(s) monthly income is Rs. \*

0

5. Road/Rail/Air Travel fare of the entitled class I/II for \*

Air

is Rs. \*

6000

6. I have separately applied for \*

4

days leave \*

2 Casual Leave, 2 Earned Let

from \*

30/11/2021

to \*

03/12/2021

to undertake the journey on LTC (Bharat Darshan / Home Town).

7. It is requested that the requisite sanction of availing the LTC (Bharat Darshan / Home Town) as per the above details may kindly be accorded and an amount of Rs. \*

7000

(Rupees \*

Seven Thousand

) may be advanced to me for the same.

8. I undertake that the facts mentioned above about my family members and other dependents are correct and in case the same are found/proved incorrect at any stage in future, I would be liable to face dismissal from the services of the corporation.

9. It is further declared that neither the undersigned nor any member of my family mentioned above are entitled to any other form of travel concession by virtue of their past service in Railways or in any other Department or otherwise excluding my wife/husband (Any other relation also) who is employed in \*

CRPF

. He/She has also not availed/will not be availing the Leave ravel Concession facility from his/her employer.

Date \*

15/01/2021

Document Name \*

Document Name

Upload Documents \*

Upload Document

Upload

Add

Show 10 entries

Search:

DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
Ticket	View Attachment	

Showing 1 to 1 of 1 entries

Previous 1 Next

Remarks \*


Remarks

Submit

Cancel

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Figure 4-104: Add LTC Bharat Darshan/Hometown Request

Enter the details and click on  such that a success message will be shown for addition of a new record in the table as shown in Figure 4-105.

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Page 129 of 278

**LTC Bharat Darshan/Hometown/Encashment Request Landing**

Success! Request has been submitted successfully

New LTC Bharat Darshan/Hometown/Encashment Request

Show 10 entries Export to: Excel PDF Print Search:

ACTION	REQUEST ID	STATUS	REQUEST DATE
	LBD87	Pending Review	21/12/2020
	LBD88	Pending Review	21/12/2020
	LBD94	Pending Review	21/12/2020
	LBD95	Pending Review	21/12/2020
	LBD97	Pending Review	22/12/2020
	LBD100	Pending Review	23/12/2020
	LBD103	Pending Review	24/12/2020
	LBD104	Pending Review	24/12/2020
	LBD106	Pending Review	15/01/2021

Showing 1 to 9 of 9 entries

Previous 1 Next

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Figure 4-105: LTC Bharat Darshan/Hometown/Encashment Request Added

The success will be displayed as



#### 4.22.5 Review LTC Bharat Darshan/Hometown Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-106.



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Aa

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LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

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Employee Relation

LTC Bharat Darshan/Hometown/Encashment Request Review

Request From Date

Request To Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

Select

Select

Status

All

Get Results

Show

10

entries

Export to

Excel

PDF

Print

Search:

S.NO.	ACTION	REQUEST ID	STATUS	CPF NUMBER	EMPLOYEE NUMBER	EMPLOYEE NAME
2		LBD81	Pending Review	100035	141836	BHIM RAM
1		LBD106	Pending Review	99100	152770	AMITABH KUMAR

Showing 1 to 2 of 2 entries


Previous

1

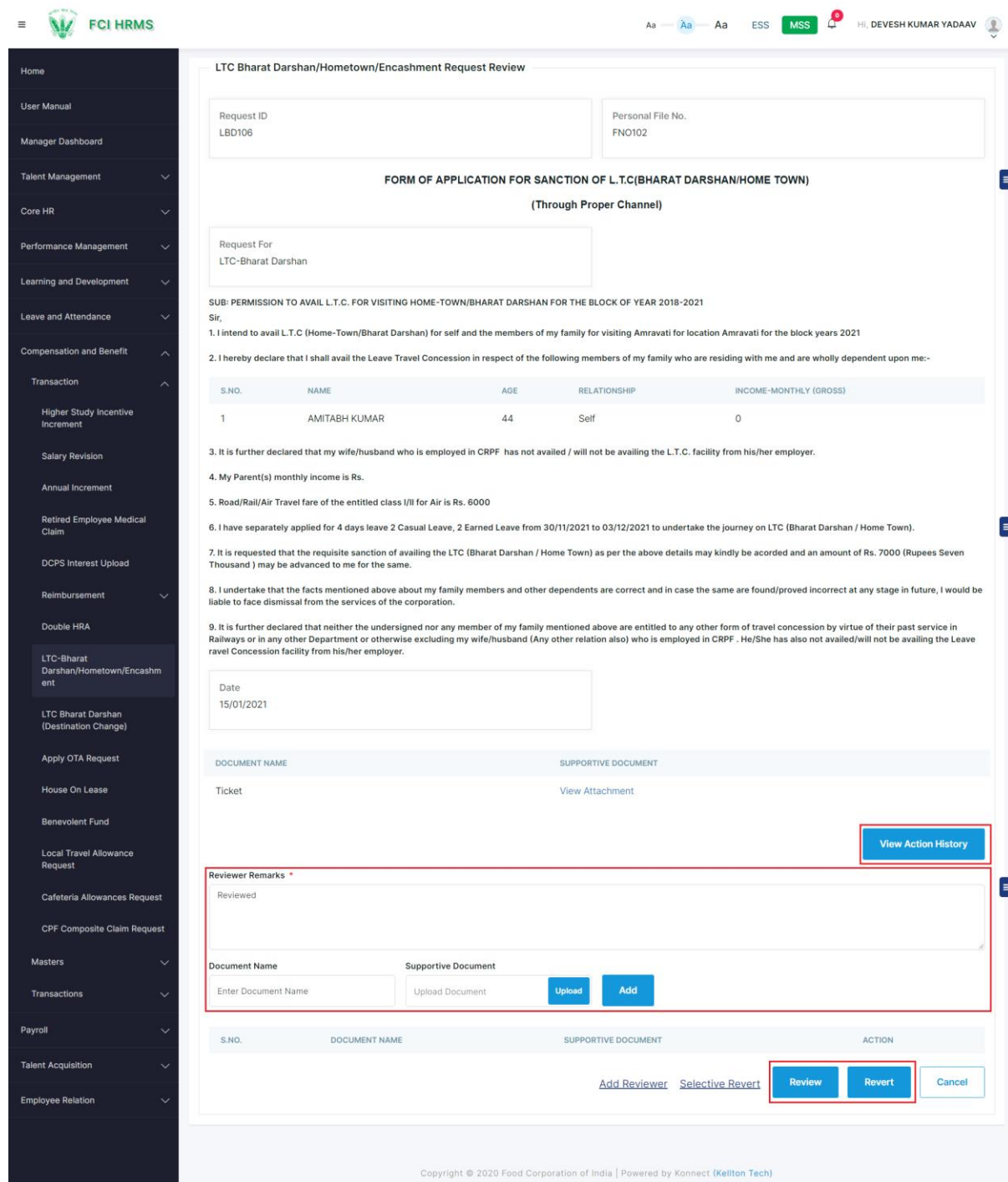
Next

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**Figure 4-107 LTC Bharat Darshan/Hometown Request Reviewer Landing**

Click on  as shown in Figure 4-107, to land on Review LTC Bharat Darshan/Hometown/Encashment request as shown in Figure 4-108.

#### 4.22.6 Review LTC Bharat Darshan/Hometown



**LTC Bharat Darshan/Hometown/Encashment Request Review**

Request ID: LBD106 Personal File No.: FNO102

**FORM OF APPLICATION FOR SANCTION OF L.T.C.(BHARAT DARSHAN/HOME TOWN)**  
(Through Proper Channel)

Request For: LTC-Bharat Darshan

SUB: PERMISSION TO AVAIL L.T.C. FOR VISITING HOME-TOWN/BHARAT DARSHAN FOR THE BLOCK OF YEAR 2018-2021

Sir,

1. I intend to avail L.T.C (Home-Town/Bharat Darshan) for self and the members of my family for visiting Amravati for location Amravati for the block years 2021

2. I hereby declare that I shall avail the Leave Travel Concession in respect of the following members of my family who are residing with me and are wholly dependent upon me:-

S.NO.	NAME	AGE	RELATIONSHIP	INCOME-MONTHLY (GROSS)
1	AMITABH KUMAR	44	Self	0

3. It is further declared that my wife/husband who is employed in CRPF has not availed / will not be availing the L.T.C. facility from his/her employer.

4. My Parent(s) monthly income is Rs.

5. Road/Rail/Air Travel fare of the entitled class I/II for Air is Rs. 6000

6. I have separately applied for 4 days leave 2 Casual Leave, 2 Earned Leave from 30/11/2021 to 03/12/2021 to undertake the journey on LTC (Bharat Darshan / Home Town).

7. It is requested that the requisite sanction of availing the LTC (Bharat Darshan / Home Town) as per the above details may kindly be accorded and an amount of Rs. 7000 (Rupees Seven Thousand ) may be advanced to me for the same.

8. I undertake that the facts mentioned above about my family members and other dependents are correct and in case the same are found/proved incorrect at any stage in future, I would be liable to face dismissal from the services of the corporation.

9. It is further declared that neither the undersigned nor any member of my family mentioned above are entitled to any other form of travel concession by virtue of their past service in Railways or in any other Department or otherwise excluding my wife/husband (Any other relation also) who is employed in CRPF . He/She has also not availed/will not be availing the Leave Travel Concession facility from his/her employer.

Date: 15/01/2021

DOCUMENT NAME: Ticket SUPPORTIVE DOCUMENT: View Attachment

[View Action History](#)

**Reviewer Remarks \***

Reviewed

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Review</a> <a href="#">Revert</a> <a href="#">Cancel</a>

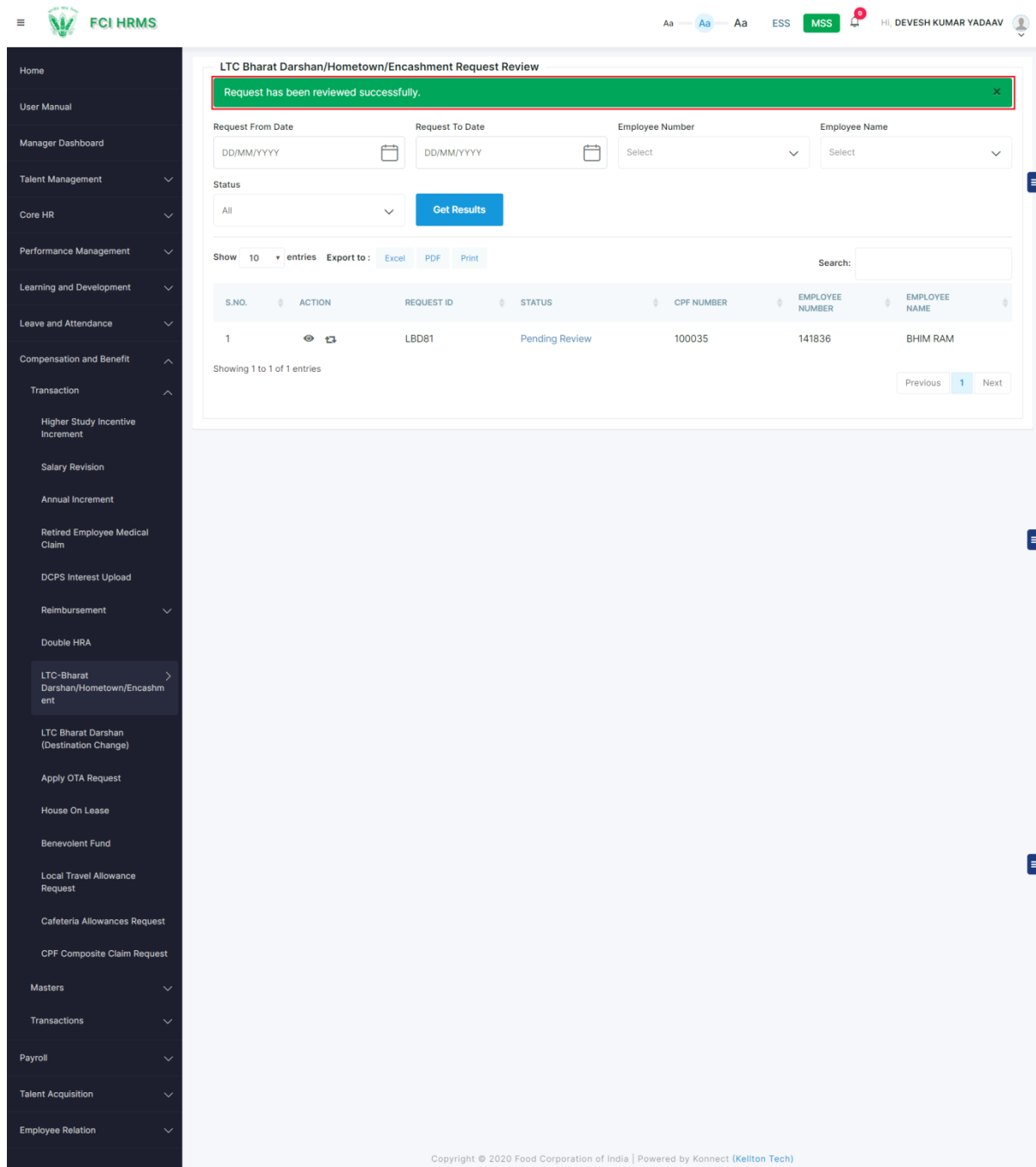
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**Figure 4-108: LTC Bharat Darshan/Hometown/Encashment Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-108.
- Click on [Review](#) to review the request and a success message will be displayed as shown in Figure 4.108.

- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-108.



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LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

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CPF Composite Claim Request

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Employee Relation

LTC Bharat Darshan/Hometown/Encashment Request Review

Request has been reviewed successfully.

Request From Date: DD/MM/YYYY

Request To Date: DD/MM/YYYY

Employee Number: Select

Employee Name: Select

Status: All

Get Results

Show: 10 entries

Export to: Excel PDF Print

Search:

S.NO.	ACTION	REQUEST ID	STATUS	CPF NUMBER	EMPLOYEE NUMBER	EMPLOYEE NAME
1		LBD81	Pending Review	100035	141836	BHIM RAM

Showing 1 to 1 of 1 entries

Previous 1 Next

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Figure 4-109: LTC Bharat Darshan/Hometown Request Reviewed

The success will be displayed as



#### 4.22.7 Approve LTC Bharat Darshan/Hometown-Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-110.

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ESSMSS

Hi, D V PRASAD

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DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

LTC Bharat Darshan/Hometown/Encashment Request Approve

Request From Date

Request To Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

Select

Select

Status

All

Get Results

Show

10

entries

Export to

Excel

PDF

Print

Search:

S.NO.	ACTION	REQUEST ID	STATUS	CPF NUMBER	EMPLOYEE NUMBER	EMPLOYEE NAME
1		LBD106	Pending Approval	99100	152770	AMITABH KUMAR


Showing 1 to 1 of 1 entries

Previous

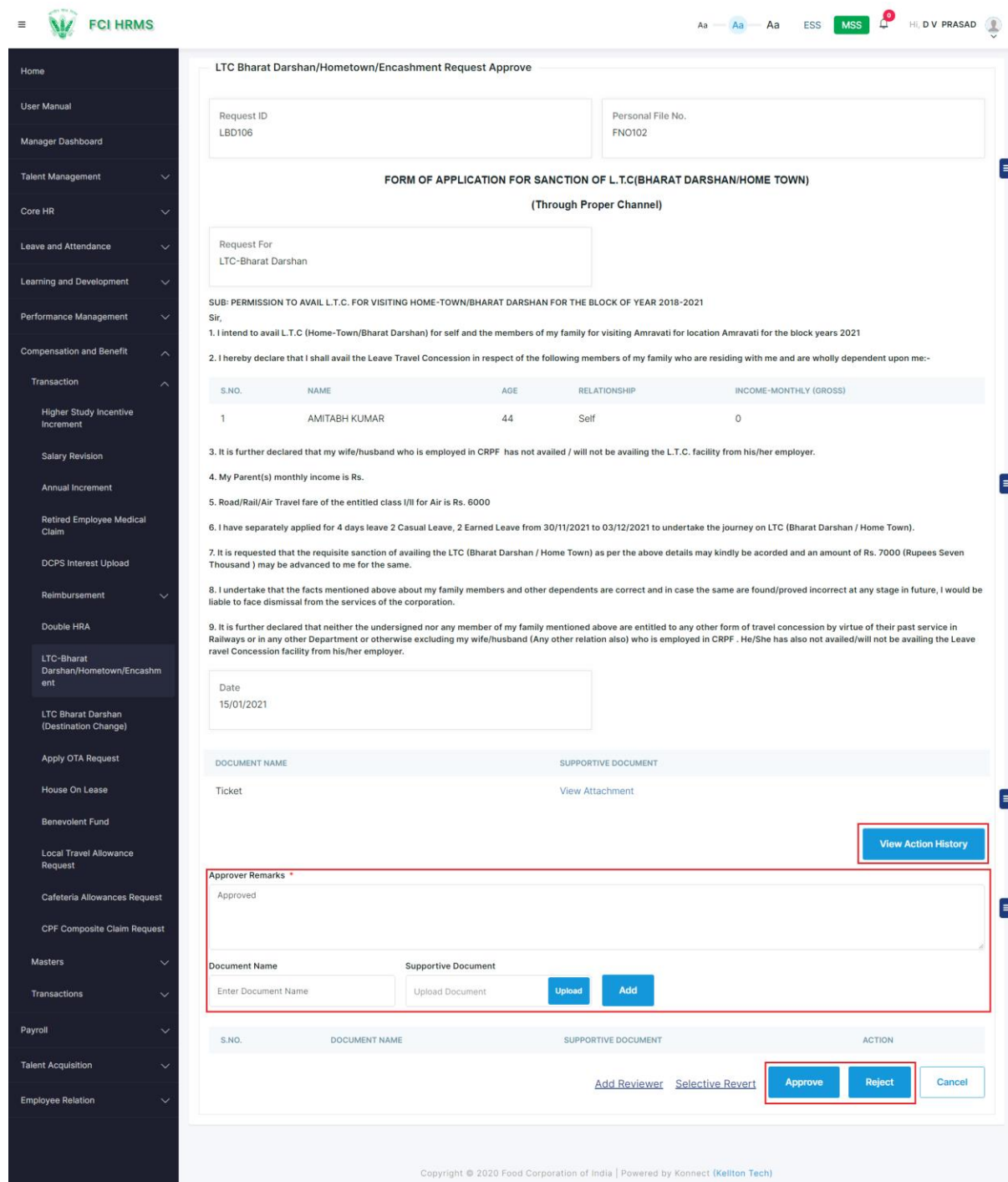
1

Next

**Figure 4-111: LTC Bharat Darshan/Hometown/Encashment Request Approver's Landing**

Click on  as shown in Figure 4-111, to land on Approve LTC Bharat Darshan/Hometown request as shown in Figure 4-112.

#### 4.22.8 Approve LTC Bharat Darshan/Hometown



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Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

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Payroll

Talent Acquisition

Employee Relation

Aa Aa Aa ESS MSS Hi, D V PRASAD

LTC Bharat Darshan/Hometown/Encashment Request Approve

Request ID: LBD106

Personal File No.: FNO102

FORM OF APPLICATION FOR SANCTION OF L.T.C.(BHARAT DARSHAN/HOME TOWN)  
(Through Proper Channel)

Request For: LTC-Bharat Darshan

SUB: PERMISSION TO AVAIL L.T.C. FOR VISITING HOME-TOWN/BHARAT DARSHAN FOR THE BLOCK OF YEAR 2018-2021

Sir,

1. I intend to avail L.T.C (Home-Town/Bharat Darshan) for self and the members of my family for visiting Amravati for location Amravati for the block years 2021

2. I hereby declare that I shall avail the Leave Travel Concession in respect of the following members of my family who are residing with me and are wholly dependent upon me:-

S.NO.	NAME	AGE	RELATIONSHIP	INCOME-MONTHLY (GROSS)
1	AMITABH KUMAR	44	Self	0

3. It is further declared that my wife/husband who is employed in CRPF has not availed / will not be availing the L.T.C. facility from his/her employer.

4. My Parent(s) monthly income is Rs.

5. Road/Rail/Air Travel fare of the entitled class I/II for Air is Rs. 6000

6. I have separately applied for 4 days leave 2 Casual Leave, 2 Earned Leave from 30/11/2021 to 03/12/2021 to undertake the journey on LTC (Bharat Darshan / Home Town).

7. It is requested that the requisite sanction of availing the LTC (Bharat Darshan / Home Town) as per the above details may kindly be accorded and an amount of Rs. 7000 (Rupees Seven Thousand) may be advanced to me for the same.

8. I undertake that the facts mentioned above about my family members and other dependents are correct and in case the same are found/proved incorrect at any stage in future, I would be liable to face dismissal from the services of the corporation.

9. It is further declared that neither the undersigned nor any member of my family mentioned above are entitled to any other form of travel concession by virtue of their past service in Railways or in any other Department or otherwise excluding my wife/husband (Any other relation also) who is employed in CRPF. He/She has also not availed/will not be availing the Leave Travel Concession facility from his/her employer.

Date: 15/01/2021

DOCUMENT NAME	SUPPORTIVE DOCUMENT
Ticket	<a href="#">View Attachment</a>

[View Action History](#)

Approver Remarks \*

Approved

Document Name:  Enter Document Name

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



S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Cancel</a>

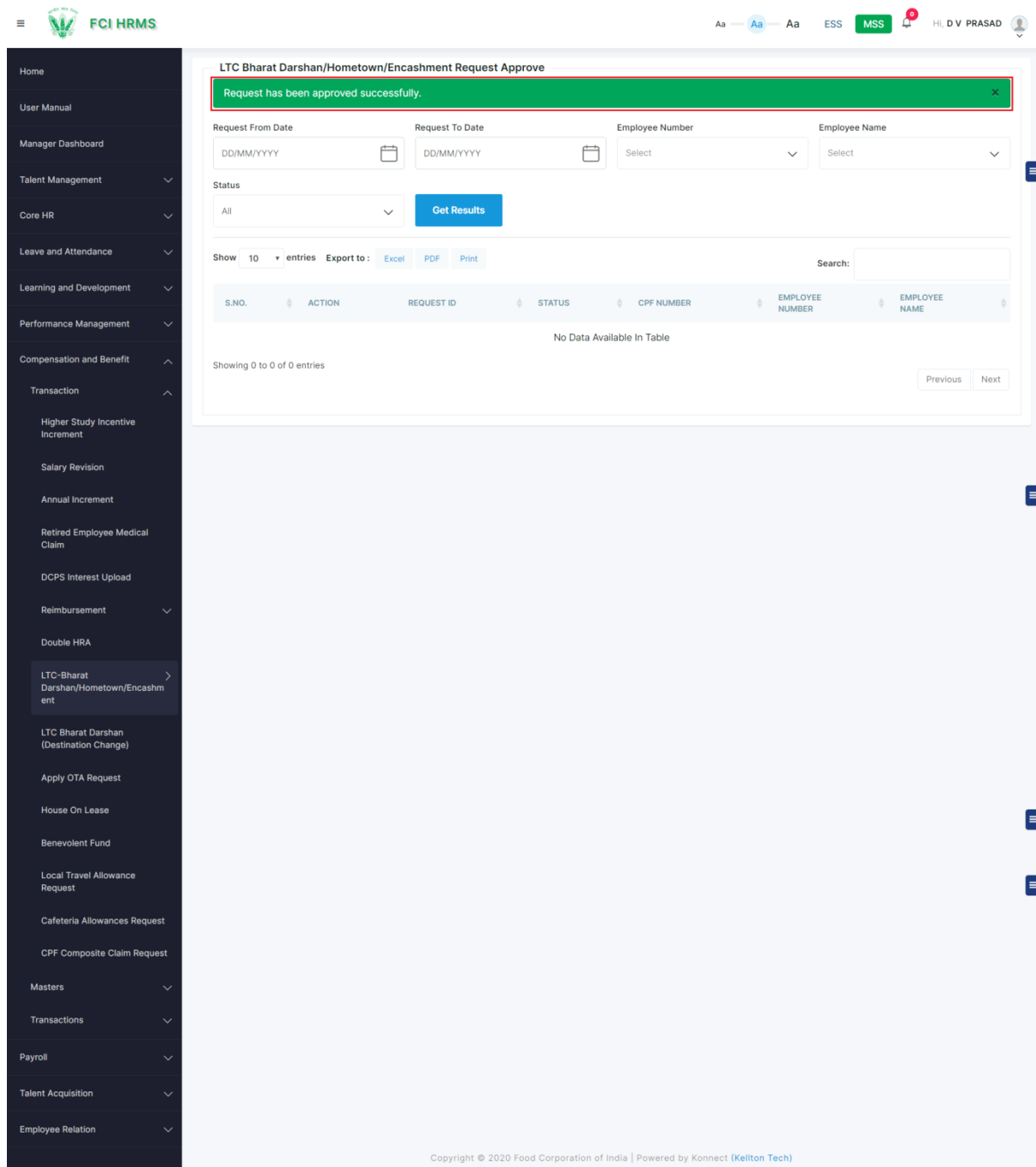
Copyright © 2020 Food Corporation of India | Powered by Konnect (Keliton Tech)

Figure 4-112: LTC Bharat Darshan/Hometown/Encashment Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-112.

- Click on  to approve the request, and a success message will be shown in the LTC Bharat Darshan/Hometown Approver Landing Screen for approving the record as shown in Figure 4-112.
- Click on  to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot displays the 'LTC Bharat Darshan/Hometown/Encashment Request Approve' interface. A green success message banner at the top states: 'Request has been approved successfully.' Below this, there are filters for 'Request From Date', 'Request To Date', 'Employee Number', and 'Employee Name'. A 'Status' dropdown is set to 'All', and a 'Get Results' button is present. The table below shows no data, with the message 'No Data Available In Table' and 'Showing 0 to 0 of 0 entries'. The left sidebar lists various HRMS modules, with 'LTC-Bharat Darshan/Hometown/Encashment' highlighted. The footer indicates 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Kelliton Tech)'.

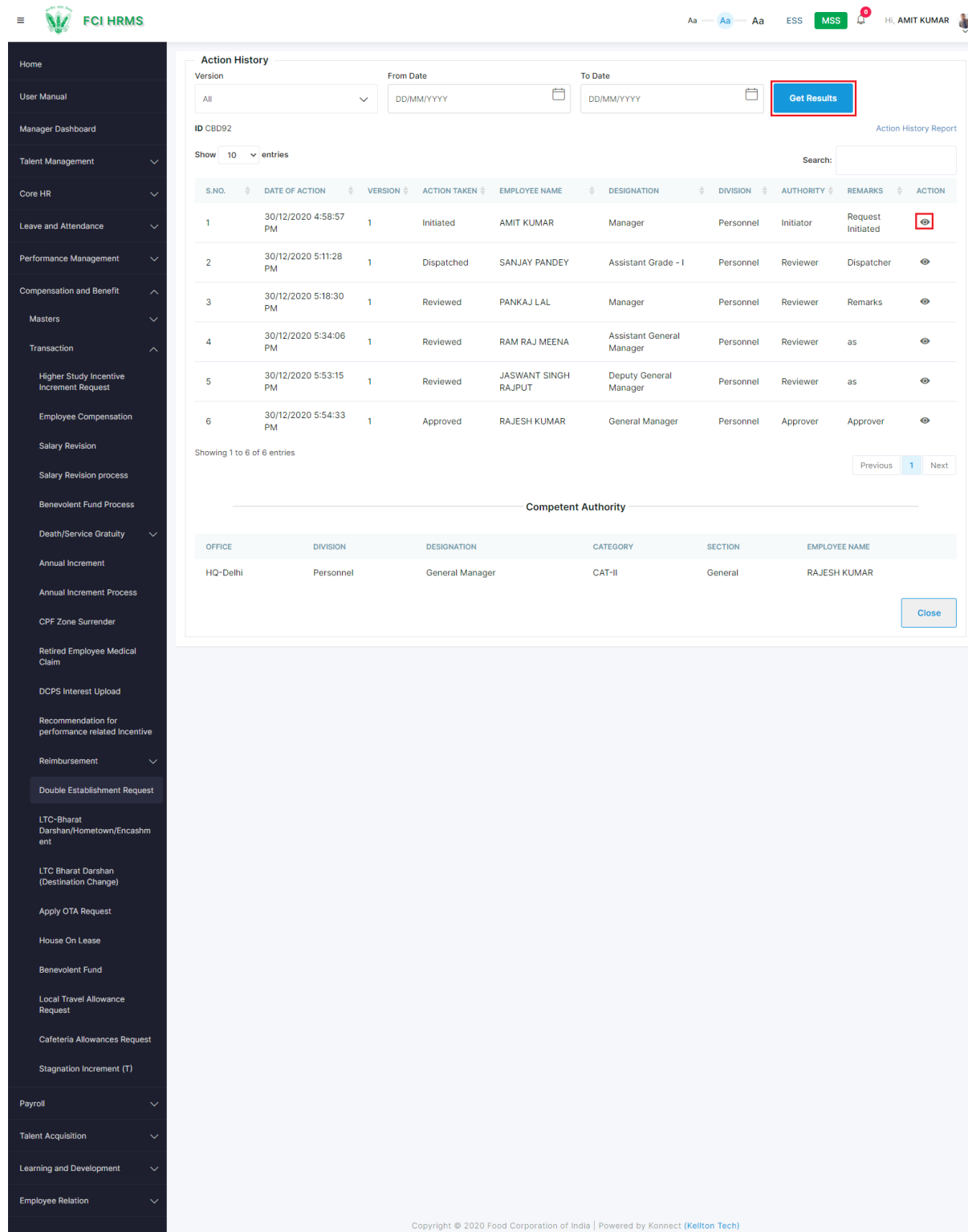
**Figure 4-113: LTC Bharat Darshan/Hometown Request Approved**

The success will be displayed as

Success Request has been approved successfully.

## 4.22.9 View Action History

Click on [View Action History](#) as shown in Figure 4-108 and 4-112, to navigate to View Action History page as shown in Figure 4-114.



**Action History**

Version: All From Date: DD/MM/YYYY To Date: DD/MM/YYYY [Get Results](#)

ID: CBD92 Action History Report

Show: 10 entries Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries

Previous 1 Next

**Competent Authority**

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

[Close](#)

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Figure 4-114: Action History



#### 4.23 LTC Bharat Darshan (Destination Change)

Employees in FCI get Leave Travel Concession (LTC) for home town/ Bharat Darshan; employees in FCI can visit any place in India or home town and claim the amount from FCI. Also, the employee can change in place of journey before availing LTC. So, this process captures all the necessary details about how an employee can change the place of journey for LTC Bharat Dharshan/Home Town.

Step 1: Employee submits the request for LTC Bharat Darshan (Destination change).

Step 2: Manager (Personnel) receives the request and forwards it to approval authority.

Step 3: Approving authority as per approval matrix receives the request.

Step 4: After approval from the approving authority, Manager (Personnel) receives the notification and updates the service book of the employee.

Step 5: Employee receives the notification.

##### 4.23.1 Navigation

**Left Navigation:** Compensation and Benefits >> LTC Bharat Darshan (Destination Change)

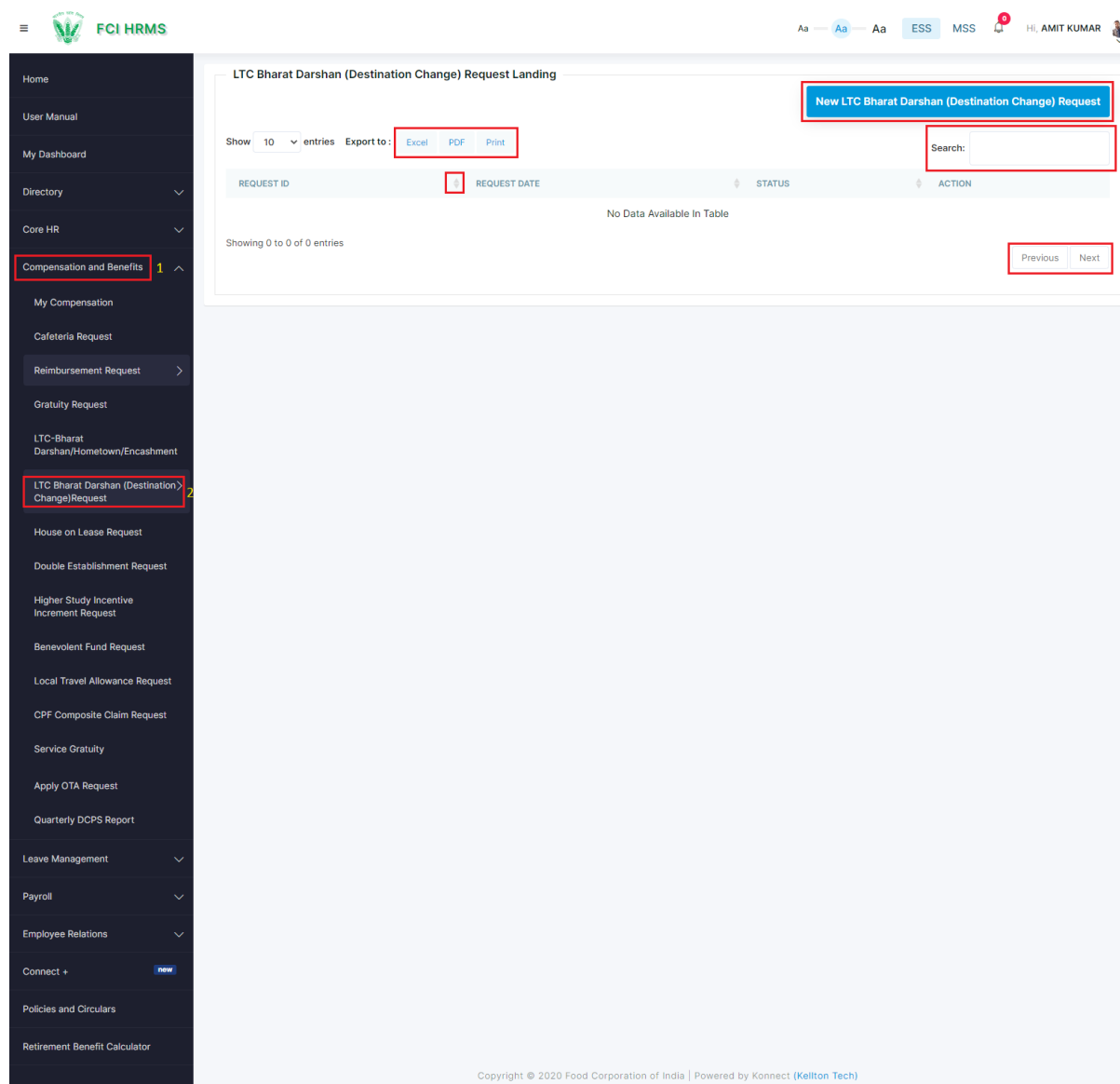
##### 4.23.2 SLA

15 Days

##### 4.23.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.24.1 to reach the LTC Bharat Darshan (Destination Change) Request Landing Page as shown in Figure 4.115.





**Figure 4-115: LTC Bharat Darshan (Destination Change) Request**

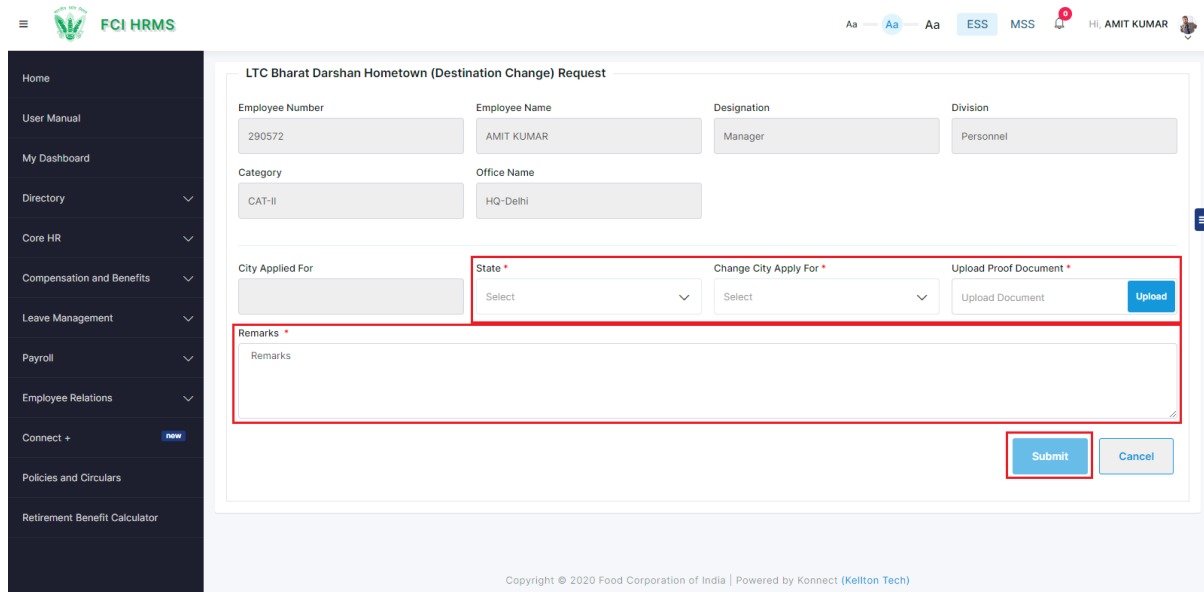
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, or **Print** to export the table records in Excel or PDF 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**, or **Next** to navigate table records

- Click on **New LTC Bharat Darshan (Destination Change) Request** to add a new LTC Bharat Darshan (Destination Change) in the table as mentioned in Section 4.24.4 – Add LTC Bharat Darshan (Destination Change) Request.

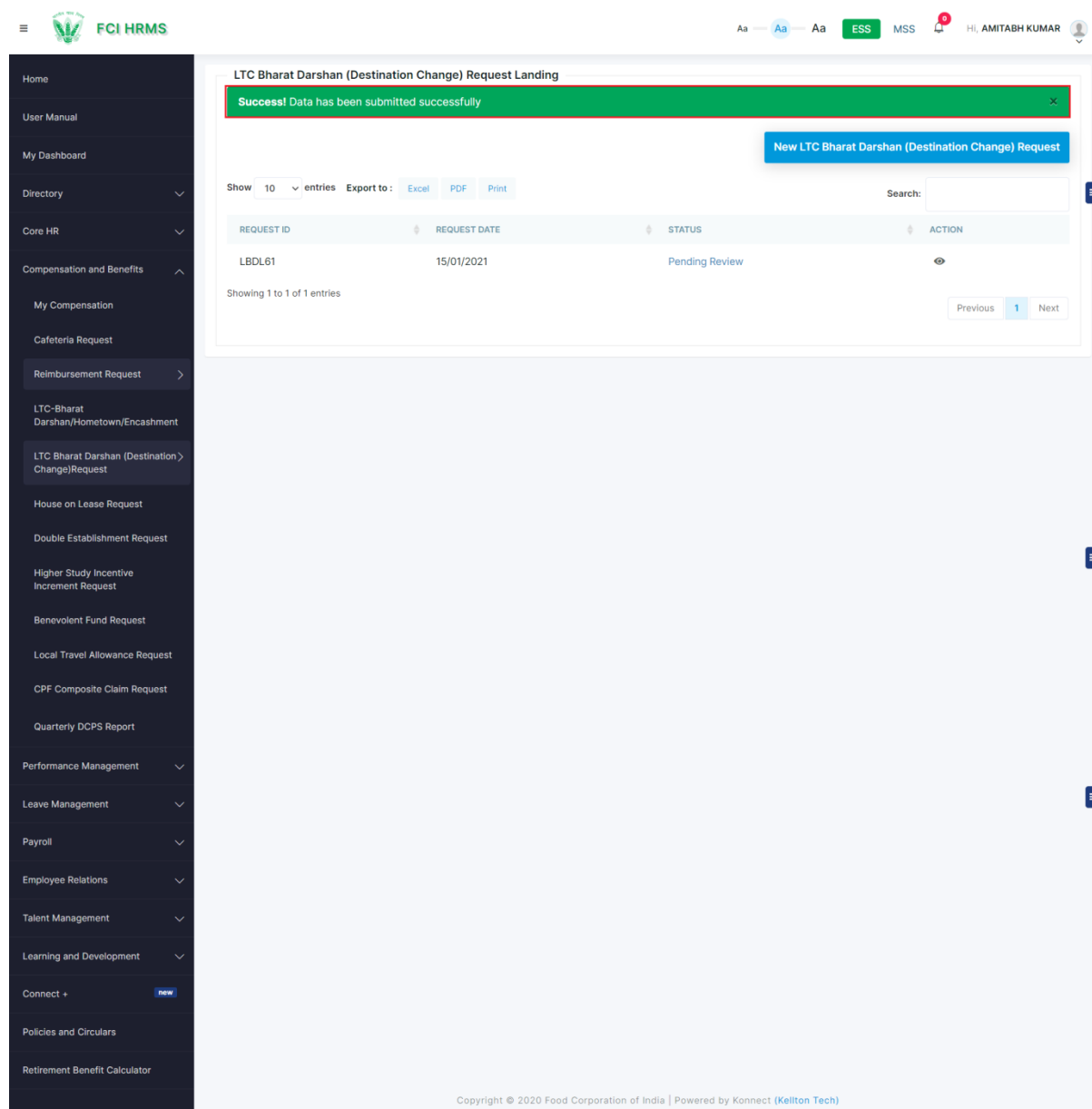
#### 4.23.4 Add LTC Bharat Darshan/Hometown Request

Click on **New LTC Bharat Darshan (Destination Change) Request** to open the Add LTC Bharat Darshan (Destination Change) Request as shown in Figure 4-116.



**Figure 4-116: Add LTC Bharat Darshan (Destination Change) Request**

Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-117.



Home

User Manual

My Dashboard

Directory

Core HR

Compensation and Benefits

My Compensation

Cafeteria Request

Reimbursement Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change) Request

House on Lease Request

Double Establishment Request

Higher Study Incentive Increment Request

Benevolent Fund Request

Local Travel Allowance Request

CPF Composite Claim Request

Quarterly DCPS Report

Performance Management

Leave Management

Payroll

Employee Relations

Talent Management

Learning and Development

Connect +

Policies and Circulars

Retirement Benefit Calculator

LTC Bharat Darshan (Destination Change) Request Landing

Success! Data has been submitted successfully

New LTC Bharat Darshan (Destination Change) Request

Show 10 entries Export to: Excel PDF Print Search:

REQUEST ID	REQUEST DATE	STATUS	ACTION
LBDL61	15/01/2021	Pending Review	

Showing 1 to 1 of 1 entries

Previous 1 Next

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**Figure 4-117: LTC Bharat Darshan (Destination Change) Request Added**

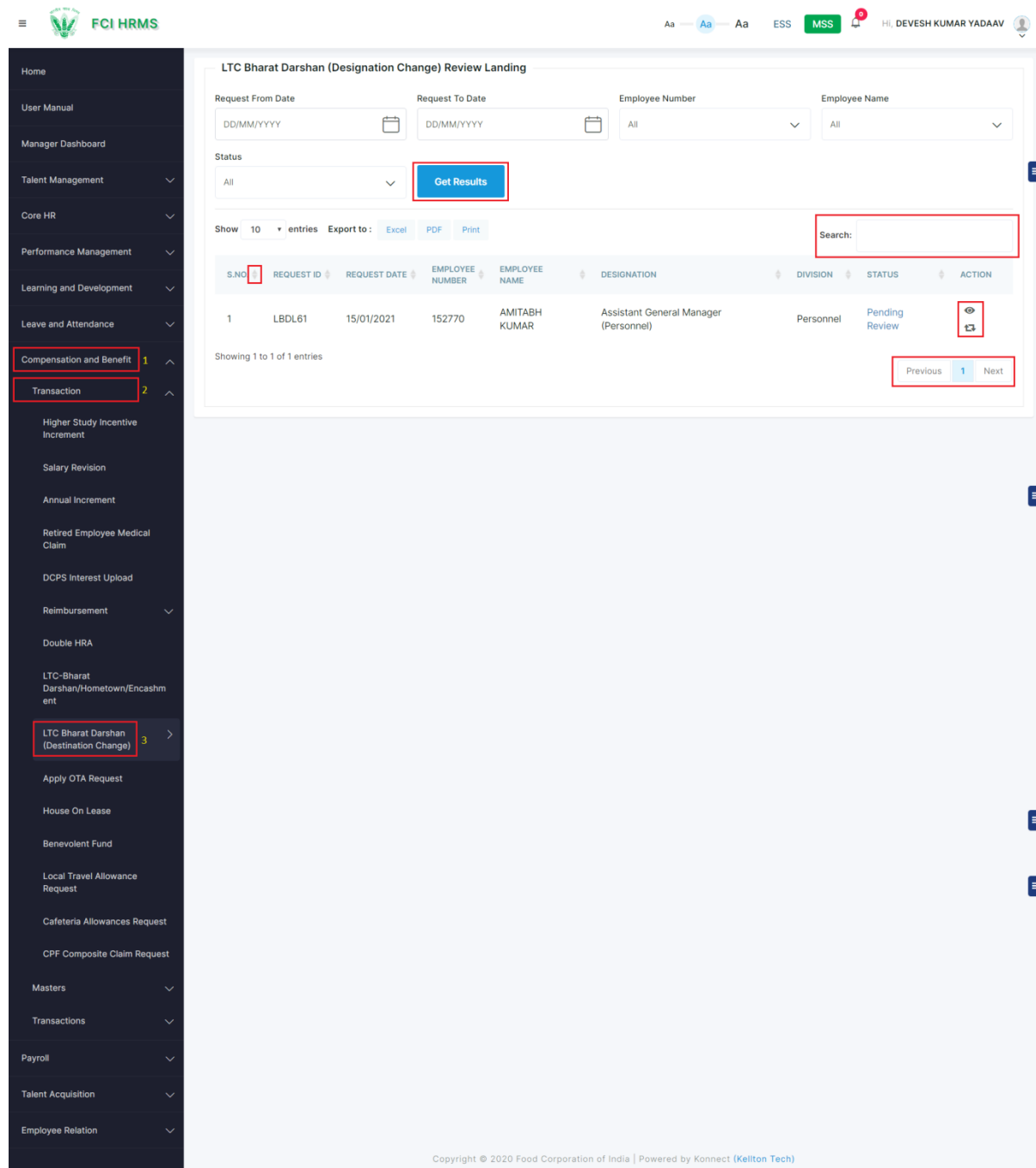
The success will be displayed as




Success! Data added successfully.

### 4.23.5 Review LTC Bharat Darshan/Hometown Request-Landing

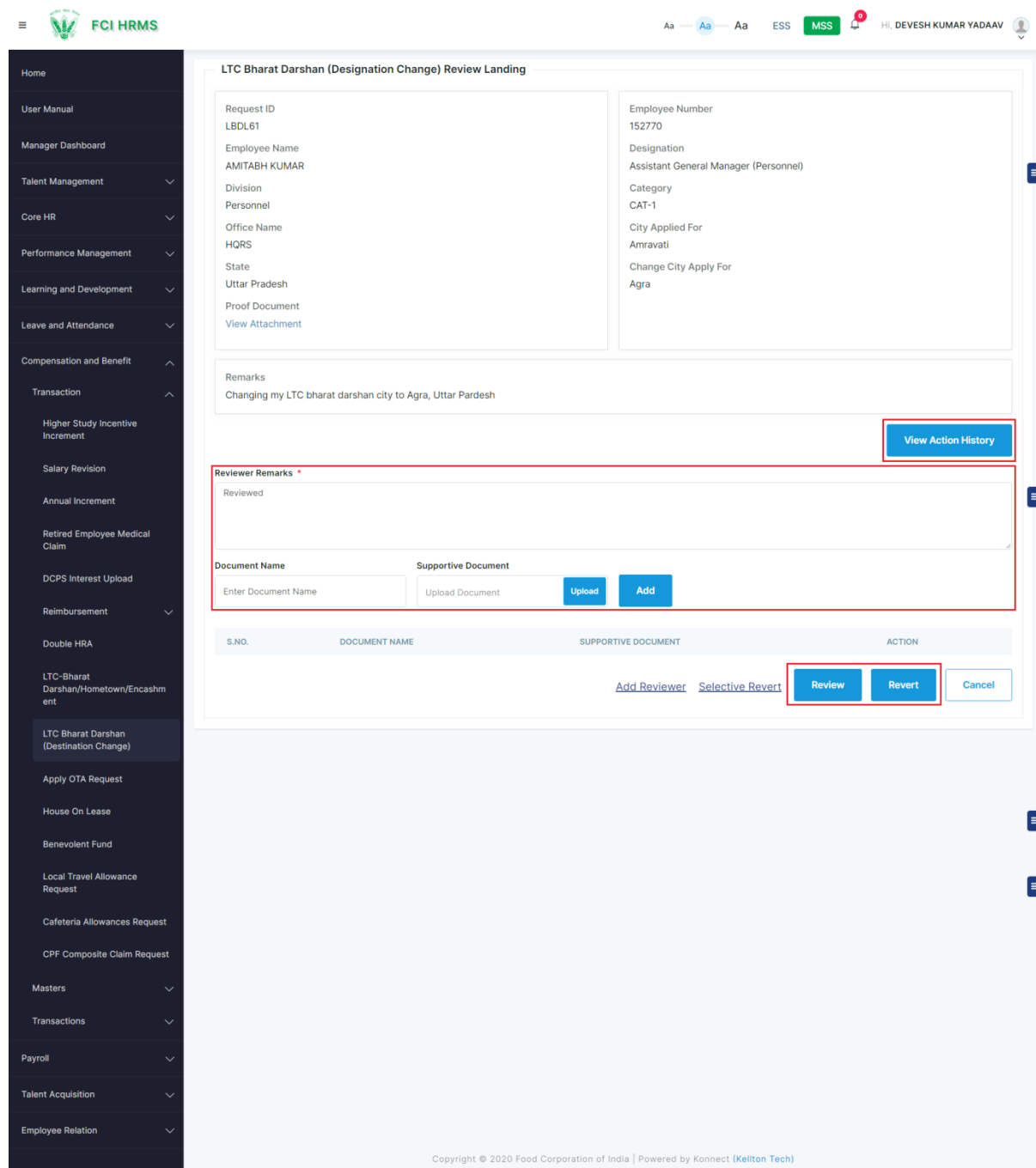
The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-118.



**Figure 4-119 LTC Bharat Darshan (Destination Change) Request Reviewer Landing**

Click on  as shown in Figure 4-119, to land on Review LTC Bharat Darshan (Destination Change) request as shown in Figure 4-120.

#### 4.23.6 Review LTC Bharat Darshan/Hometown



**LTC Bharat Darshan (Designation Change) Review Landing**

Request ID: LBDL61  
Employee Number: 152770  
Designation: Assistant General Manager (Personnel)  
Category: CAT-1  
City Applied For: Amravati  
Change City Apply For: Agra

Remarks: Changing my LTC bharat darshan city to Agra, Uttar Pardesh

Reviewer Remarks: Reviewed

Document Name: Enter Document Name  
Supportive Document: Upload Document [Upload] [Add]

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Review</a> <a href="#">Revert</a> <a href="#">Cancel</a>

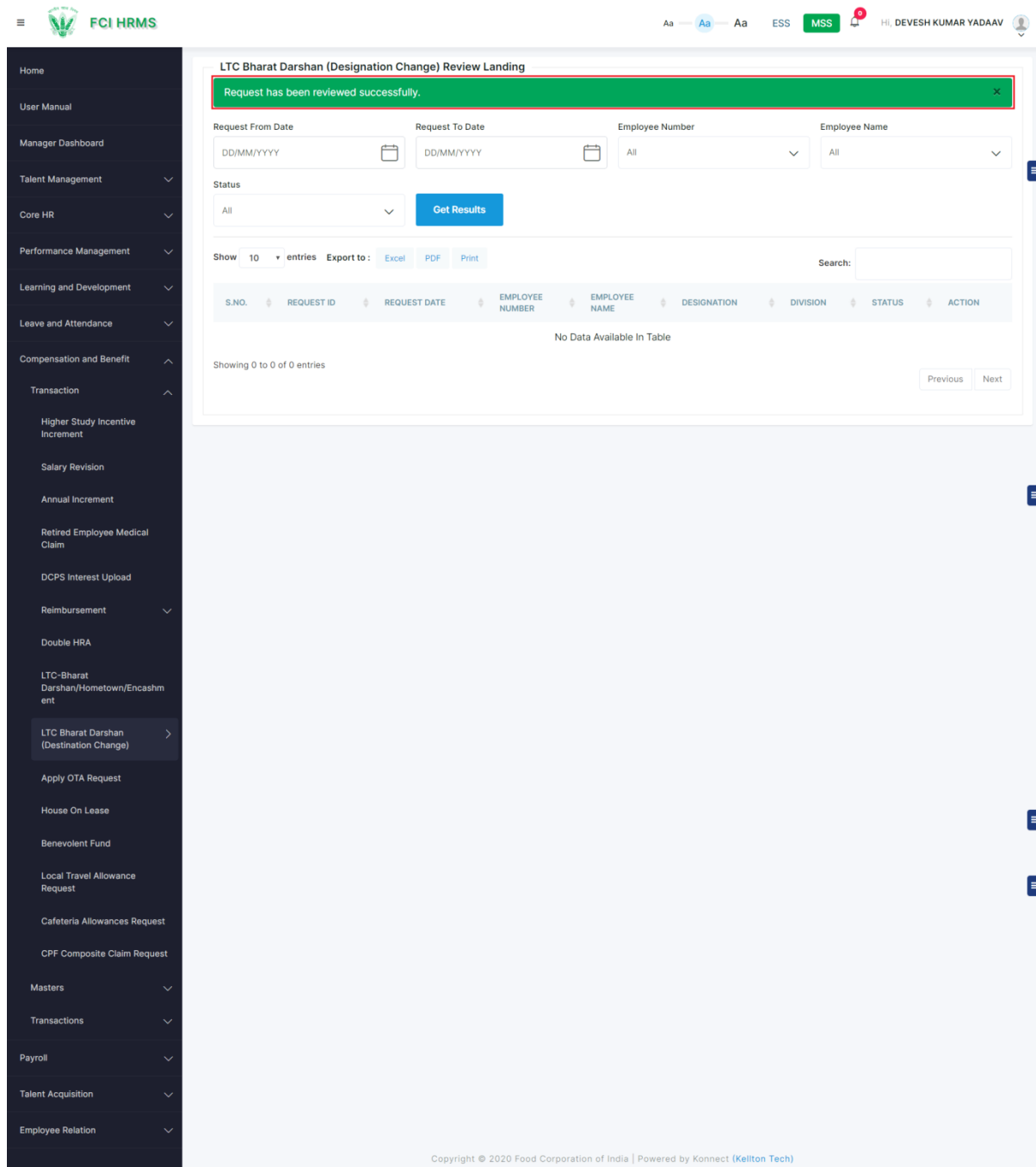
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**Figure 4-121: LTC Bharat Darshan (Destination Change) Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-121.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.121.

- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-122.



**Figure 4-122: LTC Bharat Darshan (Destination Change) Request Reviewed**

The success will be displayed as



#### 4.23.7 Approve LTC Bharat Darshan/Hometown-Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-123.

FCI HRMS

ESSMSS

Hi, D V PRASAD

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Learning and Development

Performance Management

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

LTC Bharat Darshan (Designation Change) Approver Landing

Request From Date

Request To Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

All

All

Status

All

Get Results

Show

10

entries


Export to

Excel

PDF

Print

Search:

S.NO	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	DIVISION	STATUS	ACTION
1	LBDL61	15/01/2021	152770	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Pending Approval	

Showing 1 to 1 of 1 entries


Previous

1

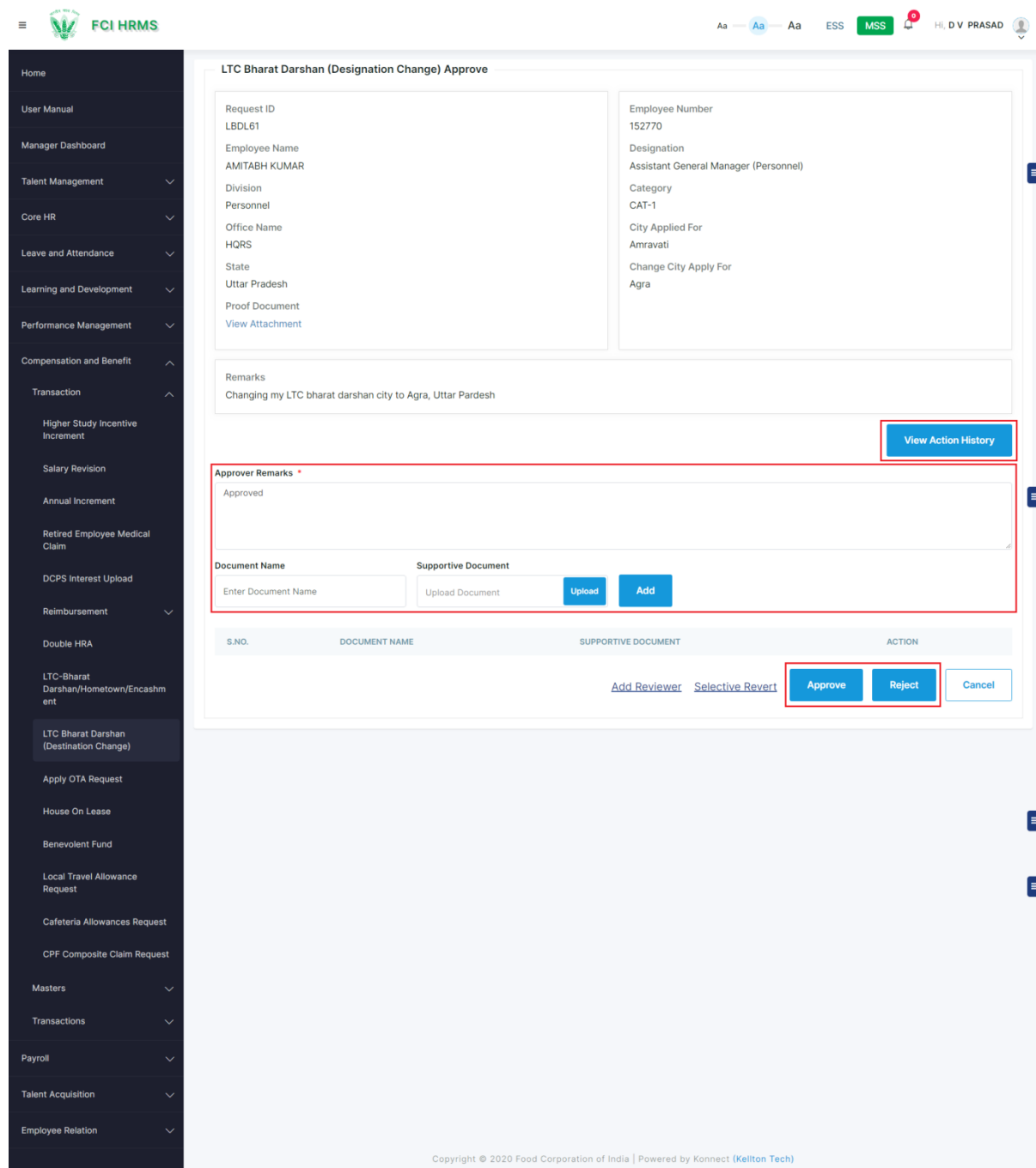
Next

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**Figure 4-123: LTC Bharat Darshan (Destination Change) Request Approver's Landing**

Click on  as shown in Figure 4-123, to land on Approve LTC Bharat Darshan (Destination Change) request as shown in Figure 4-124.

#### 4.23.8 Approve LTC Bharat Darshan/Hometown



**LTC Bharat Darshan (Designation Change) Approve**

Request ID: LBDL61  
Employee Name: AMITABH KUMAR  
Division: Personnel  
Office Name: HQRS  
State: Uttar Pradesh  
Proof Document: [View Attachment](#)

Employee Number: 152770  
Designation: Assistant General Manager (Personnel)  
Category: CAT-1  
City Applied For: Amravati  
Change City Apply For: Agra

Remarks: Changing my LTC bharat darshan city to Agra, Uttar Pardesh

[View Action History](#)

Approver Remarks \*

Approved

Document Name:  Enter Document Name  
Supportive Document:

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>

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**Figure 4-124: LTC Bharat Darshan (Destination Change) Request Approve**

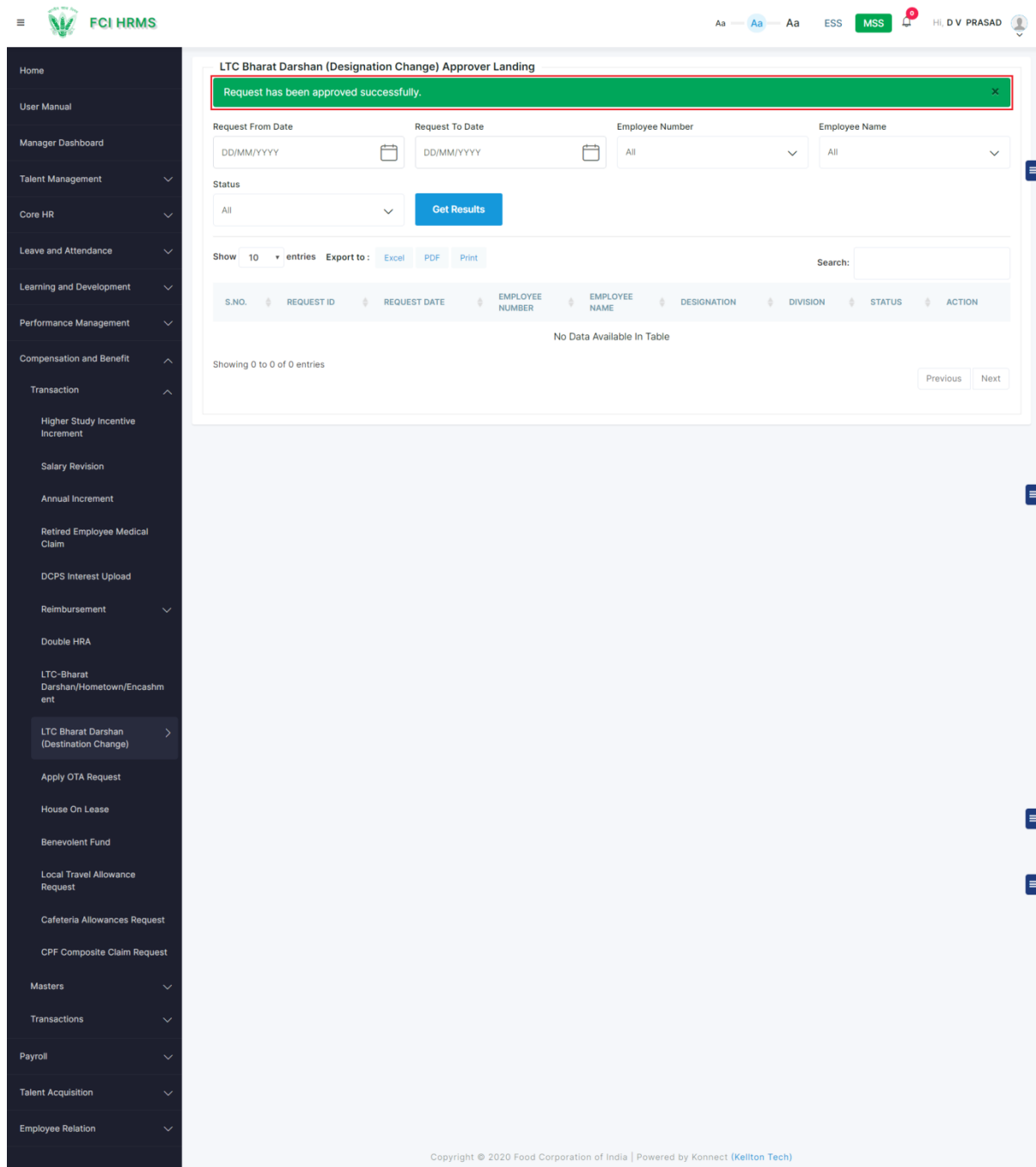
Approver shall be able to perform the following activities from the Approve Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-124.
- Click on [Approve](#) to approve the request, and a success message will be shown in the LTC Bharat Darshan (Destination Change) Approver Landing Screen for approving the record as shown in Figure 4-125.



Reject

- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot shows the 'LTC Bharat Darshan (Designation Change) Approver Landing' page. At the top, a green banner displays the message: 'Request has been approved successfully.' Below this, there are filters for 'Request From Date', 'Request To Date', 'Employee Number', and 'Employee Name'. A 'Status' dropdown is set to 'All', and a 'Get Results' button is visible. Below the filters, there are options to 'Show' 10 entries and 'Export to' Excel, PDF, or Print. A search bar is also present. The main table area shows 'No Data Available In Table' and 'Showing 0 to 0 of 0 entries'. The table headers are: S.NO., REQUEST ID, REQUEST DATE, EMPLOYEE NUMBER, EMPLOYEE NAME, DESIGNATION, DIVISION, STATUS, and ACTION. The left sidebar contains a menu with various HRMS functions, and the top right shows the user 'Hi, D V PRASAD'.

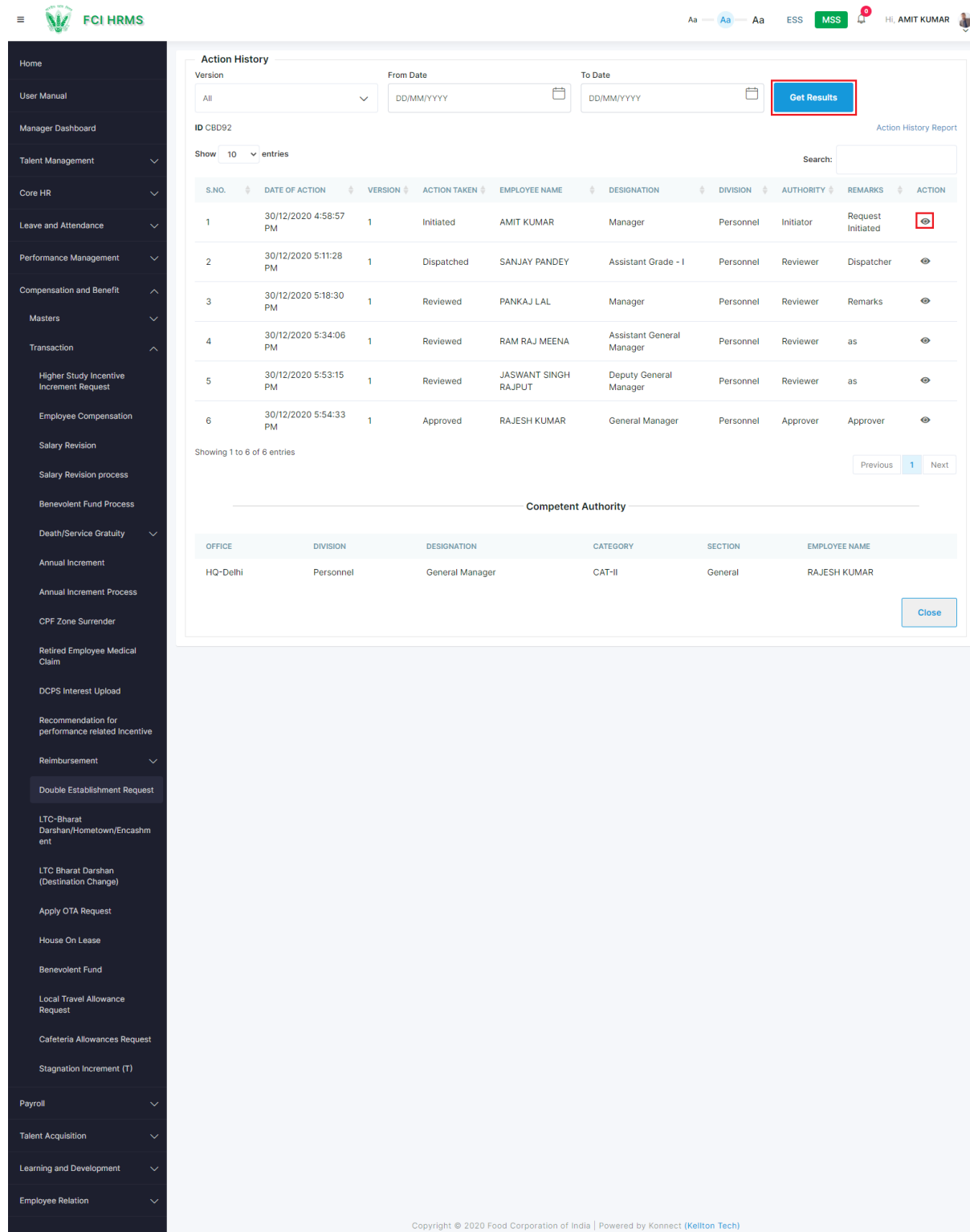
Figure 4-125 LTC Bharat Darshan (Destination Change) Request Approved

The success will be displayed as

Success! Request has been approved successfully.

#### 4.23.9 View Action History

Click on [View Action History](#), to navigate to View Action History page as shown in Figure 4-126.



**Action History**

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID: CBD92 | Action History Report

Show: 10 entries | Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries | Previous 1 Next

**Competent Authority**

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

[Close](#)

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Figure 4-126: Action History



#### 4.24 House on Lease

Whenever an employee wants to avail rented accommodation, for that he/she will have to forego HRA as per entitlement in the area (City Class) and he/she will be entitled for lease accommodation amount as per the circular number WR-09-2019-10 dated 31.5.2019. The property is on lease to FCI.

Step 1: Employee initiates the request with the required details of owner and submits the request.

Step 2: AGM (E & P), verifies the uploaded owner document, uploads the agreement and approves the request.

Step 3: DGM (HQ), will receive the requests which are approved by the AGM (E & P) and approves the request.

##### 4.24.1 Navigation

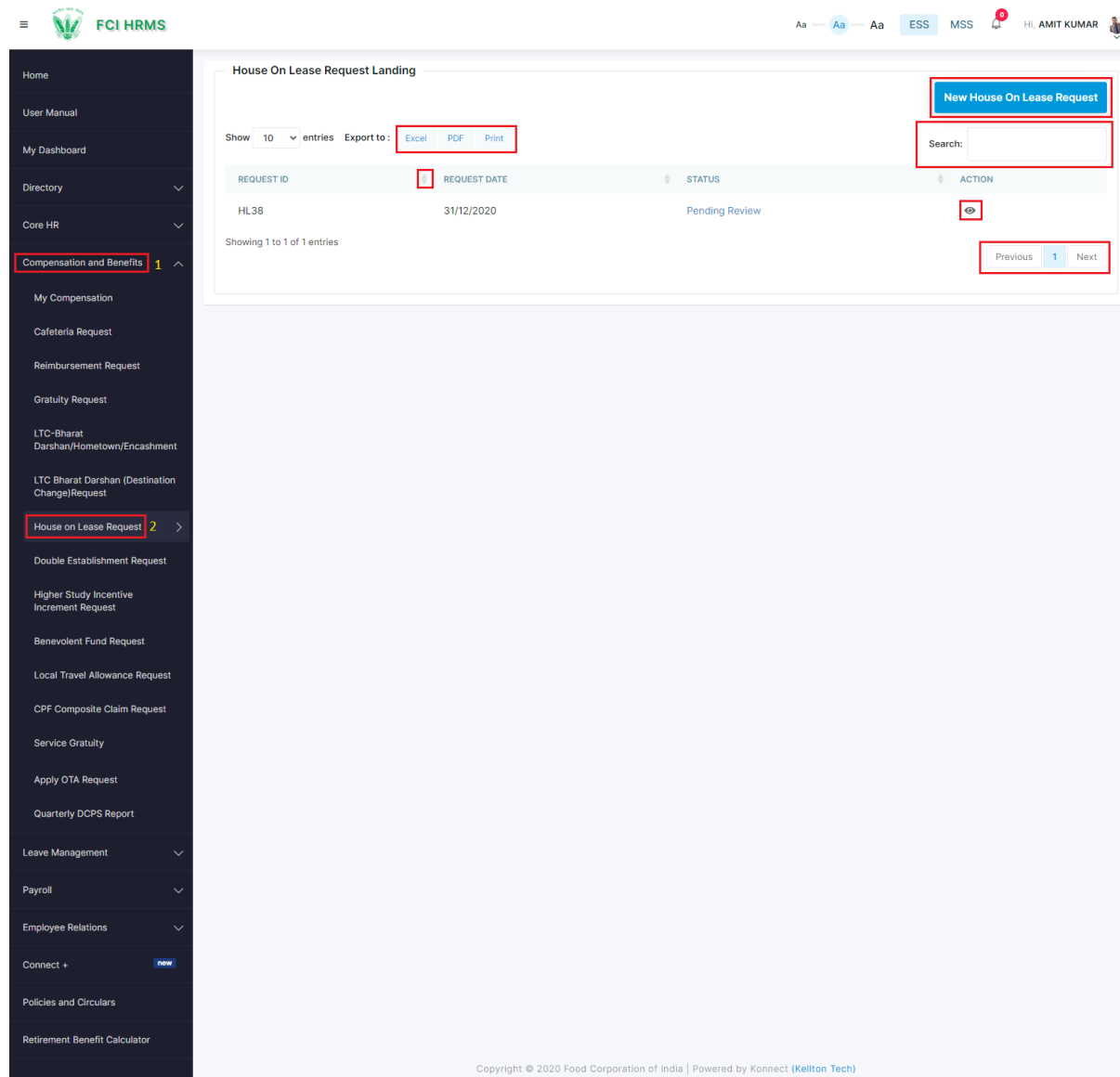
**Left Navigation:** Compensation and Benefits >> House on Lease

##### 4.24.2 SLA

21 Days

##### 4.24.3 Landing Page


HRMS administrator shall traverse the navigation as mentioned in Section 4.25.1 to reach the House on Lease Request Landing Page as shown in Figure 4.127.




**Figure 4-127: House on Lease Request**

HRMS administrator 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**, or **Print** to export the table records in Excel or PDF 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**, or **Next** to navigate table records

- Click on  to add a new House on Lease in the table as mentioned in Section 4.25.4 – Add House on Lease Request.

#### 4.24.4 Add House on Lease Request

Click on  to open the Add House on Lease Request as shown in Figure 4-128.

FCI HRMS

Home

User Manual

My Dashboard

Directory

Core HR

Compensation and Benefits

Performance Management

Leave Management

Payroll

Employee Relations

Talent Management

Learning and Development

Connect +

Policies and Circulars

Retirement Benefit Calculator

House On Lease Request

Employee Number

290572

Employee Name

AMIT KUMAR

Office Type

HQ

Office Name

HQ-Delhi

City Class

X

Grade

E-2

Designation

Manager

Division

Personnel

Category

CAT-II

Pay Scale

-

Basic Pay

52480

Present Entitlement Of Self-Lease Facility

0

Required Lease Amount \*

10000

Name Of The Present Owner (Person Whose Name The Property Is Registered/Allotted \*

Name of the present owner (person whose name the property is registered/allotted)

Owner Address \*

Owner Address

Add Owner

NAME OF THE PRESENT OWNER (PERSON WHOSE NAME THE PROPERTY IS REGISTERED/ALLOTTED)	OWNER ADDRESS	ACTION
Sanjay Jain	Sector 15 Part 1 Gurgaon	<div></div>

Name Of The Present Owner (Person Whose Name The Property Is Registered/Allotted)

Sanjay Jain

Owner PAN Number \*

AAAAA1111A

Bank A/C Details \*

123456324365324566

Bank IFSC Details \*

SBIN0021745

Lease Period From \*

01/03/2020

Lease Period To \*

01/03/2022

Date Of Birth \*

04/04/1989

Date Of Superannuation

DD/MM/YYYY

Place Of Posting \*

HQ-Delhi

Particulars Of Premises To Be Assessed (Attach Approved Drawing/Broachers):

Particulars of premises to be assessed (Attach approved drawing/broachers):

Whether Single Unit Or Flat

Whether single unit or flat

Total Plinth Area In Sq. Ft.

Total plinth area in sq. ft.

If Area(S)/Portion Given On Rent

If area(s)/portion given on rent

Specify Area(S) Portion Shared By The Applicant, Not Applicable If Any, And Also Which Is To Be Assessed For The Purpose:

Specify Area(s) portion shared by the applicant, not applicable if any, and also which is to be assessed for the purpose:

Whether Any Addition/Subs Traction Has Been Made After The Last Assessment, If So Furnish The Measurement, Of Rooms, Kitchen, Bathroom, Store, Lobby Etc. From Wall To Wall (I.E. Total Carpet Area) In Sq. Feet:

Whether any addition/subs traction has been made after the last assessment, if so furnish. The measurement, of rooms, kitchen, Bathroom, Store, Lobby etc. from wall to wall (i.e. total Carpet

Details Of HBA Received By Spouse Or Any Other Member Residing In The Same Premises:

Details of HBA received by spouse or any other member residing in the same premises:

Rental Value For Similar Accommodation In The Area:

Rental value for similar accommodation in the area:

Whether Built/Purchased By Getting HBA From The Corporation \*

No

Date Of Possession

DD/MM/YYYY

Date Of Occupation

DD/MM/YYYY

Date Of Submission Of Completion Of Certificate/Report To Office

DD/MM/YYYY

Description No. Area Sq. Feet

Description No. Area Sq. feet

Complete Address \*

1ST FLOOR, F-623,LADO SARAI,Delhi,South Delhi,Aail,110030

Description Of The Accommodation To Be Assessed

Description of the Accommodation to be assessed

Upload Lease Deed Document \*

CircularDemoFCI.pdf

Upload

Upload Owner PAN \*

CircularDemoFCI.pdf

Upload

Affidavit Cum Undertaking \*

CircularDemoFCI.pdf

Upload

Pre-Receipt For Rent \*

CircularDemoFCI.pdf

Upload

Rental Assessment \*

CircularDemoFCI.pdf

Upload

Consent Letter Of Owner \*

CircularDemoFCI.pdf

Upload

Ownership Proof \*

CircularDemoFCI.pdf

Upload

Floor Plan \*

CircularDemoFCI.pdf

Upload

Undertaking By Employee \*

CircularDemoFCI.pdf

Upload

Application Filled In Form \*

CircularDemoFCI.pdf

Upload

☒ I Solemnly Declare And Affirm That The Information Furnished Above Is Correct To Be Best Of My Knowledge And Belief And Nothing Has Been Suppressed Or Exaggerated

Submit


Cancel

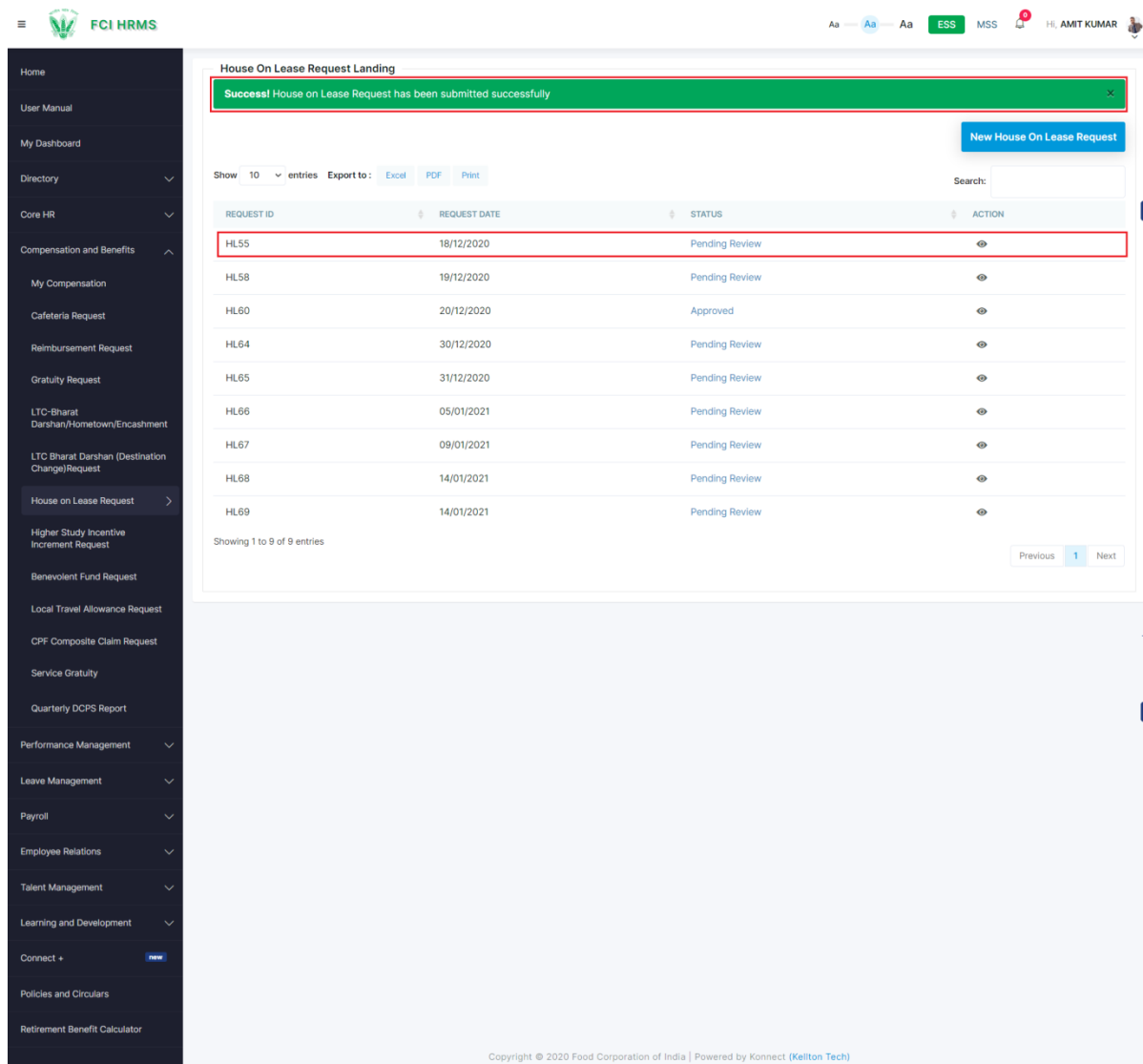
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**Figure 4-128: Add House on Lease Request**

Enter the details and click on  such that a success message will be shown for addition of a new record in the table as shown in Figure 4-129.



The screenshot shows the 'House On Lease Request Landing' page. A green success message at the top states: 'Success! House on Lease Request has been submitted successfully'. Below this is a table with the following data:

REQUEST ID	REQUEST DATE	STATUS	ACTION
HL55	18/12/2020	Pending Review	
HL58	19/12/2020	Pending Review	
HL60	20/12/2020	Approved	
HL64	30/12/2020	Pending Review	
HL65	31/12/2020	Pending Review	
HL66	05/01/2021	Pending Review	
HL67	09/01/2021	Pending Review	
HL68	14/01/2021	Pending Review	
HL69	14/01/2021	Pending Review	

The page also includes a sidebar with navigation options, a search bar, and a footer with copyright information: 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Keliton Tech)'.


**Figure 4-129: House on Lease Request Added**

The success will be displayed as

**Success! Record has been submitted successfully**

#### 4.24.5 Review House on Lease Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-130.



Aa Aa Aa
ESS
MSS
Hi AMITABH KUMAR

Home
User Manual
Manager Dashboard
Talent Management
Core HR
Performance Management
Leave and Attendance
Learning and Development
Compensation and Benefit
Transaction
Higher Study Incentive Increment
Employee Compensation
Salary Revision
Annual Increment
Retired Employee Medical Claim
DCPS Interest Upload
Reimbursement
Double HRA
LTC-Bharat Darshan/Hometown/Encashment
LTC Bharat Darshan (Destination Change)
Apply OTA Request
House On Lease
Benevolent Fund
Local Travel Allowance Request
Cafeteria Allowances Request
CPF Composite Claim Request
Masters
Transactions
Payroll
Talent Acquisition
Employee Relation

### House On Lease Reviewer Landing

Office Type: Select
Office Name: Select
City Class: Select
Employee Number: All

Employee Name: All
Status: All
Get Results


Show 10 entries
Export to: Excel PDF Print
Search:

S.NO	REQUEST ID	REQUEST DATE	OFFICE TYPE	OFFICE NAME	CITY CLASS	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	STATUS	ACTION
1	HL58	14/01/2021	HQ	HQRS	X	300027	BIJAY KUMAR SINGH	Executive Director (Personnel)	Pending Review	
8	HL50	17/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
7	HL51	23/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
5	HL53	24/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant General Manager (Personnel)	Pending Review	
4	HL54	24/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant General Manager (Personnel)	Pending Review	
3	HL55	24/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant General Manager (Personnel)	Pending Review	
6	HL52	24/12/2020	HQ	HQRS	X	152770	AMITABH KUMAR	Assistant General Manager (Personnel)	Pending Review	
2	HL56	24/12/2020	HQ	HQRS	X	152770	AMITABH KUMAR	Assistant General Manager (Personnel)	Pending Review	

Showing 1 to 8 of 8 entries
Previous 1 Next

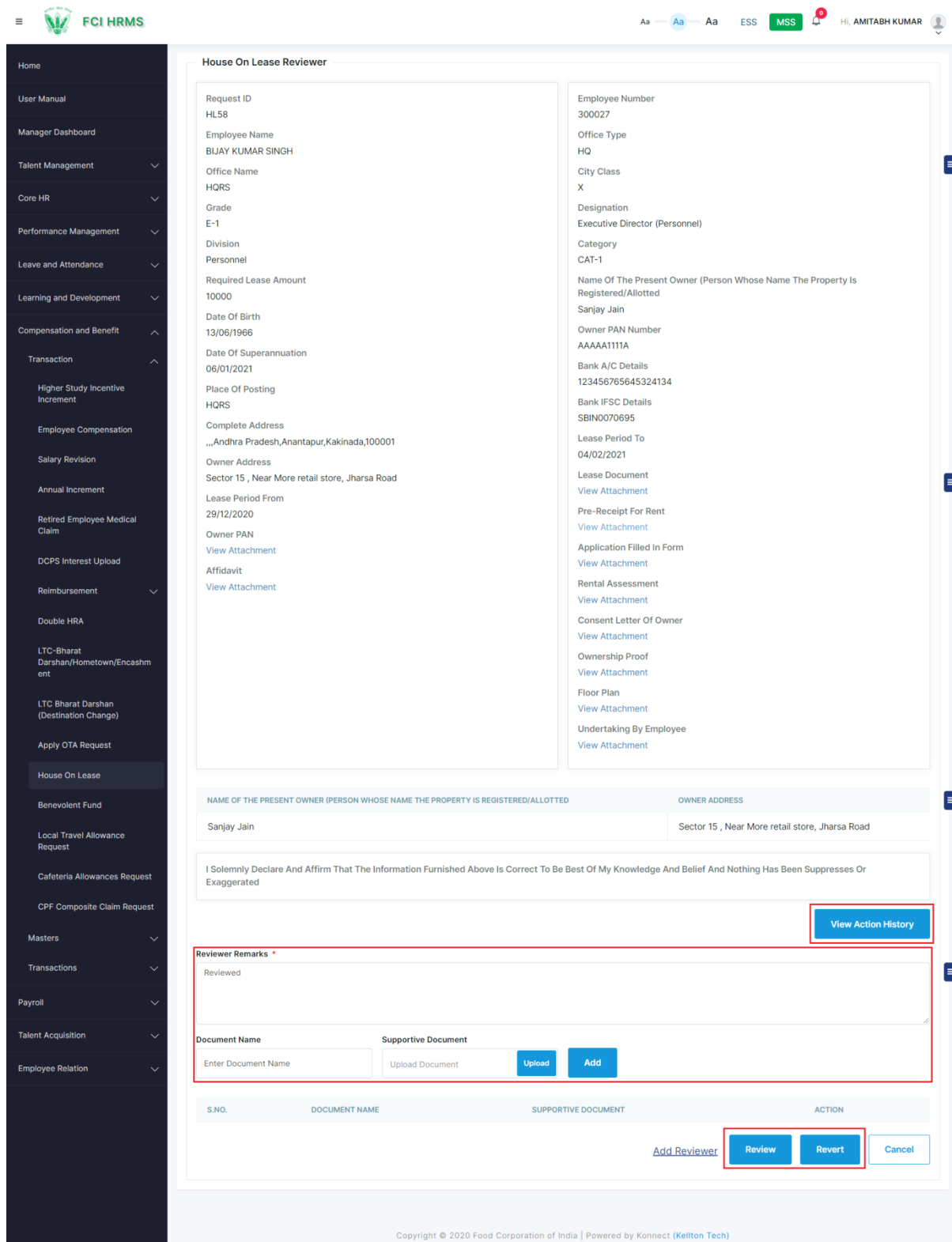
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**Figure 4-130 House on Lease Request Reviewer Landing**

Click on  as shown in Figure 4-130, to land on Review House on Lease request as shown in Figure 4-131.



#### 4.24.6 Review House on Lease



**House On Lease Reviewer**

Request ID HL58	Employee Number 300027
Employee Name BLJAY KUMAR SINGH	Office Type HQ
Office Name HQRS	City Class X
Grade E-1	Designation Executive Director (Personnel)
Division Personnel	Category CAT-1
Required Lease Amount 10000	Name Of The Present Owner (Person Whose Name The Property Is Registered/Allotted) Sanjay Jain
Date Of Birth 13/06/1966	Owner PAN Number AAAAA1111A
Date Of Superannuation 06/01/2021	Bank A/C Details 123456785645324134
Place Of Posting HQRS	Bank IFSC Details SBIN0070695
Complete Address ,,,Andhra Pradesh,Anantapur,Kakinada,100001	Lease Period To 04/02/2021
Owner Address Sector 15 , Near More retail store, Jharsa Road	Lease Document <a href="#">View Attachment</a>
Lease Period From 29/12/2020	Pre-Receipt For Rent <a href="#">View Attachment</a>
Owner PAN <a href="#">View Attachment</a>	Application Filled In Form <a href="#">View Attachment</a>
Affidavit <a href="#">View Attachment</a>	Rental Assessment <a href="#">View Attachment</a>
	Consent Letter Of Owner <a href="#">View Attachment</a>
	Ownership Proof <a href="#">View Attachment</a>
	Floor Plan <a href="#">View Attachment</a>
	Undertaking By Employee <a href="#">View Attachment</a>

NAME OF THE PRESENT OWNER (PERSON WHOSE NAME THE PROPERTY IS REGISTERED/ALLOTTED)  
Sanjay Jain

OWNER ADDRESS  
Sector 15 , Near More retail store, Jharsa Road

I Solemnly Declare And Affirm That The Information Furnished Above Is Correct To Be Best Of My Knowledge And Belief And Nothing Has Been Supresses Or Exaggerated

[View Action History](#)

**Reviewer Remarks \***  
Reviewed

**Document Name**  
Enter Document Name

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Review</a> <a href="#">Revert</a> <a href="#">Cancel</a>

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Figure 4-131: House on Lease Request Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-132.
- Click on **Review** to review the request and a success message will be displayed.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-132.

House On Lease Reviewer Landing

Request has been reviewed successfully.

Office Type: Select, Office Name: Select, City Class: Select, Employee Number: All

Employee Name: All, Status: All, Get Results

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

S.NO.	REQUEST ID	REQUEST DATE	OFFICE TYPE	OFFICE NAME	CITY CLASS	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	STATUS	ACTION
7	HL50	17/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
6	HL51	23/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant Grade III (Personnel)	Pending Review	
5	HL52	24/12/2020	HQ	HQRS	X	152770	AMITABH KUMAR	Assistant General Manager (Personnel)	Pending Review	
4	HL53	24/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant General Manager (Personnel)	Pending Review	
3	HL54	24/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant General Manager (Personnel)	Pending Review	
2	HL55	24/12/2020	HQ	HQRS	X	141836	BHIM RAM	Assistant General Manager (Personnel)	Pending Review	
1	HL56	24/12/2020	HQ	HQRS	X	152770	AMITABH KUMAR	Assistant General Manager (Personnel)	Pending Review	

Showing 1 to 7 of 7 entries

Previous 1 Next

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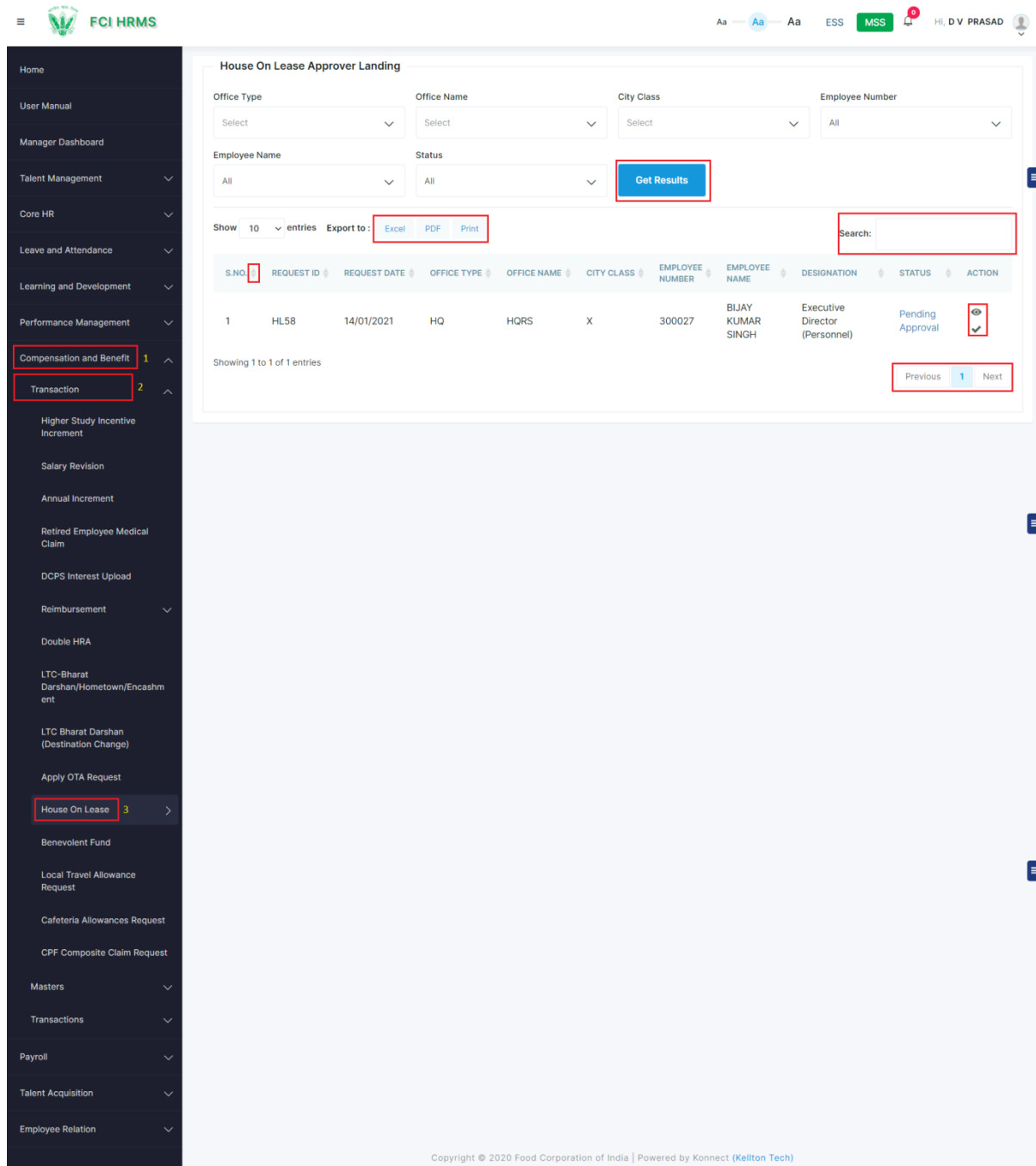
Figure 4-132: House on Lease Request Reviewed

The success will be displayed as

Success! Request has been reviewed successfully.

#### 4.24.7 Approve House on Lease-Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in Figure 4-133.




**House On Lease Approver Landing**

Office Type: Select, Office Name: Select, City Class: Select, Employee Number: All

Employee Name: All, Status: All, **Get Results**


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

S.NO.	REQUEST ID	REQUEST DATE	OFFICE TYPE	OFFICE NAME	CITY CLASS	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	STATUS	ACTION
1	HL58	14/01/2021	HQ	HQRS	X	300027	BIJAY KUMAR SINGH	Executive Director (Personnel)	Pending Approval	

Showing 1 to 1 of 1 entries

Previous **1** Next

**Figure 4-133: House on Lease Approver's Landing**

Click on  as shown in Figure 4-133, to land on Approve House on Lease request as shown in Figure 4-134.

#### 4.24.8 Approve House on Lease

FCI HRMS

Aa

Aa

Aa

ESS

MSS

Hi, D V PRASAD

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Learning and Development

Performance Management

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

House On Lease Approver

Request ID

HL58

Employee Name

BLJAY KUMAR SINGH

Office Name

HQRS

Grade

E-1

Division

Personnel

Required Lease Amount

10000

Date Of Birth

13/06/1966

Date Of Superannuation

06/01/2021

Place Of Posting

HQRS

Complete Address

,,,Andhra Pradesh,Anantapur,Kakinada,100001

Owner Address

Sector 15 , Near More retail store, Jharsa Road

Lease Period From

29/12/2020

Owner PAN

View Attachment

Affidavit

View Attachment

Employee Number

300027

Office Type

HQ

City Class

X

Designation

Executive Director (Personnel)

Category

CAT-1

Name Of The Present Owner (Person Whose Name The Property Is Registered/Allotted)

Sanjay Jain

Owner PAN Number

AAAAA1111A

Bank A/C Details

123456785645324134

Bank IFSC Details

SBIN0070695

Lease Period To

04/02/2021

Lease Document

View Attachment

Pre-Receipt For Rent

View Attachment

Application Filled In Form

View Attachment

Rental Assessment

View Attachment

Consent Letter Of Owner

View Attachment

Ownership Proof

View Attachment

Floor Plan

View Attachment

Undertaking By Employee

View Attachment

NAME OF THE PRESENT OWNER (PERSON WHOSE NAME THE PROPERTY IS REGISTERED/ALLOTTED)

OWNER ADDRESS

Sanjay Jain

Sector 15 , Near More retail store, Jharsa Road

I Solemnly Declare And Affirm That The Information Furnished Above Is Correct To Be Best Of My Knowledge And Belief And Nothing Has Been Supresses Or Exaggerated

View Action History

Approver Remarks \*

Approved

Document Name

Supportive Document

Enter Document Name

Upload Document

Upload

Add

S.NO.

DOCUMENT NAME

SUPPORTIVE DOCUMENT

ACTION

Add Reviewer

Selective Revert

Approve

Reject

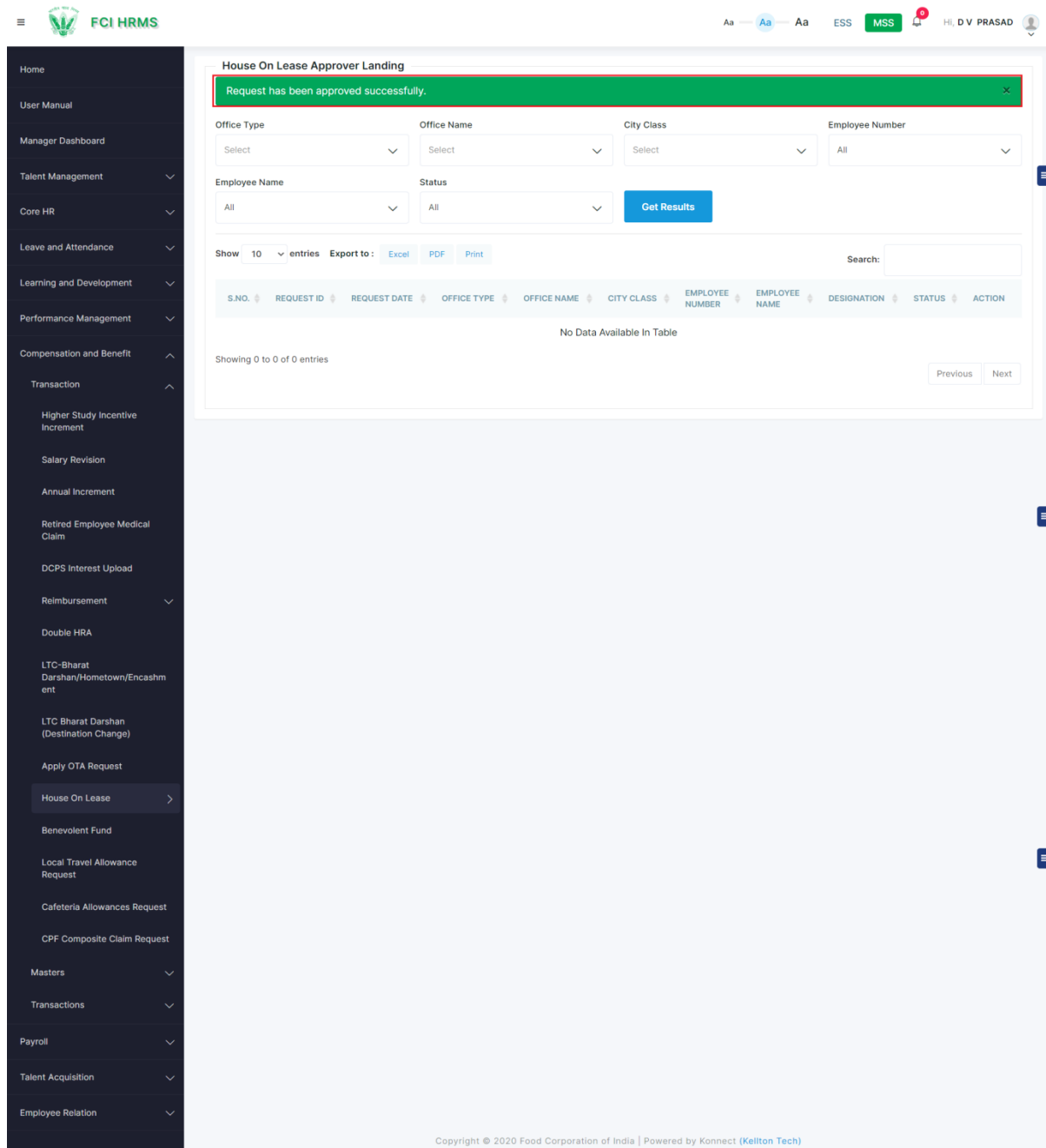
Cancel

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Figure 4-134: House on Lease Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-134.
- Click on **Approve** to approve the request, and a success message will be shown in the House on Lease Approver Landing Screen for approving the record.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot displays the 'House On Lease Approver Landing' page. At the top, a green banner indicates 'Request has been approved successfully.' Below this, there are filters for Office Type, Office Name, City Class, Employee Number, Employee Name, and Status. A 'Get Results' button is present. The table below shows no data, with a message 'No Data Available In Table' and 'Showing 0 to 0 of 0 entries'. The left sidebar contains a navigation menu with various HRMS modules. The top right shows the user's name 'HI, D V PRASAD' and a notification bell icon.

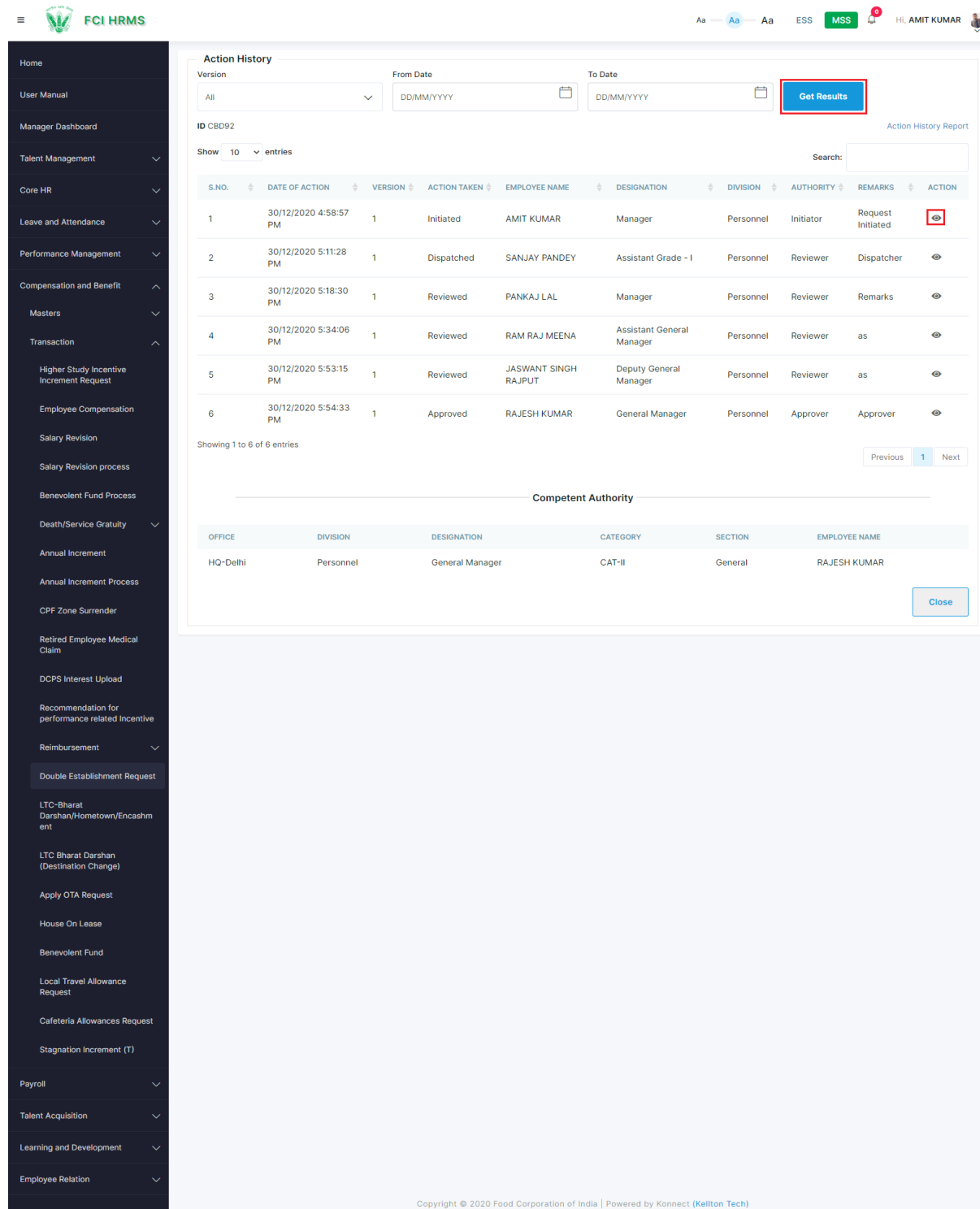
**Figure 4-135: House on Lease Request Approved**

The success will be displayed as

Success Request has been approved successfully.

#### 4.24.9 View Action History

Click on [View Action History](#) as shown in Figure 4-131 and 4-134, to navigate to View Action History page as shown in Figure 4-136.



**Action History**

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID: CBD92 | Action History Report

Show: 10 entries | Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries | Previous 1 Next

**Competent Authority**



OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

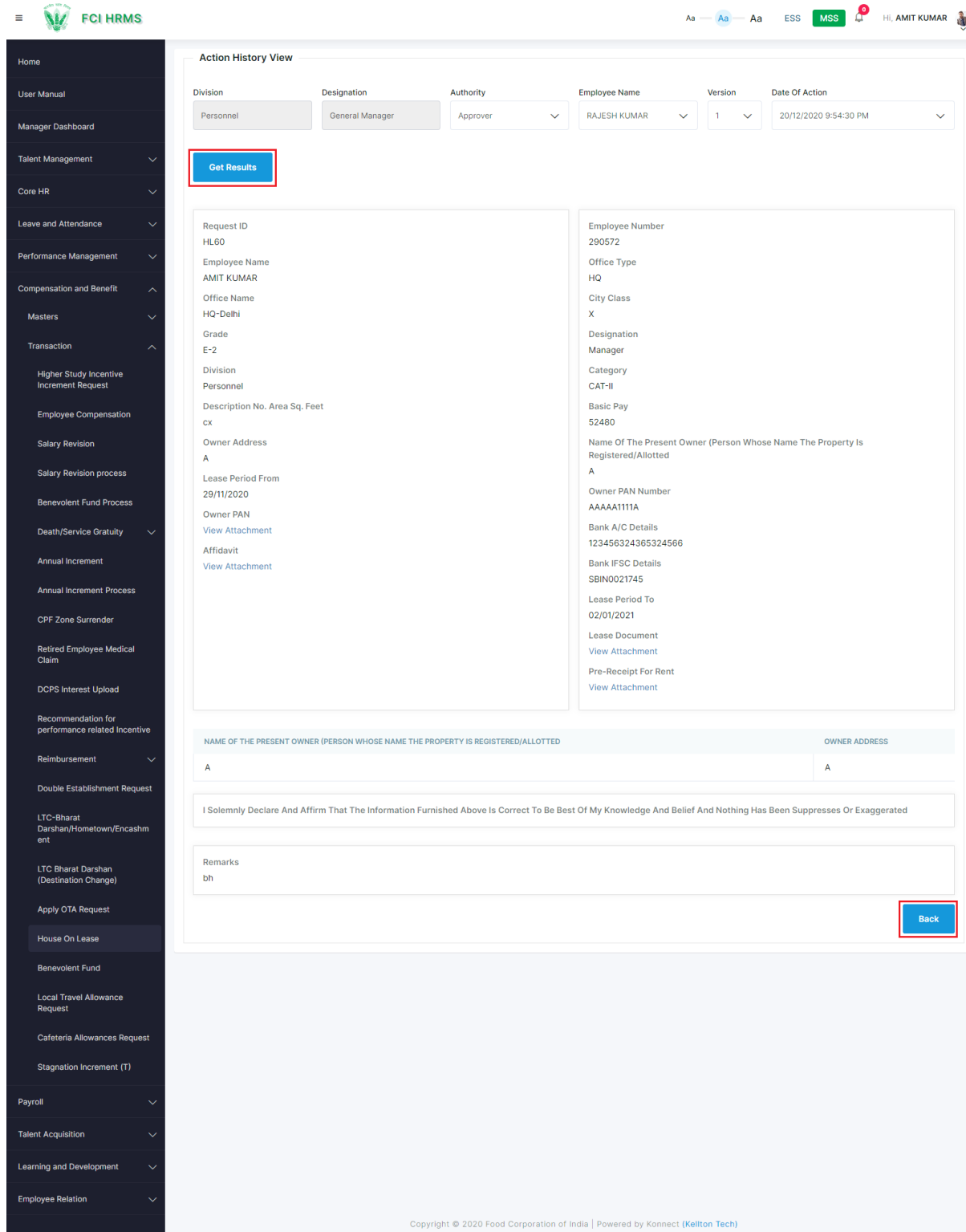
[Close](#)

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Figure 4-136: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-137.



**Action History View**

Division: Personnel Designation: General Manager Authority: Approver Employee Name: RAJESH KUMAR Version: 1 Date Of Action: 20/12/2020 9:54:30 PM

**Get Results**

Request ID HL60	Employee Number 290572
Employee Name AMIT KUMAR	Office Type HQ
Office Name HQ-Delhi	City Class X
Grade E-2	Designation Manager
Division Personnel	Category CAT-II
Description No. Area Sq. Feet cx	Basic Pay 52480
Owner Address A	Name Of The Present Owner (Person Whose Name The Property Is Registered/Allotted) A
Lease Period From 29/11/2020	Owner PAN Number AAAAA1111A
Owner PAN <a href="#">View Attachment</a>	Bank A/C Details 123456324365324566
Affidavit <a href="#">View Attachment</a>	Bank IFSC Details SBIN0021745
	Lease Period To 02/01/2021
	Lease Document <a href="#">View Attachment</a>
	Pre-Receipt For Rent <a href="#">View Attachment</a>

NAME OF THE PRESENT OWNER (PERSON WHOSE NAME THE PROPERTY IS REGISTERED/ALLOTTED) OWNER ADDRESS

A A



I Solemnly Declare And Affirm That The Information Furnished Above Is Correct To Be Best Of My Knowledge And Belief And Nothing Has Been Suppresses Or Exaggerated

Remarks  
bh

**Back**

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**Figure 4-137: Action History View**

- Click on  to apply the available filters.
- Click on  to exit the screen.

#### 4.25 Local Travel Allowance Request

Whenever any employee travels locally for the official purpose then he/she will be entitled for the reimbursement of the amount spent during the travel.

Step 1: Employee submits the request for Local Travel Allowance Request.

Step 2: Reviewing Authority receives the request for review.

Step 3: After approval from the Employee's Self Department, Finance Department receives the request for final approval.

Step 4: Employees receives the notification after approval

##### 4.25.1 Navigation

**Left Navigation:** Compensation and Benefits >> Local Travel Allowance

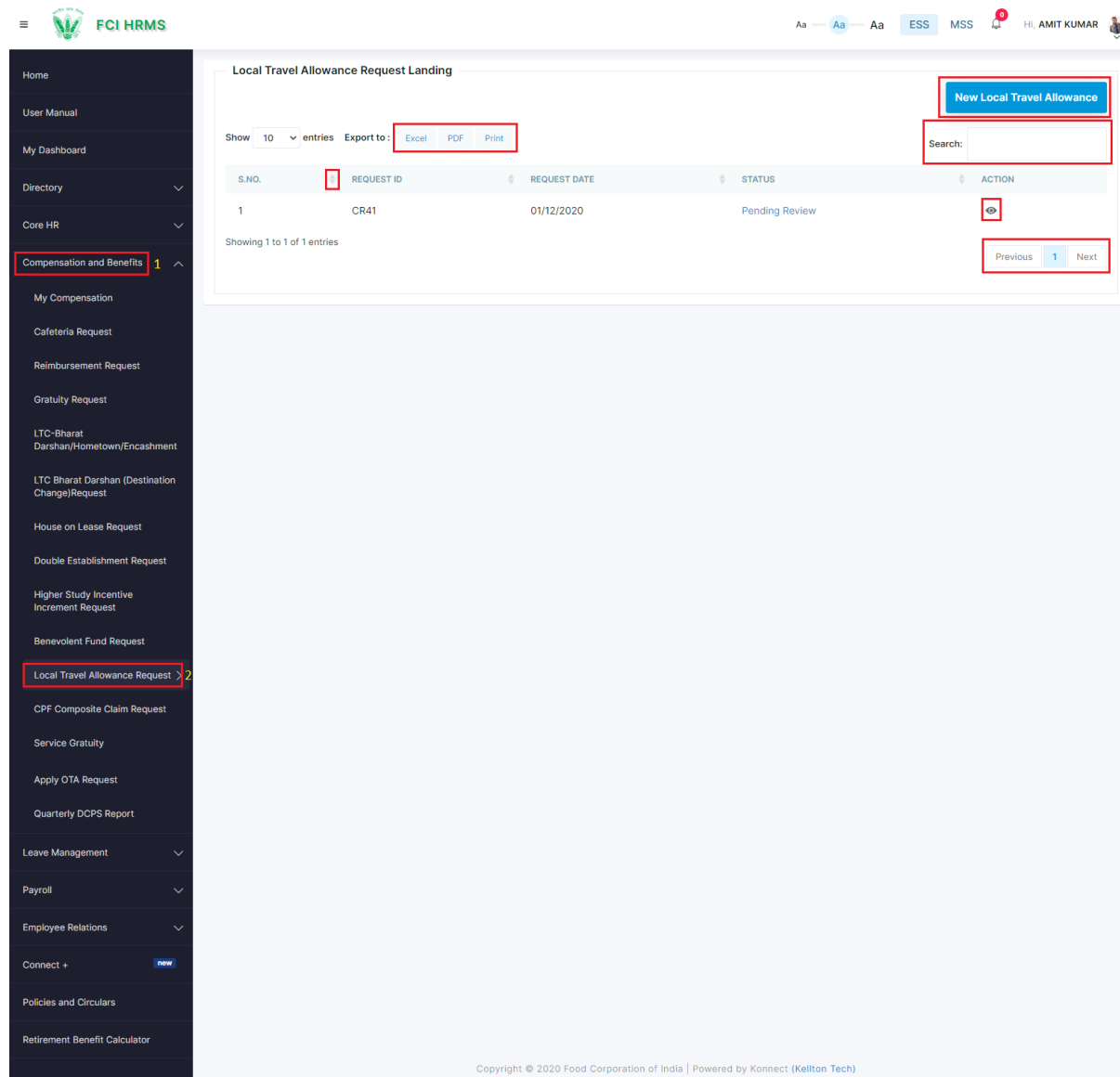
##### 4.25.2 SLA

10 Days

##### 4.25.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.26.1 to reach the Local Travel Allowance Request Landing Page as shown in Figure 4.138.





The screenshot displays the 'Local Travel Allowance Request Landing' page. The sidebar on the left contains various navigation links, with 'Local Travel Allowance Request' highlighted. The main content area features a table with columns: S.NO., REQUEST ID, REQUEST DATE, STATUS, and ACTION. A single entry is shown with S.NO. 1, REQUEST ID CR41, REQUEST DATE 01/12/2020, and STATUS Pending Review. The table is preceded by a 'Get Results' button and followed by pagination controls. Above the table, there are options to 'Show 10 entries' and 'Export to: Excel, PDF, Print'. A 'Search:' input field is also present. The top navigation bar includes links for 'Aa', 'ESS', 'MSS', and a user profile for 'HI, AMIT KUMAR'.

**Figure 4-138: Local Travel Allowance Request**

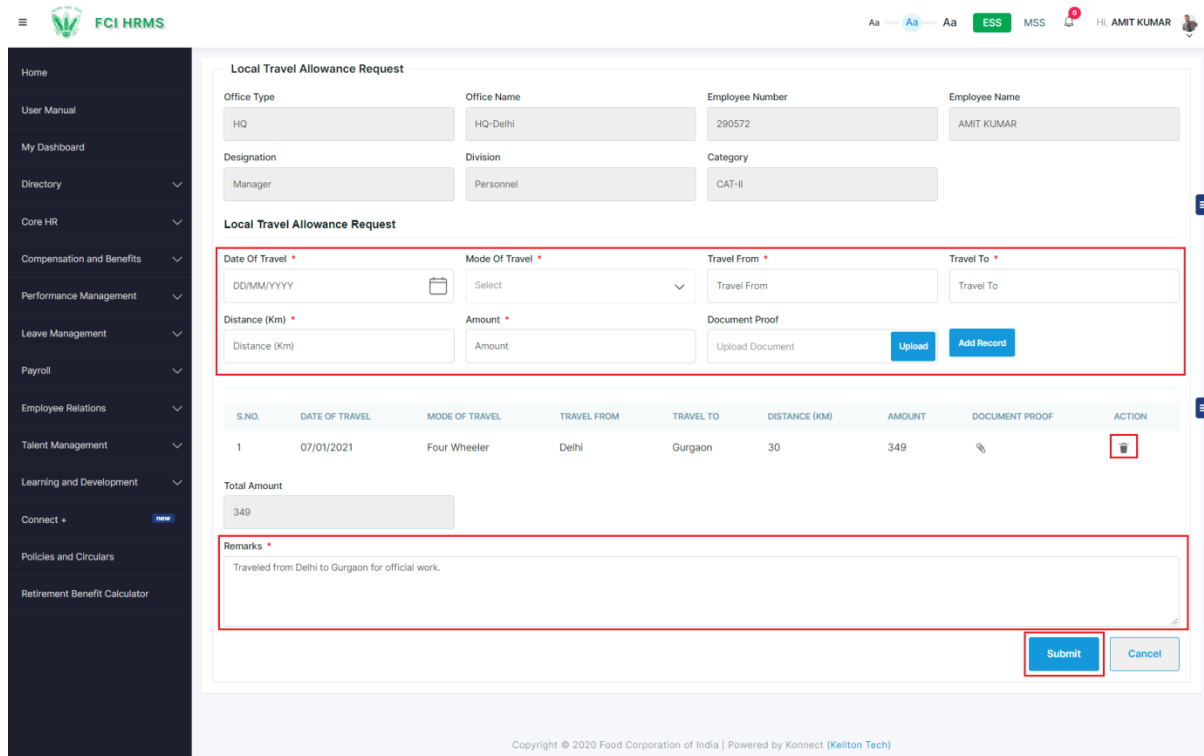
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, or **Print** to export the table records in Excel or PDF 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**, or **Next** to navigate table records.

- Click on **New Local Travel Allowance** to add a new Local Travel Allowance in the table as mentioned in Section 4.26.4 – Add Local Travel Allowance Request.

#### 4.25.4 Add Local Travel Allowance Request

Click on **New Local Travel Allowance** to open the Add Local Travel Allowance Request as shown in Figure 4-139.



**Local Travel Allowance Request**

Office Type: HQ, Office Name: HQ-Delhi, Employee Number: 290572, Employee Name: AMIT KUMAR

Designation: Manager, Division: Personnel, Category: CAT-II

**Local Travel Allowance Request**

S.NO.	DATE OF TRAVEL	MODE OF TRAVEL	TRAVEL FROM	TRAVEL TO	DISTANCE (KM)	AMOUNT	DOCUMENT PROOF	ACTION
1	07/01/2021	Four Wheeler	Delhi	Gurgaon	30	349		

Total Amount: 349

Remarks: Traveled from Delhi to Gurgaon for official work.

**Submit** **Cancel**

**Figure 4-139: Add Local Travel Allowance Request**

Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-140.

Success! Local Travel Allowance Request has been added successfully

Local Travel Allowance Request Landing

Show 10 entries Export to: Excel PDF Print Search:

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE
1		CR56	Pending Review	27/11/2020
2		CR57	Pending Review	27/11/2020
3		CR58	Pending Review	27/11/2020
4		CR59	Pending Review	02/12/2020
5		CR62	Pending Review	18/12/2020
6		CR63	Approved	18/12/2020
7		CR64	Pending Review	19/12/2020
8		CR66	Pending Review	05/01/2021
9		CR67	Pending Review	05/01/2021
10		CR68	Pending Review	13/01/2021

Showing 1 to 10 of 13 entries

Previous 1 2 Next

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**Figure 4-141: Local Travel Allowance Request Added**

The success will be displayed as

Success! Conveyance Reimbursement Request has been added successfully

## 4.25.5 Review Local Travel Allowance Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-142.

FCI HRMS

Aa

Aa

ESS

MSS

Hi AMITABH KUMAR

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Learning and Development

Performance Management

Leave and Attendance

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Employee Compensation

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

Local Travel Allowance Request Review Landing

Request From Date

Request To Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

All

All

Status

All

Get Results

Show

10

entries









Export to

Excel

PDF

Print

Search:

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION
1	 	CR41	Pending Review	23/09/2020	141836	BHIM RAM	Assistant Grade III (Personnel)
2	 	CR49	Pending Review	07/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)
3	 	CR43	Pending Review	07/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)
4	 	CR50	Pending Review	14/01/2021	300027	BIJAY KUMAR SINGH	Executive Director (Personnel)

Showing 1 to 4 of 4 entries


Previous

1

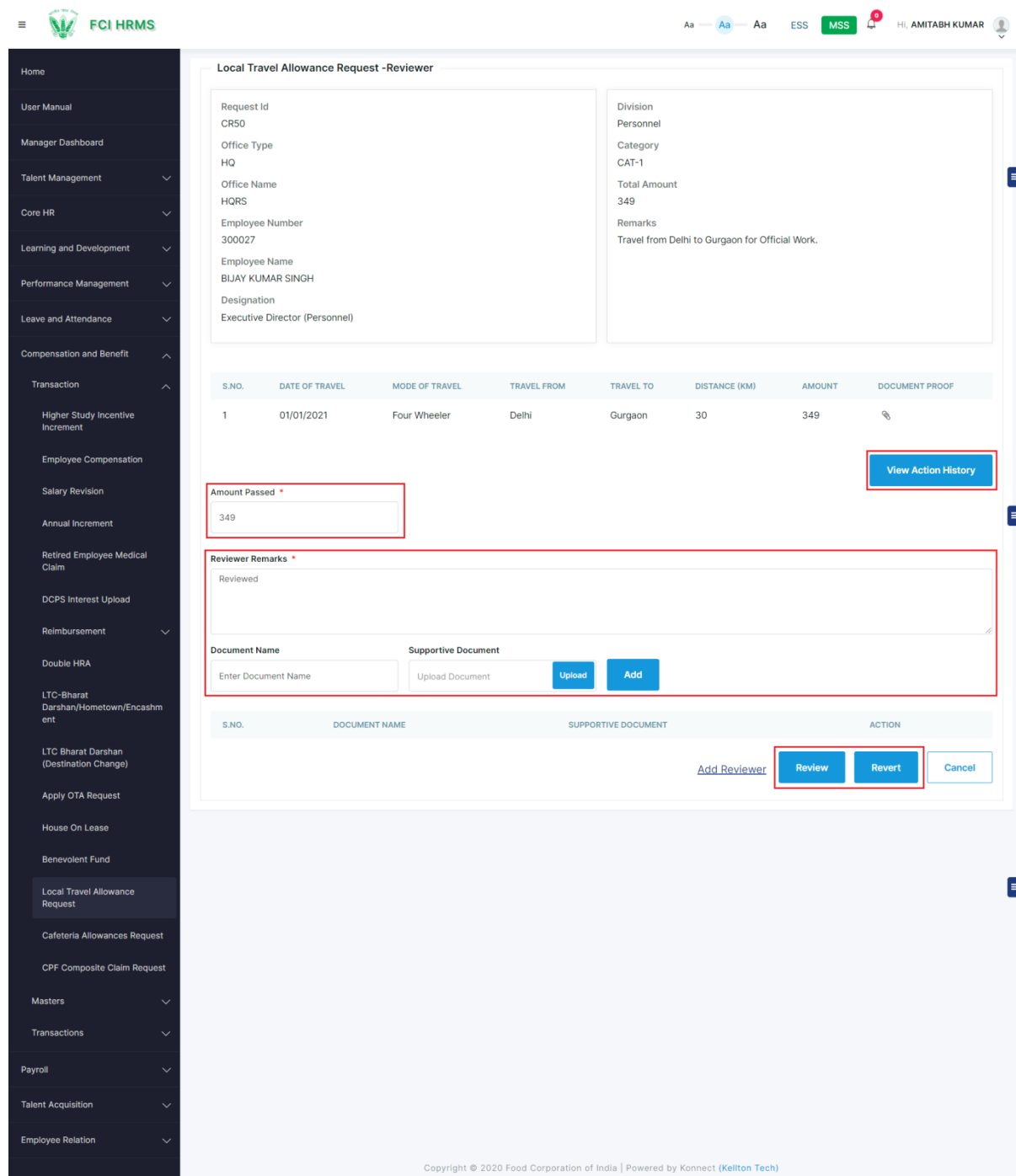
Next

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**Figure 4-142 Local Travel Allowance Request Reviewer Landing**

Click on  as shown in Figure 4-142, to land on Review Local Travel Allowance request as shown in Figure 4-143.

## 4.25.6 Review Local Travel Allowance



**Local Travel Allowance Request - Reviewer**

Request Id: CR50  
Office Type: HQ  
Office Name: HQRS  
Employee Number: 300027  
Employee Name: BIJAY KUMAR SINGH  
Designation: Executive Director (Personnel)

Division: Personnel  
Category: CAT-1  
Total Amount: 349  
Remarks: Travel from Delhi to Gurgaon for Official Work.

S.NO.	DATE OF TRAVEL	MODE OF TRAVEL	TRAVEL FROM	TRAVEL TO	DISTANCE (KM)	AMOUNT	DOCUMENT PROOF
1	01/01/2021	Four Wheeler	Delhi	Gurgaon	30	349	

Amount Passed: 349

Reviewer Remarks: Reviewed

Document Name: Enter Document Name  
Supportive Document: Upload Document [Upload] [Add]

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Review</a> <a href="#">Revert</a> <a href="#">Cancel</a>

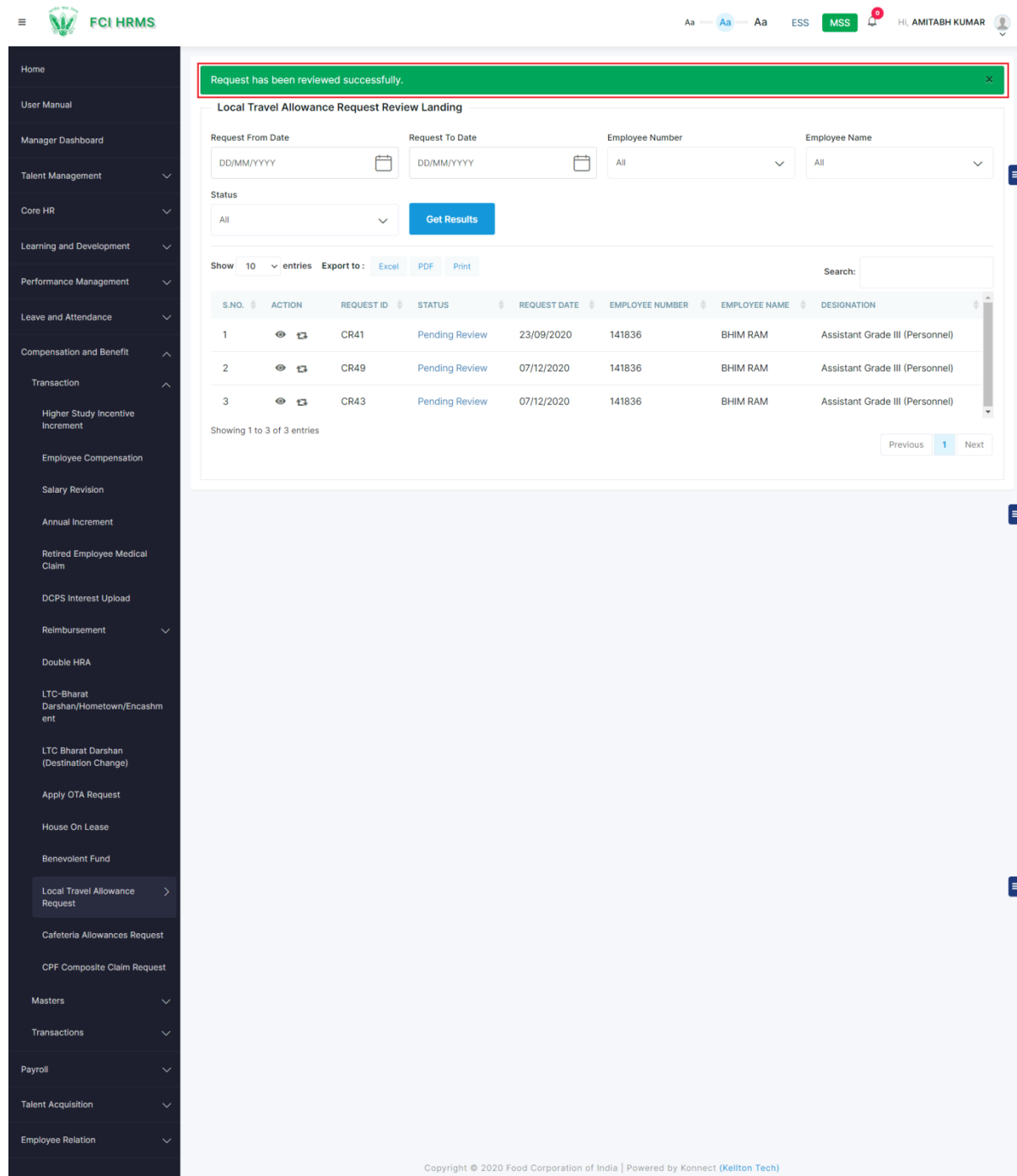
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**Figure 4-143: Local Travel Allowance Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-143.
- Click on [Review](#) to review the request and a success message will be displayed as shown in Figure 4.143.

- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.









Request has been reviewed successfully.

Local Travel Allowance Request Review Landing

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All **Get Results**

Show 10 entries Export to: Excel PDF Print Search:

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION
1	 	CR41	Pending Review	23/09/2020	141836	BHIM RAM	Assistant Grade III (Personnel)
2	 	CR49	Pending Review	07/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)
3	 	CR43	Pending Review	07/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)

Showing 1 to 3 of 3 entries

Previous 1 Next

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Figure 4-144: Local Travel Allowance Request Reviewed

The success will be displayed as



#### 4.25.7 Approve Local Travel Allowance -Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-145.

FCI HRMS

Aa

Aa

Aa

ESS

MSS

Hi, D V PRASAD

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Learning and Development

Performance Management

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

Local Travel Allowance Request Approver Landing

Request From Date

Request To Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

All

All

Status

All

Get Results

Show

10

entries



Export to:

Excel

PDF

Print

Search:

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION
1	 	CR50	Pending Approval	14/01/2021	300027	BIJAY KUMAR SINGH	Executive Director (Personnel)

Showing 1 to 1 of 1 entries


Previous

1

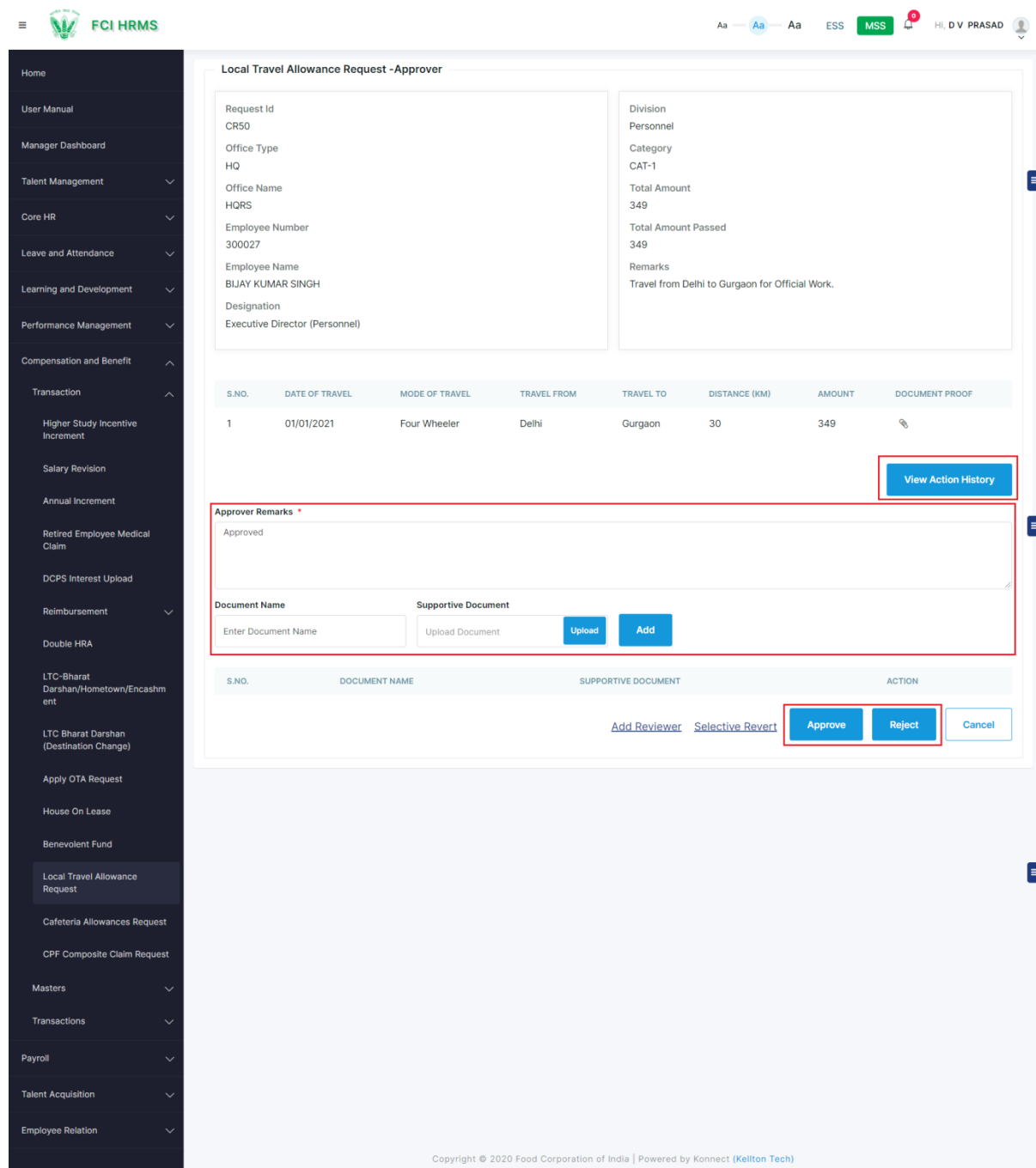
Next

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**Figure 4-145: Local Travel Allowance Request Approver's Landing**

Click on  as shown in Figure 4-145, to land on Approve Local Travel Allowance request as shown in Figure 4-146.


## 4.25.8 Approve Local Travel Allowance



**Local Travel Allowance Request - Approver**

Request Id: CR50  
Office Type: HQ  
Office Name: HQRS  
Employee Number: 300027  
Employee Name: BIJAY KUMAR SINGH  
Designation: Executive Director (Personnel)

Division: Personnel  
Category: CAT-1  
Total Amount: 349  
Total Amount Passed: 349  
Remarks: Travel from Delhi to Gurgaon for Official Work.

S.NO.	DATE OF TRAVEL	MODE OF TRAVEL	TRAVEL FROM	TRAVEL TO	DISTANCE (KM)	AMOUNT	DOCUMENT PROOF
1	01/01/2021	Four Wheeler	Delhi	Gurgaon	30	349	

[View Action History](#)

**Approver Remarks \***  
Approved

**Document Name**  
Enter Document Name

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Cancel</a>

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**Figure 4-146: Local Travel Allowance Request Approve**

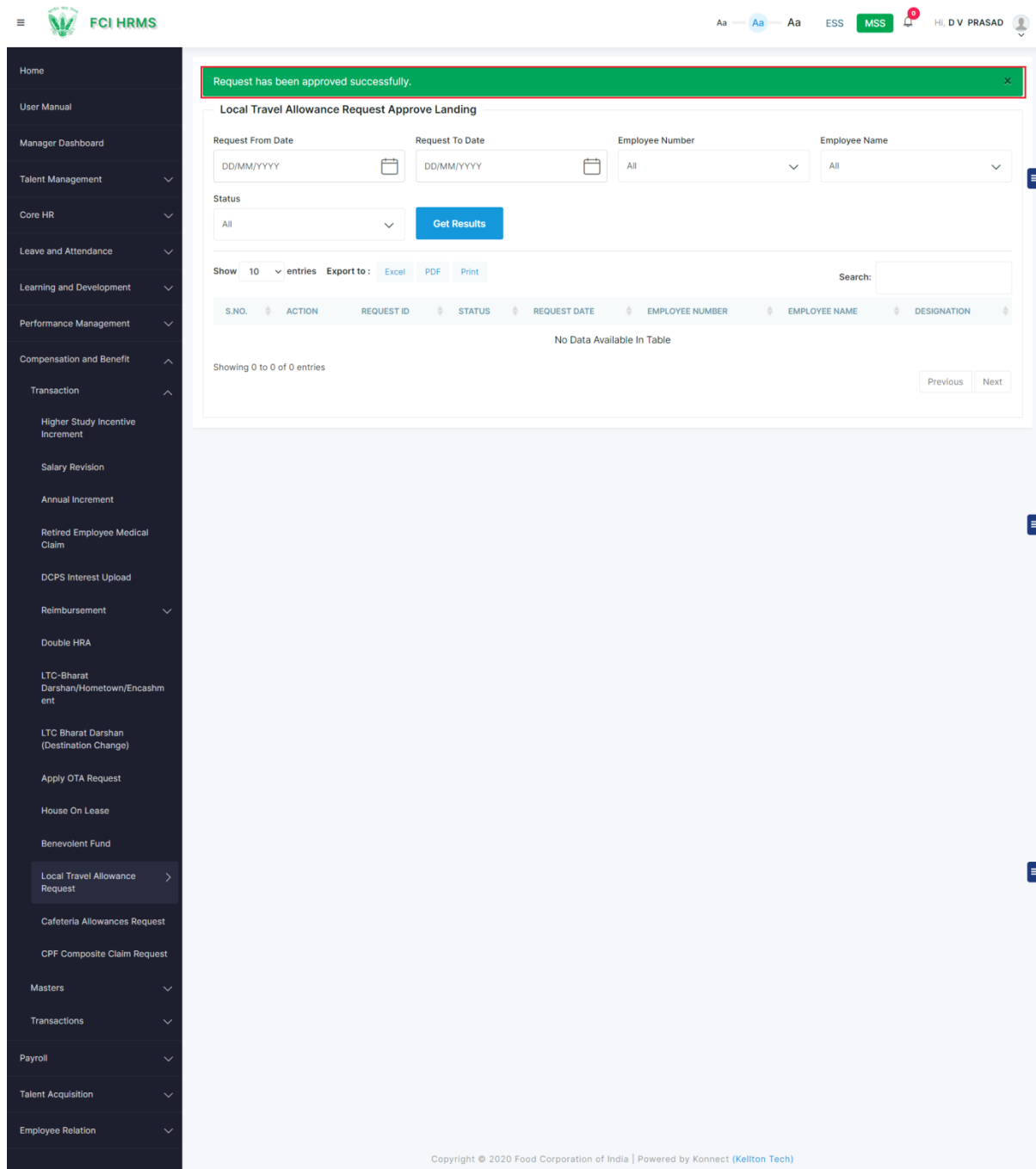
Approver shall be able to perform the following activities from the Approve Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-146.
- Click on [Approve](#) to approve the request, and a success message will be shown in the Local Travel Allowance Approver Landing Screen for approving the record as shown in Figure 4-146.



Reject

- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot shows the FCI HRMS interface. At the top, a green banner displays the message: "Request has been approved successfully." Below this, the page title is "Local Travel Allowance Request Approve Landing". The form includes fields for "Request From Date", "Request To Date", "Employee Number", and "Employee Name", each with a calendar icon. A "Status" dropdown is set to "All". A blue "Get Results" button is present. Below the form, there are options to "Show 10 entries" and "Export to: Excel, PDF, Print". A table with columns S.NO., ACTION, REQUEST ID, STATUS, REQUEST DATE, EMPLOYEE NUMBER, EMPLOYEE NAME, and DESIGNATION is shown, but it contains no data. The footer of the page reads: "Copyright © 2020 Food Corporation of India | Powered by Konnect (Keliton Tech)".

Figure 4-147: Local Travel Allowance Request Approved

The success will be displayed as

Success Request has been approved successfully.

#### 4.26 DCPS Interest Upload

Defined contribution (DC) Pension schemes are occupational pension schemes where your employee contributions and the employer's contributions are both invested and the proceeds used to buy a pension and/or other benefits at retirement.

In this process, once the Quarterly details of the LIC is received through the LIC Vendor the same can be uploaded into the system and after approval an employee can view his/her DCPS contribution details from his/her login.

Step 1: DCPS Vendor shares the employee wise DCPS Interest records to the Manage (DCPS).

Step 2: Manage (DCPS), after receiving the employee wise DCPS Interest Records and submits the request.

Step 3: AGM (DCPS), receives the request raised by the Manager (DCPS) and approves the same.

Step 4: Employees' balance gets updated with approved DCPS interest rate.

##### 4.26.1 Navigation

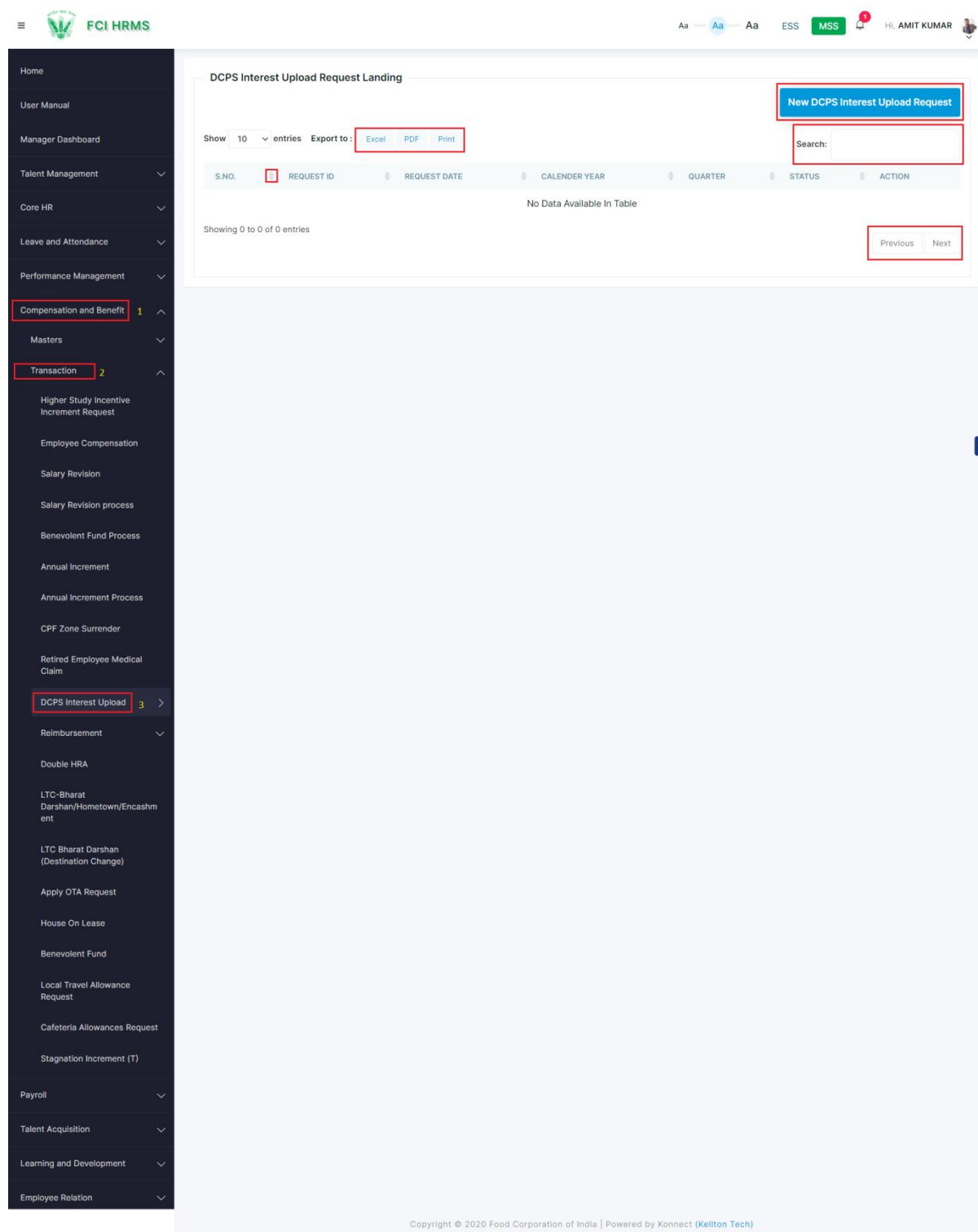
**Left Navigation:** Compensation and Benefits >> Transactions >> DCPS Interest Upload

##### 4.26.2 SLA

NA

##### 4.26.3 Landing Page


HRMS administrator shall traverse the navigation as mentioned in Section 4.27.1 to reach the DCPS Interest Upload Request Landing Page as shown in Figure 4.148.



**Figure 4-148: DCPS Interest Upload Request**

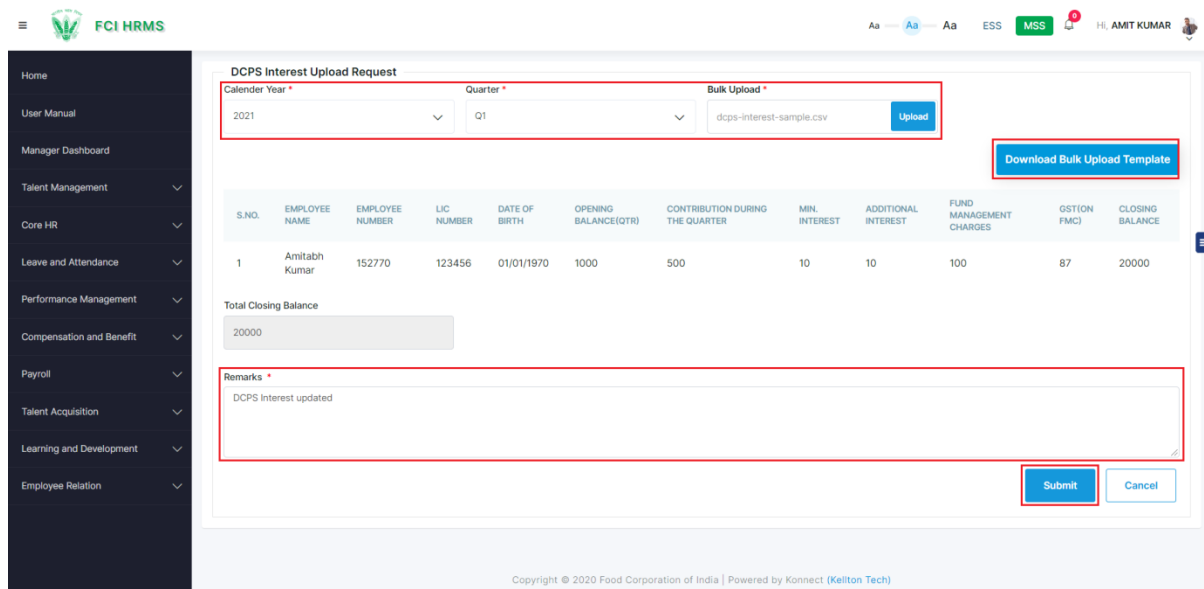
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, or **Print** to export the table records in Excel or PDF 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 [New DCPS Interest Upload Request](#) to add a new DCPS Interest Upload in the table as mentioned in Section 4.27.4 – Add DCPS Interest Upload Request.

#### 4.26.4 Add DCPS Interest Upload

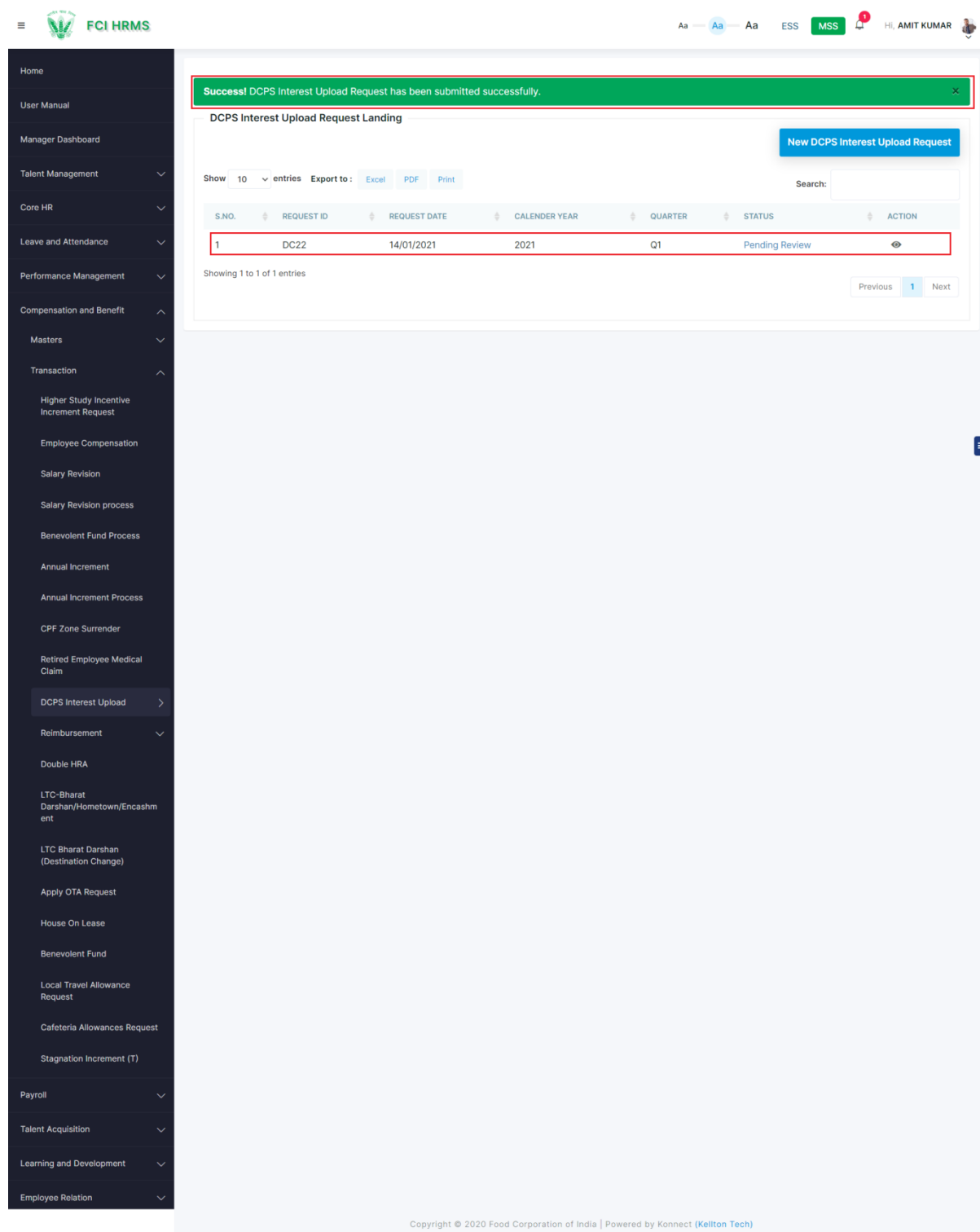
Click on [New DCPS Interest Upload Request](#) to open the Add DCPS Interest Upload Request as shown in Figure 4-149.



S.NO.	EMPLOYEE NAME	EMPLOYEE NUMBER	LIC NUMBER	DATE OF BIRTH	OPENING BALANCE(QTR)	CONTRIBUTION DURING THE QUARTER	MIN. INTEREST	ADDITIONAL INTEREST	FUND MANAGEMENT CHARGES	GST(ON FMC)	CLOSING BALANCE
1	Amitabh Kumar	152770	123456	01/01/1970	1000	500	10	10	100	87	20000

Figure 4-149: Add DCPS Interest Upload Request

Enter the details and click on [Submit](#) such that a success message will be shown for addition of a new record in the table as shown.



The screenshot shows the FCI HRMS interface. On the left is a dark sidebar with a menu. The main content area is titled 'DCPS Interest Upload Request Landing'. At the top, a green success message states: 'Success! DCPS Interest Upload Request has been submitted successfully.' Below this, there's a 'New DCPS Interest Upload Request' button. A table displays the request details:

S.NO.	REQUEST ID	REQUEST DATE	CALENDER YEAR	QUARTER	STATUS	ACTION
1	DC22	14/01/2021	2021	Q1	Pending Review	

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. The sidebar menu includes options like Home, User Manual, Manager Dashboard, Talent Management, Core HR, Leave and Attendance, Performance Management, Compensation and Benefit, Masters, Transaction, Higher Study Incentive Increment Request, Employee Compensation, Salary Revision, Salary Revision process, Benevolent Fund Process, Annual Increment, Annual Increment Process, CPF Zone Surrender, Retired Employee Medical Claim, DCPS Interest Upload (highlighted), Reimbursement, Double HRA, LTC-Bharat Darshan/Hometown/Encashment, LTC Bharat Darshan (Destination Change), Apply OTA Request, House On Lease, Benevolent Fund, Local Travel Allowance Request, Cafeteria Allowances Request, Stagnation Increment (T), Payroll, Talent Acquisition, Learning and Development, and Employee Relation.

**Figure 4-150: DCPS Interest Upload Added**

The success message will be displayed as:



## 4.27 Benevolent Fund

This process allows the Employee to request for the benevolent fund/ Welfare scheme/ Employee Funded Contributory Social Security Scheme. It consists of all the approval process required for disbursement of fund to employee.

- Step 1: Employee submits request for Benevolent Fund.
- Step 2: Manager (Pers), review the request and checks whether any detail is missing in the request form.
- Step 3: AGM (Bills), review the request details and Fund availability and outstanding recovery.
- Step 4: Benevolent Committee approves the request.
- Step 5: AGM (Bills), release the fund as per the approval received by the Benevolent Fund committee.

#### 4.27.1 Navigation

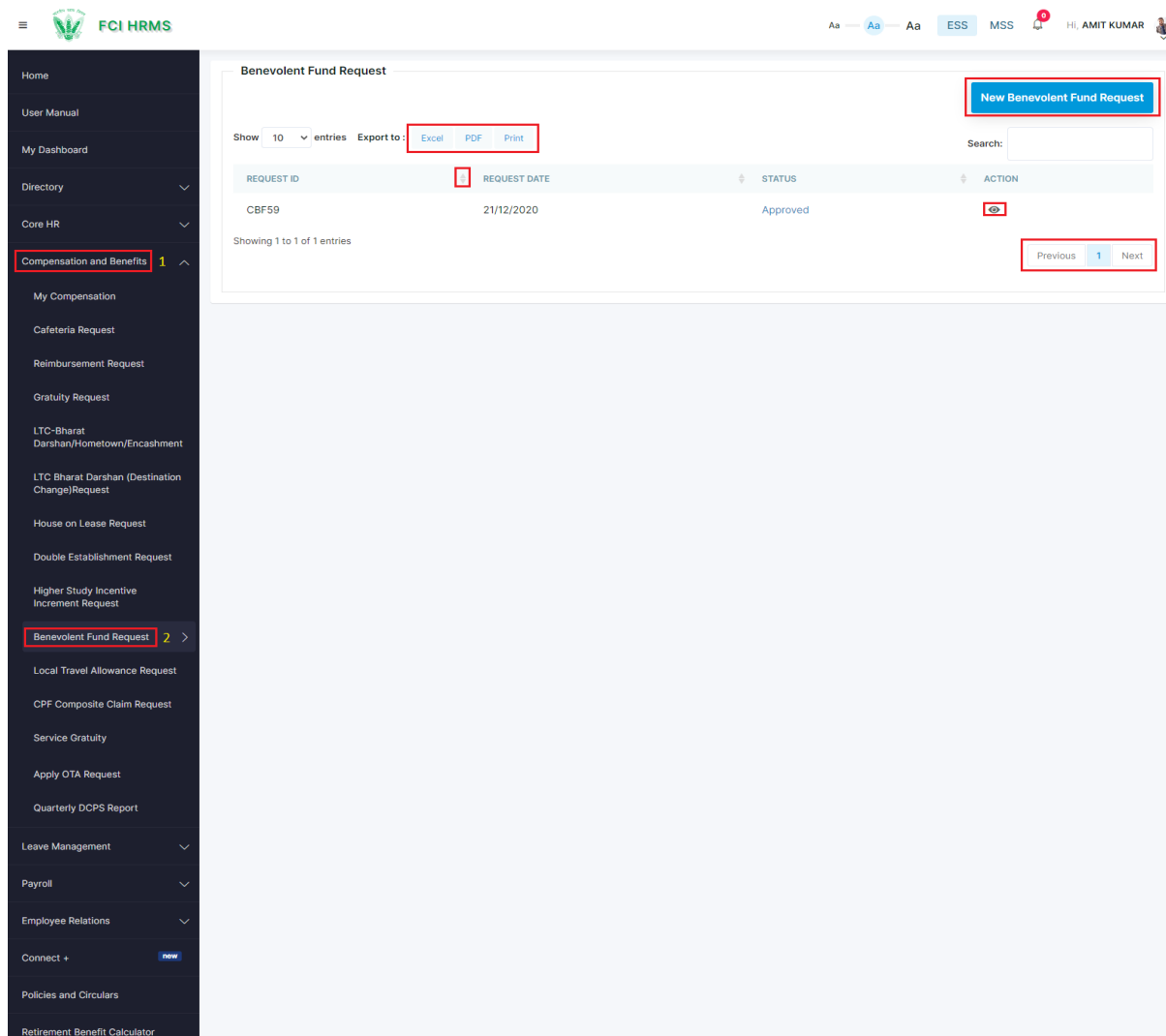
**Left Navigation:** Compensation and Benefits >> Benevolent Fund

#### 4.27.2 SLA

21 Days

#### 4.27.3 Landing Page


HRMS administrator shall traverse the navigation as mentioned in Section 4.28.1 to reach the Benevolent Fund Request Landing Page as shown in Figure 4.165.



The screenshot shows the FCI HRMS interface. On the left sidebar, 'Compensation and Benefits' is selected, and 'Benevolent Fund Request' is highlighted with a red box. The main content area is titled 'Benevolent Fund Request'. It features a 'New Benevolent Fund Request' button (highlighted with a red box), a search bar, and a table of requests. The table has columns for REQUEST ID, REQUEST DATE, STATUS, and ACTION. One entry is shown: REQUEST ID CBF59, REQUEST DATE 21/12/2020, STATUS Approved, and ACTION with a link icon (highlighted with a red box). Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' pagination controls (highlighted with a red box). The top right of the page shows user information: 'Hi, AMIT KUMAR'.

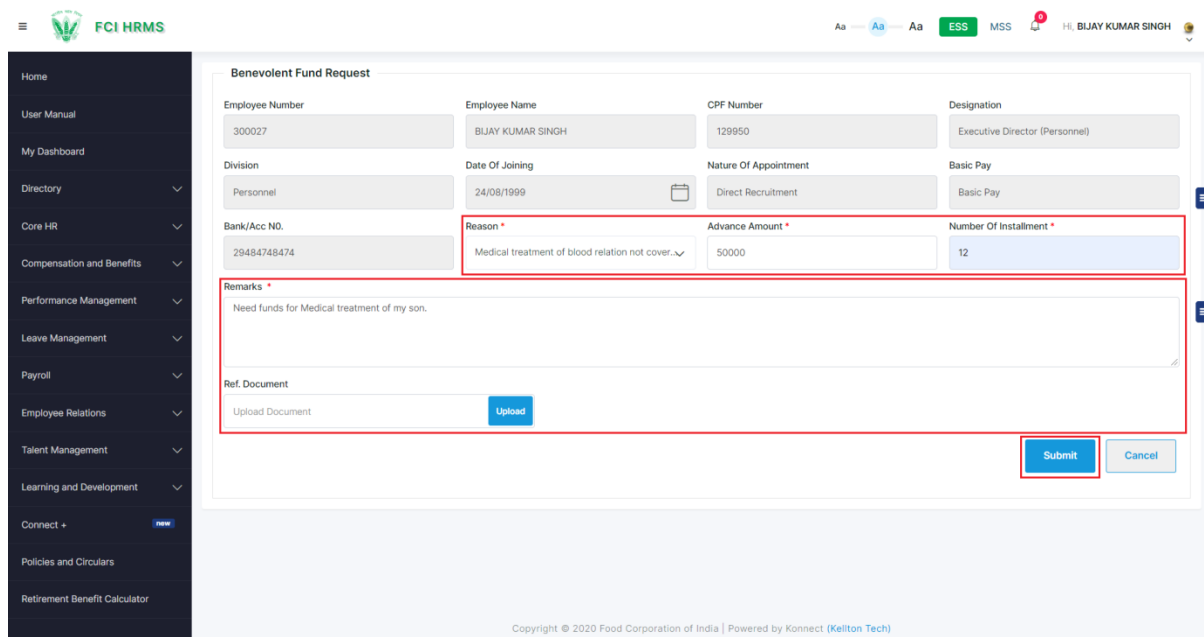
**Figure 4-151: Benevolent Fund Request**

HRMS administrator 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 **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 **New Benevolent Fund Request** to add a new Benevolent Fund in the table as mentioned in Section 4.28.4 – Add Benevolent Fund Request.

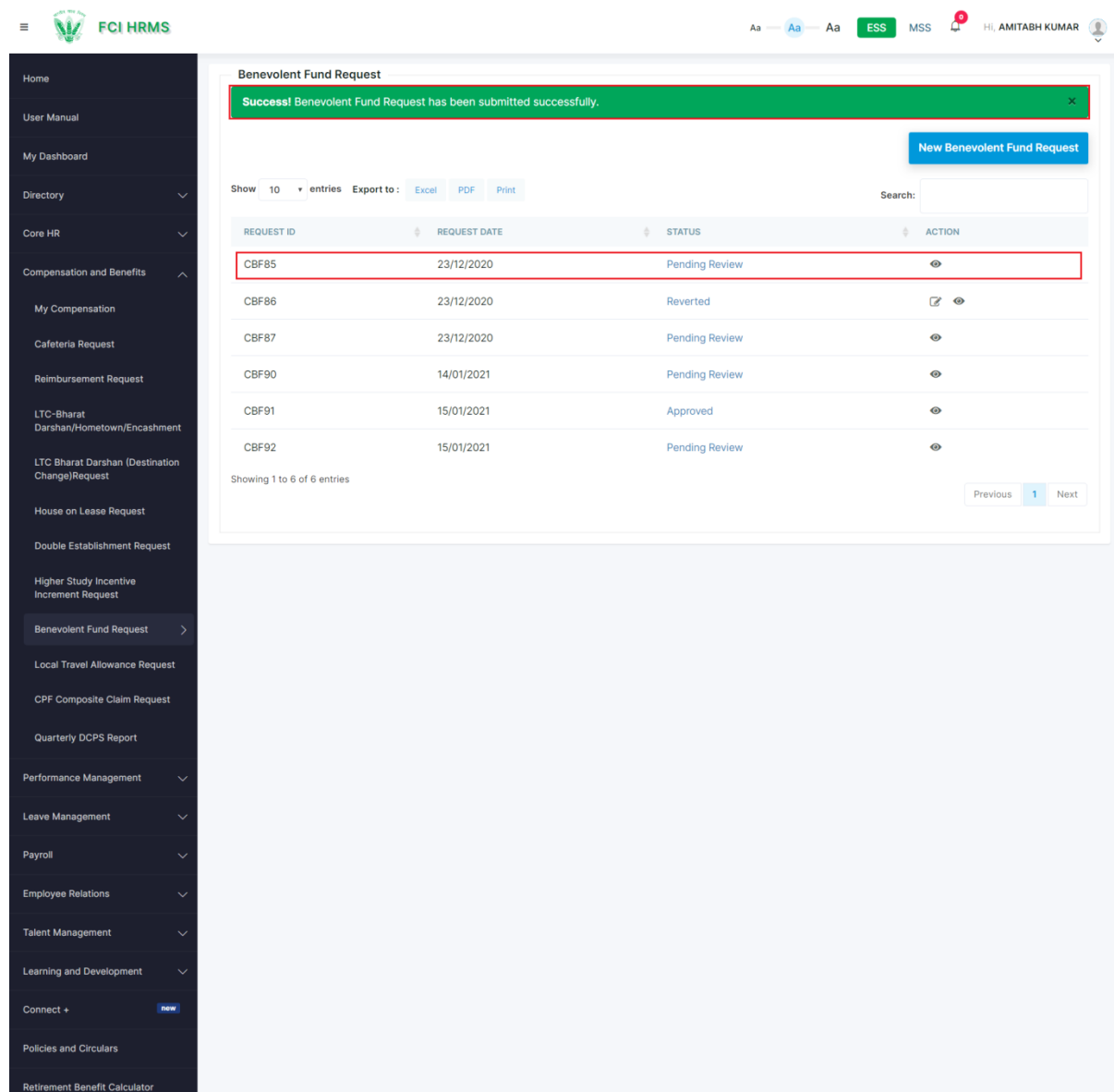
#### 4.27.4 Add Benevolent Fund

Click on **New Benevolent Fund Request** to open the Add Benevolent Fund Request as shown in Figure 4-152.



**Figure 4-152: Add Benevolent Fund Request**

Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-153.



**Benevolent Fund Request**

Success! Benevolent Fund Request has been submitted successfully.

[New Benevolent Fund Request](#)

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

REQUEST ID	REQUEST DATE	STATUS	ACTION
CBF85	23/12/2020	Pending Review	<a href="#">View</a>
CBF86	23/12/2020	Reverted	<a href="#">View</a>
CBF87	23/12/2020	Pending Review	<a href="#">View</a>
CBF90	14/01/2021	Pending Review	<a href="#">View</a>
CBF91	15/01/2021	Approved	<a href="#">View</a>
CBF92	15/01/2021	Pending Review	<a href="#">View</a>

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)

**Figure 4-153: Benevolent Fund Added**

The success message will be displayed as:



## 4.27.5 Review Benevolent Fund-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-154



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Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

Request From Date

DD/MM/YYYY

Request To Date

DD/MM/YYYY

Employee Number

All

Employee Name

All

Status

All

Get Results

Show

10

entries

Export to:

Excel

PDF

Print

Search:

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	CPF NUMBER	STATUS	ACTION
1	CBF91	15/01/2021	152770	AMITABH KUMAR	99100	Pending Review	
2	CBF90	14/01/2021	152770	AMITABH KUMAR	99100	Pending Review	
3	CBF89	24/12/2020	141836	BHIM RAM	100035	Pending Review	
4	CBF88	24/12/2020	141836	BHIM RAM	100035	Reverted	
5	CBF87	23/12/2020	152770	AMITABH KUMAR	99100	Pending Review	
6	CBF86	23/12/2020	152770	AMITABH KUMAR	99100	Reverted	
7	CBF85	23/12/2020	152770	AMITABH KUMAR	99100	Pending Review	
8	CBF84	23/12/2020	141836	BHIM RAM	100035	Pending Review	
9	CBF83	22/12/2020	141836	BHIM RAM	100035	Reverted	
10	CBF82	19/12/2020	141836	BHIM RAM	100035	Pending Review	

Showing 1 to 10 of 35 entries

Previous

1


2

3

4

Next

Figure 4-154 Benevolent Fund Request Reviewer Landing

Click on  as shown in Figure 4-154, to land on Review Benevolent Fund request as shown in Figure 4-155.

## 4.27.6 Review Benevolent Fund

**Benevolent Fund Request - Reviewer**

Request ID: CBF91  
Employee Name: AMITABH KUMAR  
Designation: Assistant General Manager (Personnel)  
Date Of Joining: 06/05/2006  
Basic Pay: 50000  
Reason: Medical treatment of blood relation not covered in Medical Health Scheme of the corporation  
Number Of Installment: 12

Employee Number: 152770  
CPF Number: 99100  
Division: Personnel  
Nature Of Appointment: Direct Recruitment  
Bank/Acc NO.: 2001547  
Advance Amount: 50000  
Ref. Document: View attachment

Remarks: Require fund for treatment of my son

Fund Available: -  
Sanction Amount: -

Number Of Installment \*: 12  
Interest Rate \*: 9.5  
Recovery Start Month \*: 01/02/2021  
Principal Amount: 4166.67

Interest Amount: 395.83  
EMI Amount: 4562.50

Fund Available \*: Yes  
Sanction Amount \*: 50000  
Calculate EMI

Reviewer Remarks \*: Reviewed

Document Name: Enter Document Name  
Supportive Document: Upload Document, Upload, Add

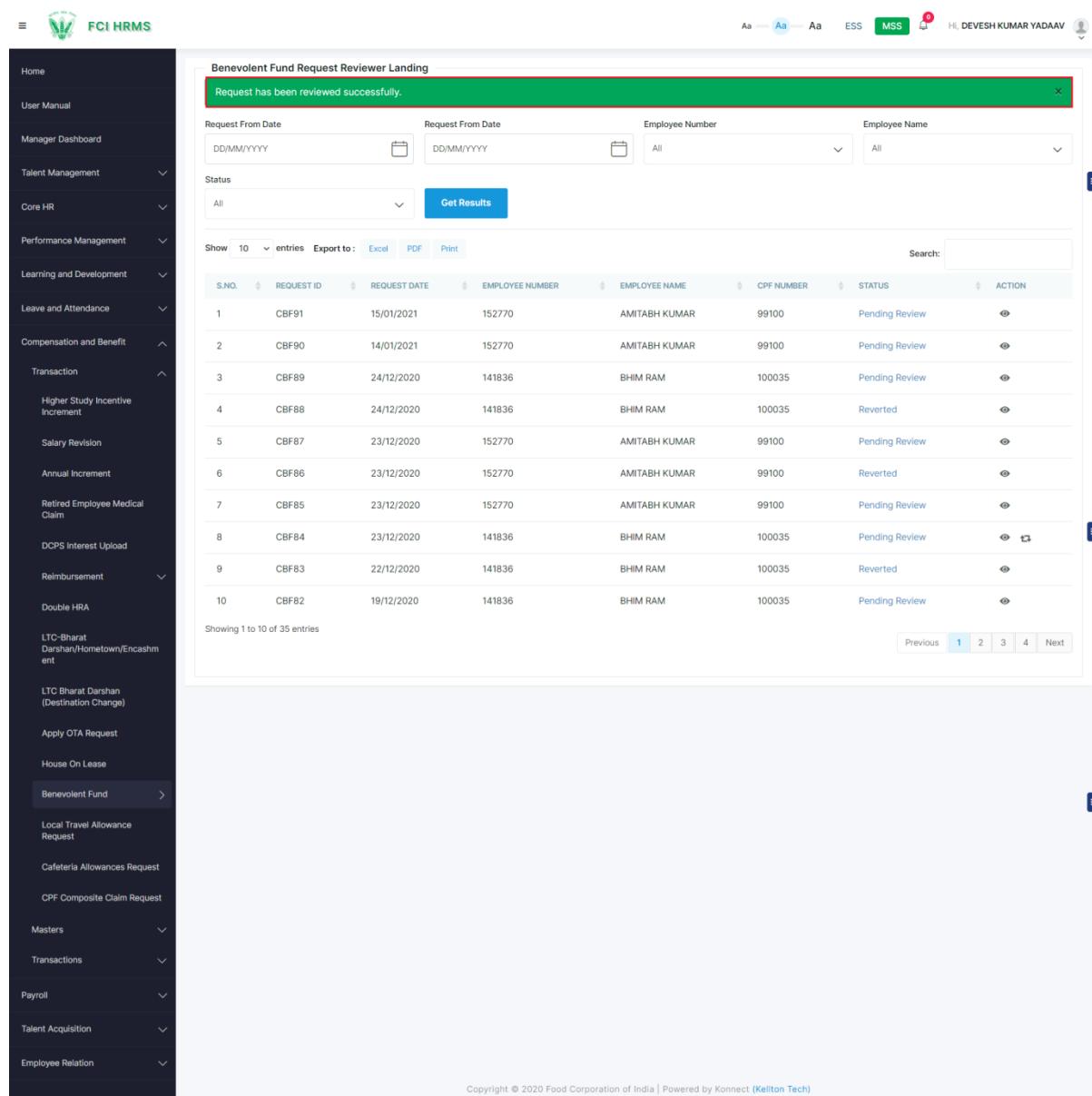
S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer, Review, Revert, Cancel

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**Figure 4-155: Benevolent Fund Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-155.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.156.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.



**Benevolent Fund Request Reviewer Landing**

Request has been reviewed successfully.

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All [Get Results](#)

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

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	CPF NUMBER	STATUS	ACTION
1	CBF91	15/01/2021	152770	AMITABH KUMAR	99100	Pending Review	<a href="#">View</a>
2	CBF90	14/01/2021	152770	AMITABH KUMAR	99100	Pending Review	<a href="#">View</a>
3	CBF89	24/12/2020	141836	BHIM RAM	100035	Pending Review	<a href="#">View</a>
4	CBF88	24/12/2020	141836	BHIM RAM	100035	Reverted	<a href="#">View</a>
5	CBF87	23/12/2020	152770	AMITABH KUMAR	99100	Pending Review	<a href="#">View</a>
6	CBF86	23/12/2020	152770	AMITABH KUMAR	99100	Reverted	<a href="#">View</a>
7	CBF85	23/12/2020	152770	AMITABH KUMAR	99100	Pending Review	<a href="#">View</a>
8	CBF84	23/12/2020	141836	BHIM RAM	100035	Pending Review	<a href="#">View</a> <a href="#">Print</a>
9	CBF83	22/12/2020	141836	BHIM RAM	100035	Reverted	<a href="#">View</a>
10	CBF82	19/12/2020	141836	BHIM RAM	100035	Pending Review	<a href="#">View</a>

Showing 1 to 10 of 35 entries

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**Figure 4-156: Benevolent Fund Request Reviewed**

The success will be displayed as

Success! Request has been approved successfully.

## 4.27.7 Approve Benevolent Fund-Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-157.

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As Aa ESS MSS D V PRASAD

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Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

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Payroll

Talent Acquisition

Employee Relation

Benevolent Fund Request Approver Landing

Request From Date

Request To Date

Employee Number

Employee Name

Status

Get Results

Show 10 entries

Export to: Excel PDF Print

Search:


S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	CPF NUMBER	STATUS	ACTION
1	CBF91	15/01/2021	152770	AMITABH KUMAR	99100	Pending Approval	
2	CBF90	14/01/2021	152770	AMITABH KUMAR	99100	Pending Review	
3	CBF89	24/12/2020	141836	BHIM RAM	100035	Pending Review	
4	CBF88	24/12/2020	141836	BHIM RAM	100035	Reverted	
5	CBF87	23/12/2020	152770	AMITABH KUMAR	99100	Pending Review	
6	CBF86	23/12/2020	152770	AMITABH KUMAR	99100	Reverted	
7	CBF85	23/12/2020	152770	AMITABH KUMAR	99100	Pending Review	
8	CBF84	23/12/2020	141836	BHIM RAM	100035	Pending Review	
9	CBF83	22/12/2020	141836	BHIM RAM	100035	Reverted	
10	CBF82	19/12/2020	141836	BHIM RAM	100035	Pending Review	

Showing 1 to 10 of 35 entries

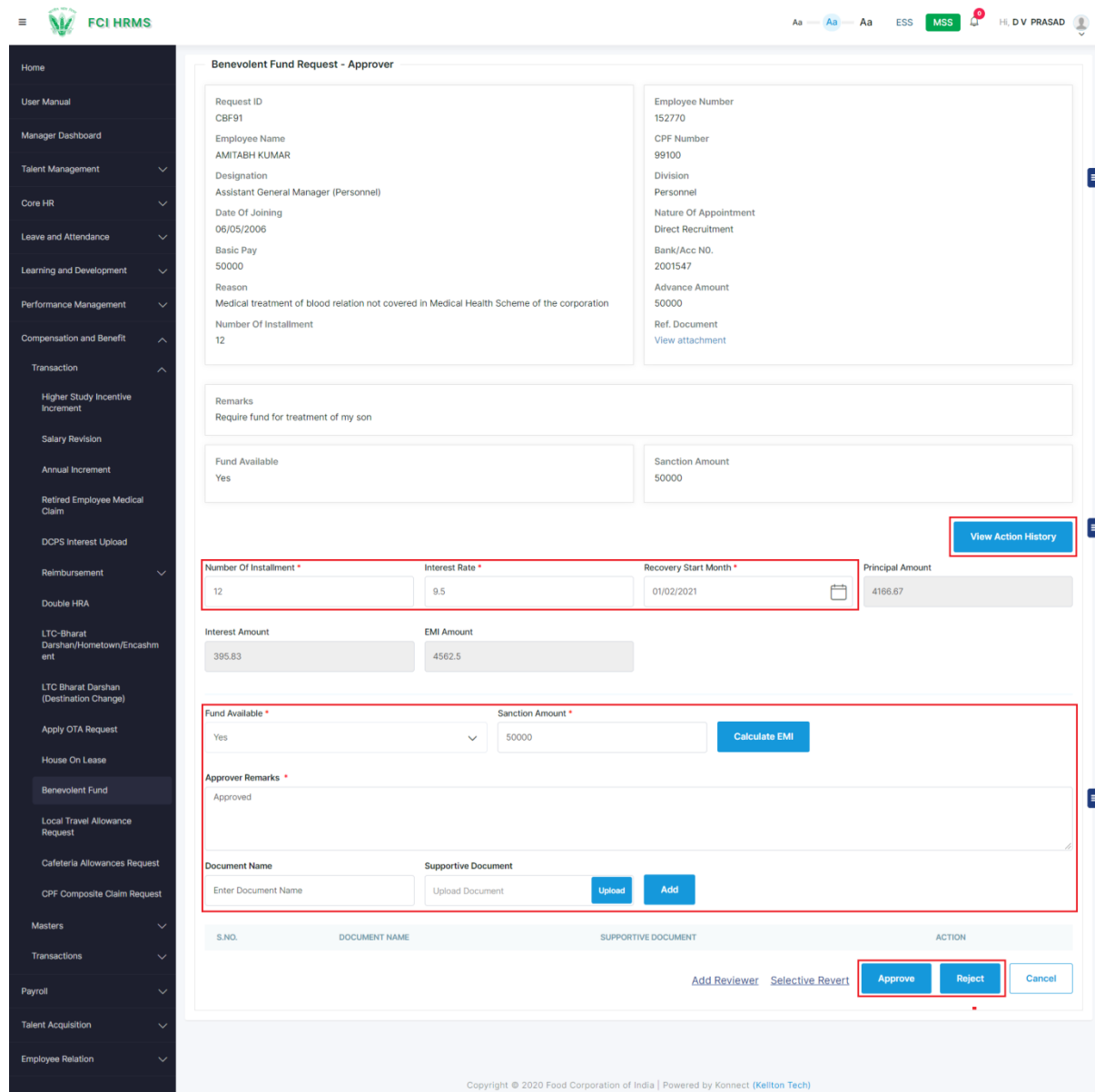
Previous 1 2 3 4 Next

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**Figure 4-157: Benevolent Fund Approver's Landing**

Click on  as shown in Figure 4-157, to land on Approve Benevolent Fund request as shown in Figure 4-158.

## 4.27.8 Approve Benevolent Fund



**Benevolent Fund Request - Approver**

Request ID: CBF91  
Employee Name: AMITABH KUMAR  
Designation: Assistant General Manager (Personnel)  
Date Of Joining: 06/05/2006  
Basic Pay: 50000  
Reason: Medical treatment of blood relation not covered in Medical Health Scheme of the corporation  
Number Of Installment: 12

Employee Number: 152770  
CPF Number: 99100  
Division: Personnel  
Nature Of Appointment: Direct Recruitment  
Bank/Acc No.: 2001547  
Advance Amount: 50000  
Ref. Document: View attachment

Remarks: Require fund for treatment of my son

Fund Available: Yes  
Sanction Amount: 50000

Number Of Installment \*: 12  
Interest Rate \*: 9.5  
Recovery Start Month \*: 01/02/2021  
Principal Amount: 4166.67

Interest Amount: 395.83  
EMI Amount: 4562.5

Fund Available \*: Yes  
Sanction Amount \*: 50000  
Calculate EMI

Approver Remarks \*: Approved

Document Name: Enter Document Name  
Supportive Document: Upload Document, Upload, Add

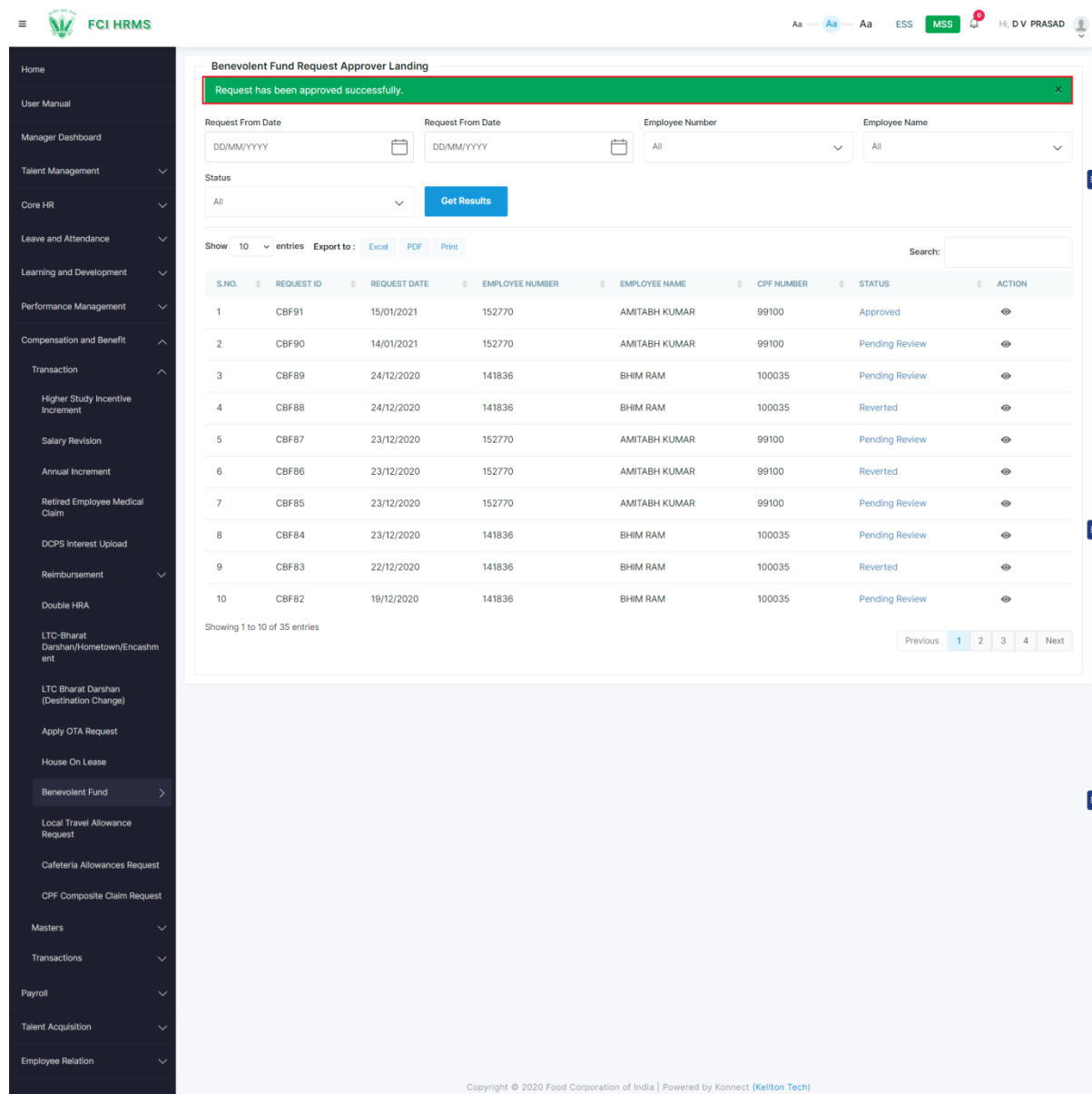
S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Cancel</a>

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Figure 4-158: Benevolent Fund Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-158.
- Click on [Approve](#) to approve the request, and a success message will be shown in the Benevolent Fund Approver Landing Screen for approving the record as shown in Figure 4-159.
- Click on [Reject](#) to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



**Benevolent Fund Request Approver Landing**

Request has been approved successfully.

Request From Date: DD/MM/YYYY Request From Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All [Get Results](#)

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

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	CPF NUMBER	STATUS	ACTION
1	CBF91	15/01/2021	152770	AMITABH KUMAR	99100	Approved	<a href="#">View</a>
2	CBF90	14/01/2021	152770	AMITABH KUMAR	99100	Pending Review	<a href="#">View</a>
3	CBF89	24/12/2020	141836	BHIM RAM	100035	Pending Review	<a href="#">View</a>
4	CBF88	24/12/2020	141836	BHIM RAM	100035	Reverted	<a href="#">View</a>
5	CBF87	23/12/2020	152770	AMITABH KUMAR	99100	Pending Review	<a href="#">View</a>
6	CBF86	23/12/2020	152770	AMITABH KUMAR	99100	Reverted	<a href="#">View</a>
7	CBF85	23/12/2020	152770	AMITABH KUMAR	99100	Pending Review	<a href="#">View</a>
8	CBF84	23/12/2020	141836	BHIM RAM	100035	Pending Review	<a href="#">View</a>
9	CBF83	22/12/2020	141836	BHIM RAM	100035	Reverted	<a href="#">View</a>
10	CBF82	19/12/2020	141836	BHIM RAM	100035	Pending Review	<a href="#">View</a>

Showing 1 to 10 of 35 entries

Previous [1](#) [2](#) [3](#) [4](#) Next

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**Figure 4-159: Benevolent Fund Request Approved**

The success message will be displayed as:



## 4.27.9 View Action History

Click on [View Action History](#) as shown in Figure 4-155 and 4-158, to navigate to View Action History page as shown in Figure 4-160.

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Annual Increment Process

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Retired Employee Medical Claim

DCPS Interest Upload

Recommendation for performance related incentive

Reimbursement

Double Establishment Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Version

All

From Date

DD/MM/YYYY

To Date

DD/MM/YYYY

Get Results

ID CBD92

Action History Report

Show 10 entries

Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries

Previous 1 Next

Competent Authority

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

Close

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Figure 4-160: Action History

## 4.28 CPF Composite Claim

Contributory Provident Fund (CPF) is a fund deducted from the employee's salary and equal share as employer contribution is paid by the corporation. The employee is entitled for temporary advance for construction/purchase of house/property.

In this process, how an employee can raise a request for CPF Composite Claim and the approval process for the same is explained.

- Step1: Employee submits the CPF Final Settlement request.
- Step2: AGM (Personnel) receives the request for review.
- Step3: CGM (CPF) receives the request for approval.
- Step4: Manager (Bills) process the payment.

#### 4.28.1 Navigation

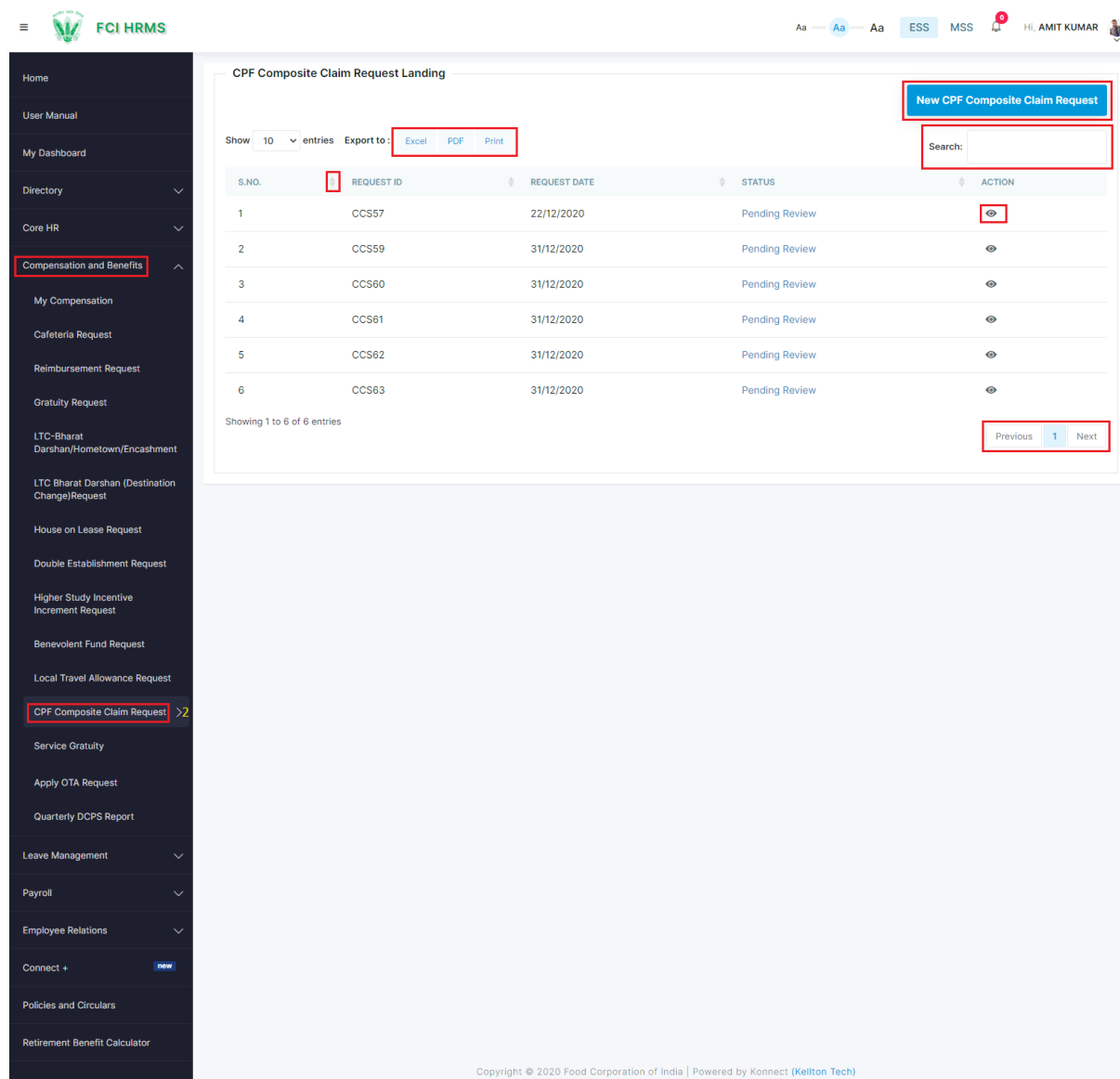
**Left Navigation:** Compensation and Benefits >> CPF Composite Claim

#### 4.28.2 SLA

25 Days

#### 4.28.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.29.1 to reach the CPF Composite Claim Request Landing Page as shown in Figure 4.161.



The screenshot displays the 'CPF Composite Claim Request Landing' page. On the left, a dark sidebar contains a navigation menu. The 'Compensation and Benefits' section is expanded, and 'CPF Composite Claim Request' is selected, indicated by a red box and a '>2' badge. The main content area features a table with the following data:







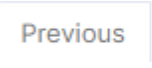



S.NO.	REQUEST ID	REQUEST DATE	STATUS	ACTION
1	CCS57	22/12/2020	Pending Review	
2	CCS59	31/12/2020	Pending Review	
3	CCS60	31/12/2020	Pending Review	
4	CCS61	31/12/2020	Pending Review	
5	CCS62	31/12/2020	Pending Review	
6	CCS63	31/12/2020	Pending Review	

Below the table, it says 'Showing 1 to 6 of 6 entries'. At the bottom right of the table area, there are 'Previous', '1', and 'Next' navigation links. Above the table, there are filters for 'Show 10 entries' and 'Export to: Excel PDF Print'. A 'New CPF Composite Claim Request' button is located in the top right corner of the table area. The top of the page shows the user 'HI, AMIT KUMAR' and system links like 'ESS' and 'MSS'.




Figure 4-161: CPF Composite Claim Request

HRMS administrator 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 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 CPF Composite Claim Request in the table as mentioned in Section 4.29.4 – Add CPF Composite Claim Request.

#### 4.28.4 Add CPF Settlement

Click on  to open the Add CPF Composite Claim Request as shown in Figure 4-162.

FCI HRMS

Home

User Manual

My Dashboard

Directory

Core HR

Compensation and Benefits

My Compensation

Cafeteria Request

Reimbursement Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)/Request

House on Lease Request

Double Establishment Request

Higher Study Incentive Increment Request

Benevolent Fund Request

Local Travel Allowance Request

CPF Composite Claim Request

Quarterly DCPS Report

Performance Management

Leave Management

Payroll

Employee Relations

Talent Management

Learning and Development

Connect +

Policies and Circulars

Retirement Benefit Calculator

Aa

Aa

Aa

ESS

MSS

Hi BIJAY KUMAR SINGH

CPF Composite Claim Request

FOOD CORPORATION OF INDIA, CPF TRUST

COMPOSITE CLAIM FORM

( CPF FINAL SETTLEMENT/CPF PART FINAL WITHDRAWAL/90% WITHDRAWAL/CPF TEMPORARY ADVANCE )

Claim Applied For \*

Temporary Advance

Name Of The Member \*

BIJAY KUMAR SINGH

Designation & Place Of Posting \*

Executive Director (Personnel)

Father's Name/Husband's Name \*

Charan Singh

Date Of Birth \*

13/06/1966

Basic Pay \*

45800

CPF Account Number \*

129950

Universal Account Number (UAN) \*

765467890987

Mobile Number \*

9034348080

Aadhaar Number \*

23435678975

Date Of Joining The FCI

24/08/1999

Retirement/Date Of Leaving Service

01/01/1970

Permanent Account Number(PAN)  
(Only In Case Of Service Less Than 5yrs) \*

AAAAA1111A

Purpose Of CPF Part Withdrawal/Temporary Advance \*

Illness of member/family

Other Purpose

Other Purpose

Amount \*

50000

No. Of Installments In Which Advance Is To Be Recovered \*

12

Temporary Advance Last Drawn, If Any \*

No

Amount Of Advance \*

0

Amount Re-Paid \*

0

Balance Outstanding \*

0

Amount Of 90% Part Final Drawn Previously Before Retirement, If Any

Amount of advance

Attachment

Upload Document

Upload

☐ The member hereby declares that he has not been employed for two month.
 ☒ In case the amount is used for any purpose other than stated above, I am liable to return the entire amount with penal interest.
 ☒ Certified that the particulars are true to the best of my knowledge.

NOTE

1. Purpose of CPF Part Final Withdrawal/Temporary Advance & documents required. The purpose may be following:-

i) Housing Loan/Purchase of site/house/flat or for construction/Addition alteration in existing house/Repayment of Housing Loan: No document is required. New Declaration From/Utilization Certificate required earlier has been discontinued.

ii) Marriage of self/son/daughter/brother/sister: No document/Marriage Card is required. iii) One year before retirement: 90% of total PF balance can be withdrawn. No document required.

iv) For CPF Temporary Advance please attach pay slip.


2. Income Tax (TDS) is deducted if the service is less than 5 year (60 month).

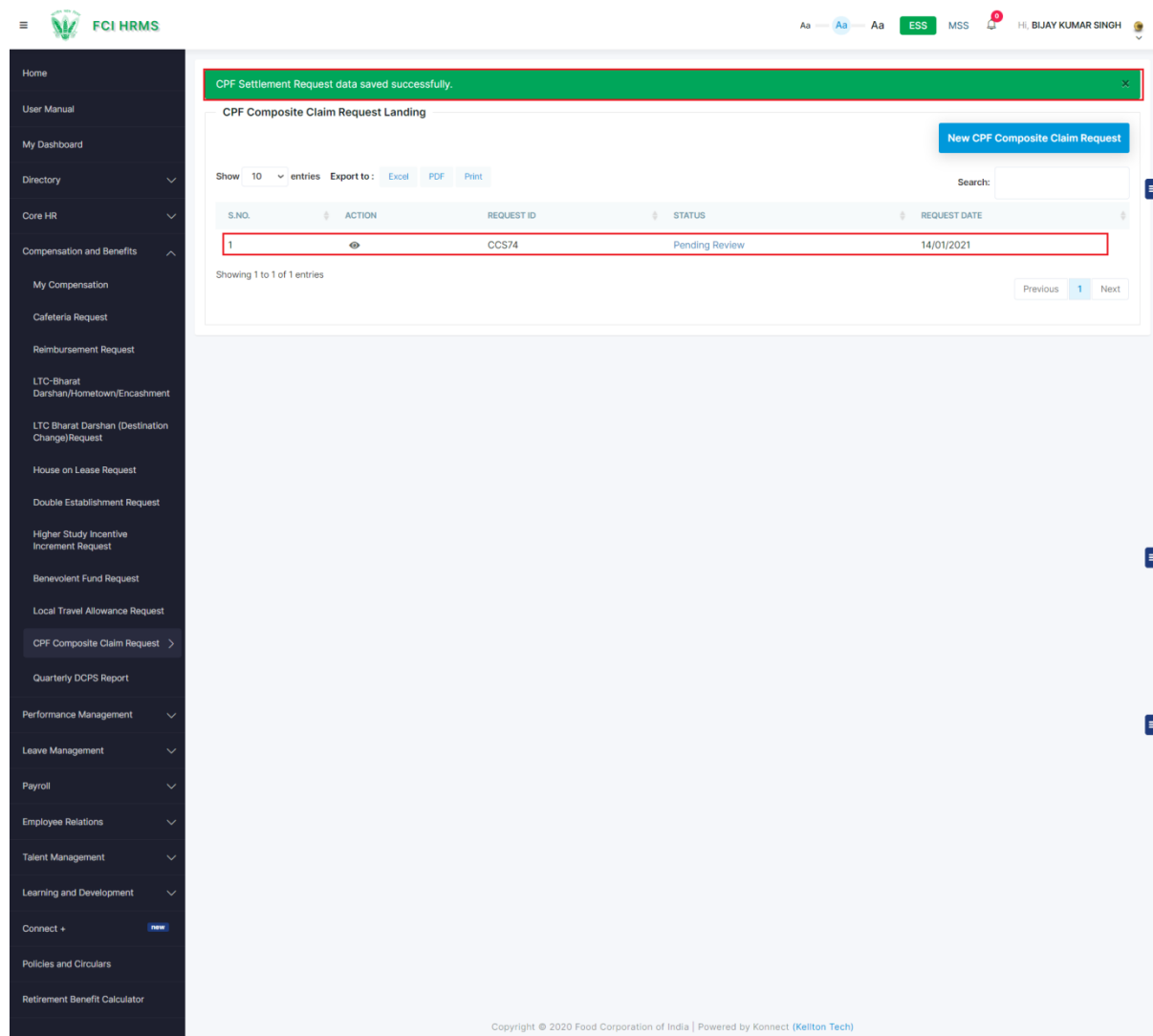
Submit

Cancel

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Figure 4-162: Add CPF Composite Claim Request

Enter the details and click on  such that a success message will be shown for addition of a new record in the table as shown in Figure 4-163.



**Figure 4-163: CPF Composite Claim Added**

The success message will be displayed as:



## 4.28.5 Review CPF Composite Claim-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-164.

FCI HRMS

Aa

Aa

ESS

MSS

Hi, AMITABH KUMAR

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Performance Management

Leave and Attendance

Learning and Development

Compensation and Benefit 1

Transaction 2

Higher Study Incentive Increment

Employee Compensation

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request 3

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

CPF Composite Claim Request Review Landing

Request From Date

Request To Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

All

All

Claim Applied For

Status

Get Results

All

All

Show 10 entries

Export to:

Excel

PDF

Print

Search:


S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE	CLAIM APPLIED FOR	EMPLOYEE NUMBER	EMPLOYEE NAME	CPF NUMBER
1		CCS47	Pending Review	25/09/2020	CPF Final Settlement	141836	BHIM RAM	100035

Showing 1 to 10 of 1 entries

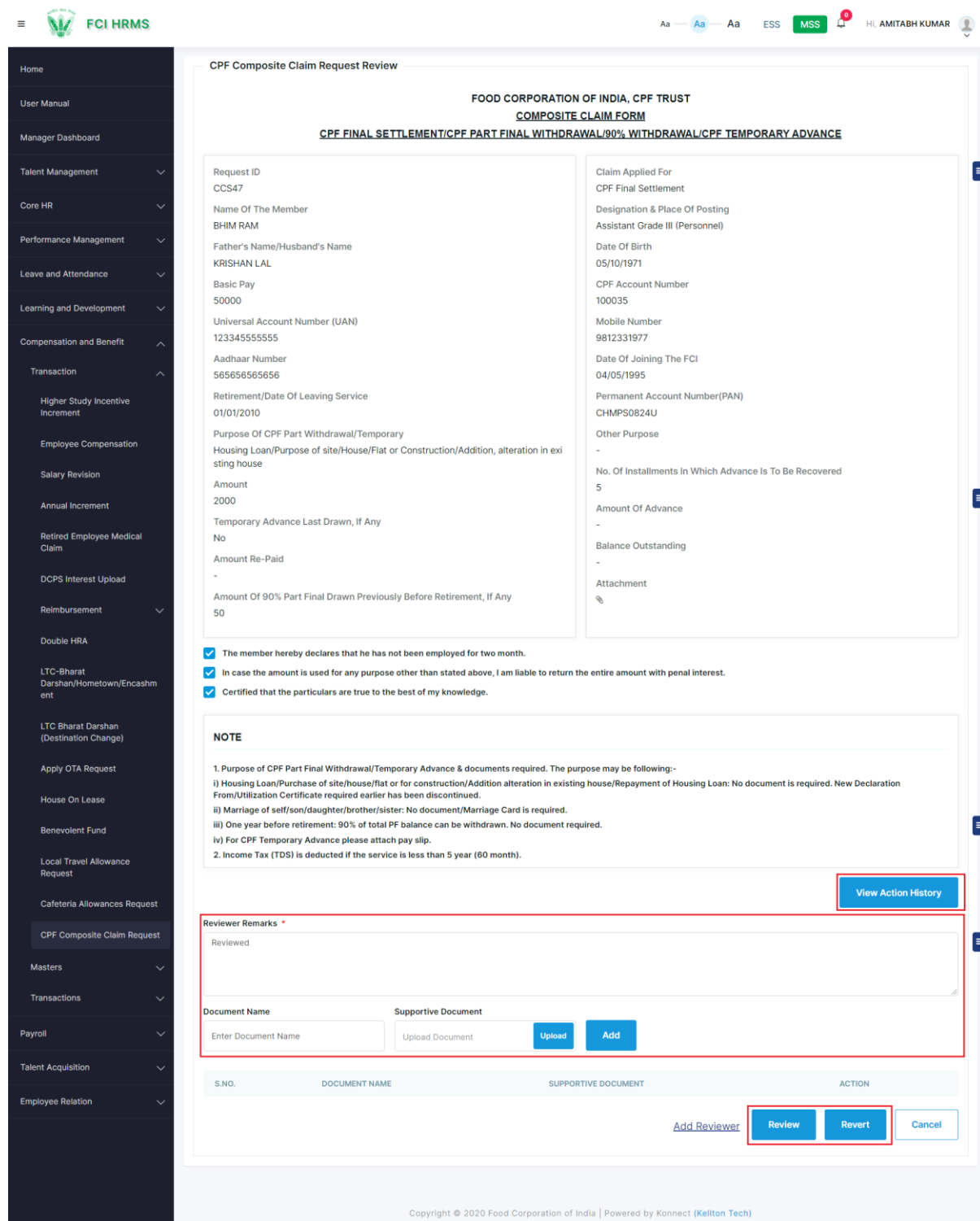
Previous 1 Next

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**Figure 4-164 CPF Composite Claim Request Reviewer Landing**


Click on  as shown in Figure 4-164, to land on Review CPF Composite Claim request as shown in Figure 4-165.

## 4.28.6 Review CPF Settlement



CPF Composite Claim Request Review

FOOD CORPORATION OF INDIA, CPF TRUST  
**COMPOSITE CLAIM FORM**  
CPF FINAL SETTLEMENT/CPF PART FINAL WITHDRAWAL/90% WITHDRAWAL/CPF TEMPORARY ADVANCE

Request ID CCS47	Claim Applied For CPF Final Settlement
Name Of The Member BHIM RAM	Designation & Place Of Posting Assistant Grade III (Personnel)
Father's Name/Husband's Name KRISHAN LAL	Date Of Birth 05/10/1971
Basic Pay 50000	CPF Account Number 100035
Universal Account Number (UAN) 12334555555	Mobile Number 9812331977
Aadhaar Number 5656565656	Date Of Joining The FCI 04/05/1995
Retirement/Date Of Leaving Service 01/01/2010	Permanent Account Number(PAN) CHMPS0824J
Purpose Of CPF Part Withdrawal/Temporary Housing Loan/Purpose of site/House/Flat or Construction/Addition, alteration in existing house	Other Purpose -
Amount 2000	No. Of Installments In Which Advance Is To Be Recovered 5
Temporary Advance Last Drawn, If Any No	Amount Of Advance -
Amount Re-Paid -	Balance Outstanding -
Amount Of 90% Part Final Drawn Previously Before Retirement, If Any 50	Attachment 

☒ The member hereby declares that he has not been employed for two month.

☒ In case the amount is used for any purpose other than stated above, I am liable to return the entire amount with penal interest.

☒ Certified that the particulars are true to the best of my knowledge.

**NOTE**

1. Purpose of CPF Part Final Withdrawal/Temporary Advance & documents required. The purpose may be following:-  
i) Housing Loan/Purchase of site/house/flat or for construction/Addition alteration in existing house/Repayment of Housing Loan: No document is required. New Declaration From/Utilization Certificate required earlier has been discontinued.  
ii) Marriage of self/son/daughter/brother/sister: No document/Marriage Card is required.  
iii) One year before retirement: 90% of total PF balance can be withdrawn. No document required.  
iv) For CPF Temporary Advance please attach pay slip.  
2. Income Tax (TDS) is deducted if the service is less than 5 year (60 month).

[View Action History](#)

**Reviewer Remarks \***

Reviewed


Document Name:  Supportive Document:

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <input type="button" value="Review"/> <input type="button" value="Revert"/> <input type="button" value="Cancel"/>

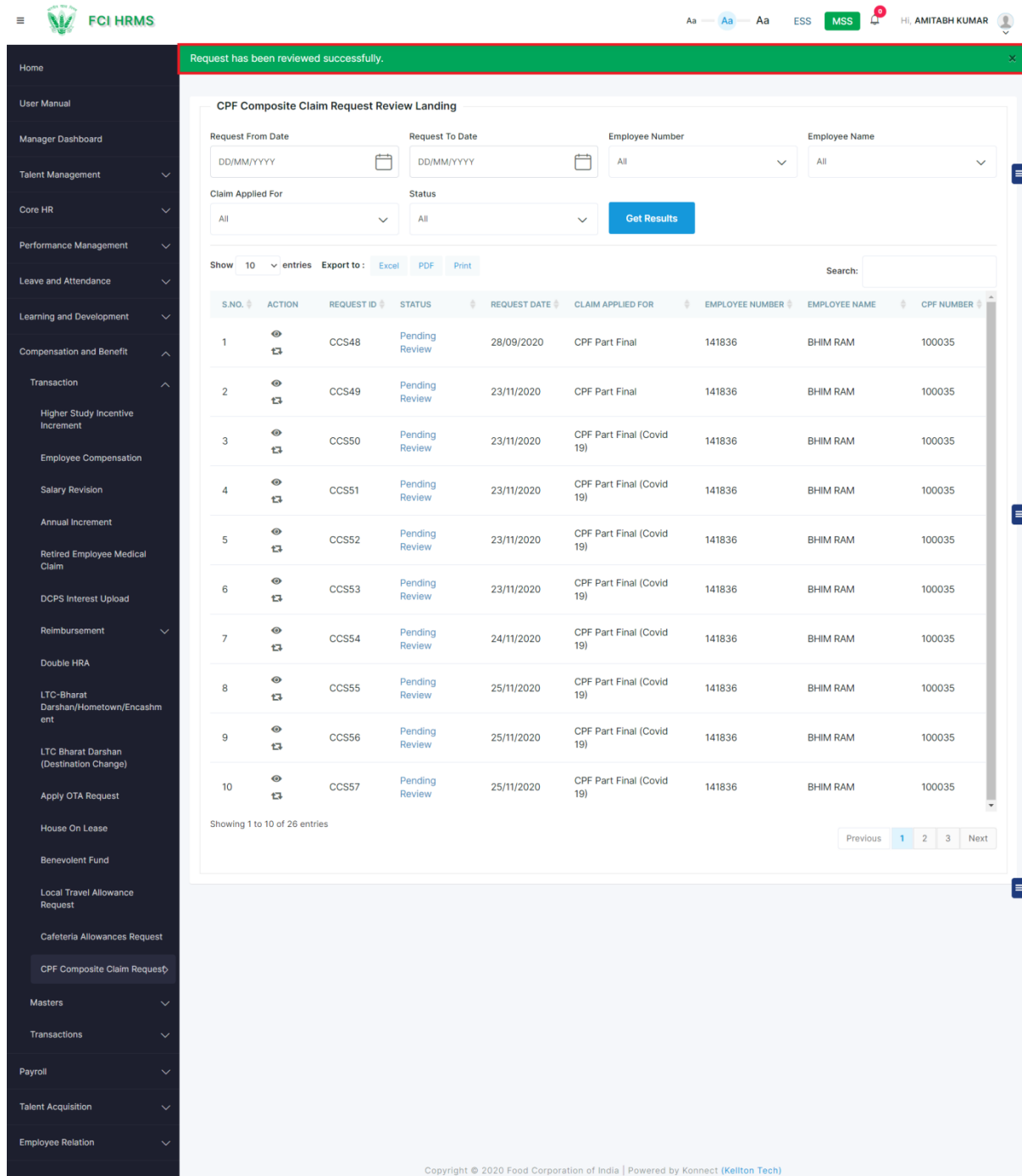
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Figure 4-165: CPF Composite Claim Request Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on  to view the action taken on the request as shown in Figure 4-165.

- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.166.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.



Request has been reviewed successfully.

CPF Composite Claim Request Review Landing

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Claim Applied For: All Status: All **Get Results**

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

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE	CLAIM APPLIED FOR	EMPLOYEE NUMBER	EMPLOYEE NAME	CPF NUMBER
1		CCS48	Pending Review	28/09/2020	CPF Part Final	141836	BHIM RAM	100035
2		CCS49	Pending Review	23/11/2020	CPF Part Final	141836	BHIM RAM	100035
3		CCS50	Pending Review	23/11/2020	CPF Part Final (Covid 19)	141836	BHIM RAM	100035
4		CCS51	Pending Review	23/11/2020	CPF Part Final (Covid 19)	141836	BHIM RAM	100035
5		CCS52	Pending Review	23/11/2020	CPF Part Final (Covid 19)	141836	BHIM RAM	100035
6		CCS53	Pending Review	23/11/2020	CPF Part Final (Covid 19)	141836	BHIM RAM	100035
7		CCS54	Pending Review	24/11/2020	CPF Part Final (Covid 19)	141836	BHIM RAM	100035
8		CCS55	Pending Review	25/11/2020	CPF Part Final (Covid 19)	141836	BHIM RAM	100035
9		CCS56	Pending Review	25/11/2020	CPF Part Final (Covid 19)	141836	BHIM RAM	100035
10		CCS57	Pending Review	25/11/2020	CPF Part Final (Covid 19)	141836	BHIM RAM	100035

Showing 1 to 10 of 26 entries

Previous 1 2 3 Next

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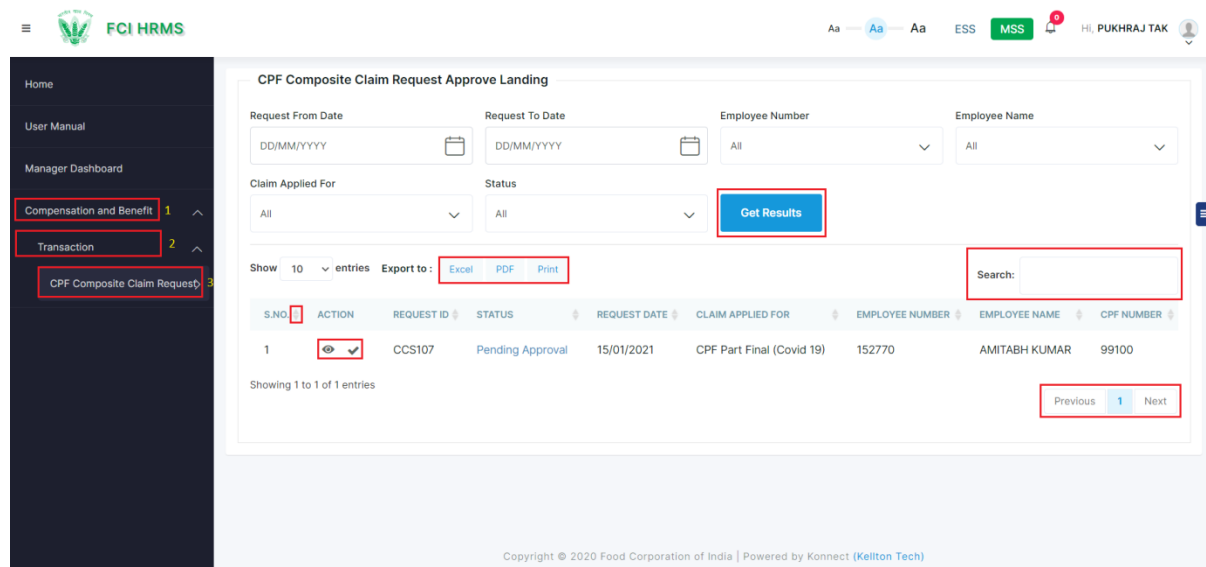
Figure 4-166: CPF Composite Claim Request Reviewed

The success will be displayed as

Success Request has been reviewed successfully.

#### 4.28.7 Approve CPF Settlement-Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-167.





CPF Composite Claim Request Approver's Landing

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Claim Applied For: All Status: All **Get Results**

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


S.NO	ACTION	REQUEST ID	STATUS	REQUEST DATE	CLAIM APPLIED FOR	EMPLOYEE NUMBER	EMPLOYEE NAME	CPF NUMBER
1	 	CCS107	Pending Approval	15/01/2021	CPF Part Final (Covid 19)	152770	AMITABH KUMAR	99100

Showing 1 to 1 of 1 entries

Previous 1 Next

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**Figure 4-167: CPF Composite Claim Approver's landing**

Click on  as shown in Figure 4-167, to land on Approve CPF Composite Claim request as shown in Figure 4-168.

## 4.28.8 Approve CPF Settlement

FCI HRMS

ESSMSS

HI, PUKHRAJ TAK

Home

User Manual

Manager Dashboard

Compensation and Benefit

Transaction

CPF Composite Claim Request

CPF Composite Claim Request Approve

FOOD CORPORATION OF INDIA, CPF TRUST

COMPOSITE CLAIM FORM

CPF FINAL SETTLEMENT/CPF PART FINAL WITHDRAWAL/90% WITHDRAWAL/CPF TEMPORARY ADVANCE

Request ID

CCS107

Name Of The Member

AMITABH KUMAR

Father's Name/Husband's Name

NATHUNI KUMAR

Basic Pay

96720

Universal Account Number (UAN)

111111111111111111

Aadhaar Number

123456789

Retirement/Date Of Leaving Service

30/04/2036

Purpose Of CPF Part Withdrawal/Temporary Covid 19

Covid 19

Amount

343549.4375

Temporary Advance Last Drawn, If Any

No

Amount Re-Paid

-

Amount Of 90% Part Final Drawn Previously Before Retirement, If Any

-

Claim Applied For

CPF Part Final (Covid 19)

Designation & Place Of Posting

Assistant General Manager

Date Of Birth

30/04/1976

CPF Account Number

99100

Mobile Number

7011710941

Date Of Joining The FCI

05/04/2006

Permanent Account Number(PAN)

ABCD12345E

Other Purpose

-

No. Of Installments In Which Advance Is To Be Recovered

-

Amount Of Advance

-

Balance Outstanding

-

Attachment

-

☐ The member hereby declares that he has not been employed for two month.
 ☒ In case the amount is used for any purpose other than stated above, I am liable to return the entire amount with penal interest.
 ☒ Certified that the particulars are true to the best of my knowledge.

NOTE

1. Purpose of CPF Part Final Withdrawal/Temporary Advance & documents required. The purpose may be following:-  
 i) Housing Loan/Purchase of site/house/flat or for construction/Addition alteration in existing house/Repayment of Housing Loan: No document is required. New Declaration From/Utilization Certificate required earlier has been discontinued.  
 ii) Marriage of self/son/daughter/brother/sister: No document/Marriage Card is required.  
 iii) One year before retirement: 90% of total PF balance can be withdrawn. No document required.  
 iv) For CPF Temporary Advance please attach pay slip.  
 2. Income Tax (TDS) is deducted if the service is less than 5 year (60 month).

View Action History

Approver Remarks \*

Approved

Document Name

Supportive Document

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>

Add Reviewer

Selective Revert

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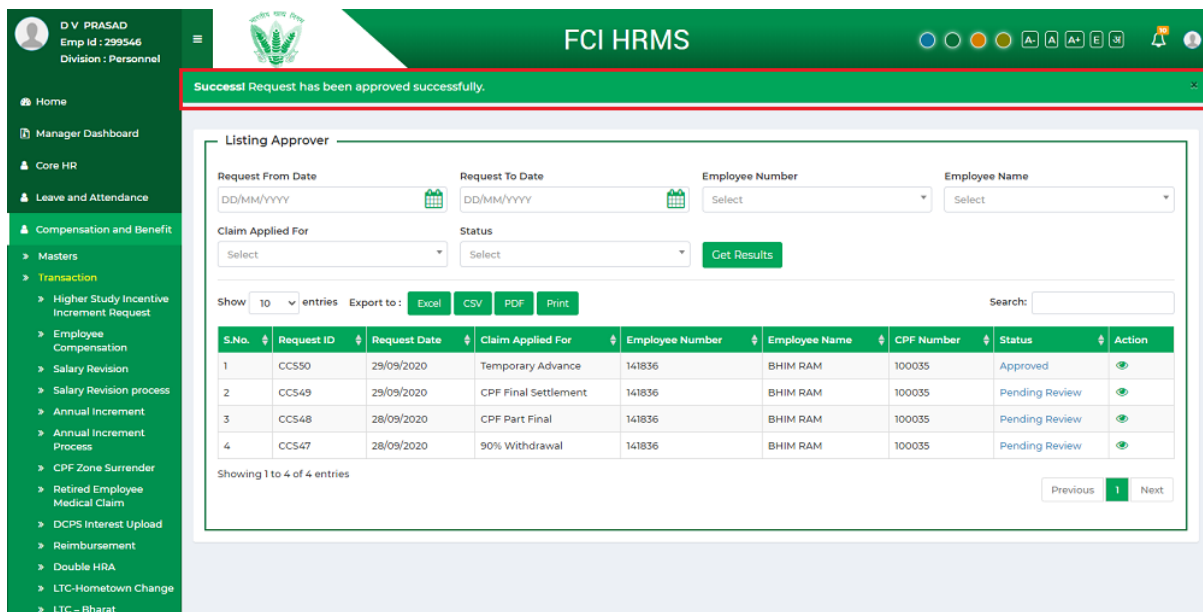
Figure 4-168: CPF Composite Claim Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-168.



- Click on **Approve** to approve the request, and a success message will be shown in the CPF Composite Claim Approver Landing Screen for approving the record as shown in Figure 4-169.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot shows the FCI HRMS interface. A green banner at the top displays the message: "Success! Request has been approved successfully." Below this, the "Listing Approver" section is visible. It includes filters for "Request From Date", "Request To Date", "Employee Number", and "Employee Name". There are also dropdowns for "Claim Applied For" and "Status", and a "Get Results" button. Below the filters, there are options to "Show" 10 entries and "Export to" Excel, CSV, PDF, or Print. A table lists the claims, and a "Previous 1 Next" pagination control is at the bottom right of the table.

S.No.	Request ID	Request Date	Claim Applied For	Employee Number	Employee Name	CPF Number	Status	Action
1	CC550	29/09/2020	Temporary Advance	141836	BHIM RAM	100035	Approved	
2	CC549	29/09/2020	CPF Final Settlement	141836	BHIM RAM	100035	Pending Review	
3	CC548	28/09/2020	CPF Part Final	141836	BHIM RAM	100035	Pending Review	
4	CC547	28/09/2020	90% Withdrawal	141836	BHIM RAM	100035	Pending Review	

Figure 4-169: CPF Composite Claim Request Approved

The success message will be displayed as:

Success! Request has been approved successfully.

#### 4.28.9 View Action History

Click on **View Action History** as shown in Figure 4-165 and 4-168, to navigate to View Action History page as shown in Figure 4-170.

FCI HRMS

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Transaction

Higher Study Incentive Increment Request

Employee Compensation

Salary Revision

Salary Revision process

Benevolent Fund Process

Death/Service Gratuity

Annual Increment

Annual Increment Process

CPF Zone Surrender

Retired Employee Medical Claim

DCPS Interest Upload

Recommendation for performance related incentive

Reimbursement

Double Establishment Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Version

From Date

To Date

Get Results

ID CBD92

Show 10 entries

Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries

Previous 1 Next

Competent Authority

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

Close

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Figure 4-170: Action History

## 4.29 Retired Employee Medical Claim

After retirement also, employees are eligible for availing medical claim for which they need to submit the documents manually to the Manager (Personnel). Manager (Personnel) further proceeds the request so the retired employees can get the medical claim.

Step 1: Retired employee submits the documents to the Manager (Personnel) manually.

Step 2: Manager (Personnel) submits the request on behalf of the retired employee.

Step 3: Manager (Bills) receives the notification and verifies the bills, past claims taken by the retired employee. Adds the approved amount and forwards the request to the finance department for financial concurrence.

Step 4: Manager (Finance) receives the request and checks the financial concurrence.

Step 5: After financial concurrence, the Manager (Personnel) generates the Invoice.

### 4.29.1 Navigation

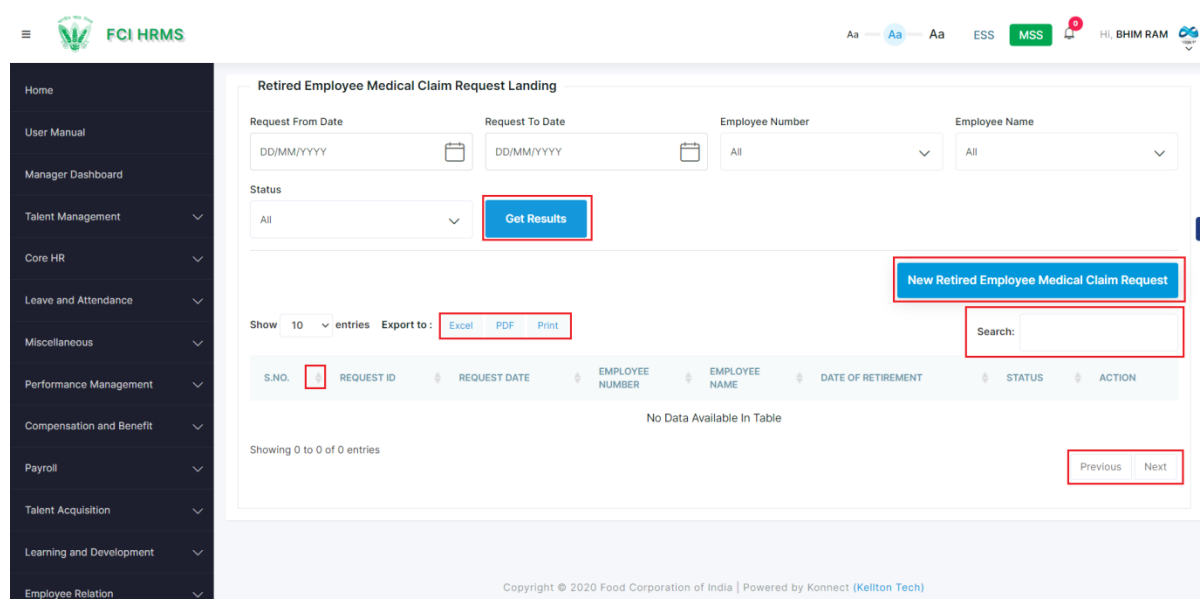
**Left Navigation:** Compensation and Benefits >> Transactions >> Retired Employee Medical Claim

### 4.29.2 SLA

15 Days

### 4.29.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.30.1 to reach the Retired Employee Medical Claim Request Landing Page as shown in Figure 4.171.




The screenshot displays the 'Retired Employee Medical Claim Request Landing' page. It includes a sidebar with navigation options like Home, User Manual, Manager Dashboard, Talent Management, Core HR, Leave and Attendance, Miscellaneous, Performance Management, Compensation and Benefit, Payroll, Talent Acquisition, Learning and Development, and Employee Relation. The main area has filters for Request From Date, Request To Date, Employee Number, and Employee Name. A 'Get Results' button is highlighted. Below the filters, there's a 'New Retired Employee Medical Claim Request' button, export options (Excel, PDF, Print), a search bar, and a table with columns: S.NO., REQUEST ID, REQUEST DATE, EMPLOYEE NUMBER, EMPLOYEE NAME, DATE OF RETIREMENT, STATUS, and ACTION. The table is currently empty, showing 'No Data Available In Table'.

**Figure 4-171: Retired Employee Medical Claim Request**

HRMS administrator 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**, or **Print** to export the table records in Excel or PDF 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 **New Retired Employee Medical Claim Request** to add a new Retired Employee Medical Claim in the table as mentioned in Section 4.30.4 – Add Retired Employee Medical Claim Request.

#### 4.29.4 Add Retired Employee Medical Claim Settlement

Click on **New Retired Employee Medical Claim Request** to open the Add Retired Employee Medical Claim as shown in Figure 4-172.

FCI HRMS

ESSMSSHi, BHIM RAM

### Retired Employee Medical Claim Request

Employee Number \*

Employee Name \*

Basic Salary \*

Medical Card Number \*

277701

ANIL KUMAR

500

MED214

Place To Avail Facility \*

DOJ \*

Date Of Retirement \*

No. Of Years Service \*

New Delhi

29/11/2012

03/11/2020

7

Balance Limit \*

0

Treatment For \*

Name Of Patient \*

Treatment(OPD/IPD) \*

Ref. Request ID \*

Self

ANIL KUMAR

OPD

Select

Treatment Taken In Empaneled Hospital \*

Name Of The Hospital \*

License Number \*

yes

Action Cancer Hospital

LISCOUA1-2145

Treatment Type \*

Bank Account Number \*

Ref. Document \*

General

55432244628789777

CircularDemoFCI.pdf

Void Cheque \*

Upload

CircularDemoFCI.pdf

Upload

Add Bill Details

Show 10 entries

Search:

S.NO.	BILL NUMBER	BILL DATE	AMOUNT	REMARKS	UPLOAD REF. DOCUMENT
1	33765	01/01/2021	40000	Medicine Bills and Hospital Charges	

Showing 1 to 1 of 1 entries

Previous

1

Next

Total Amount Claimed \*

40000

Remarks \*

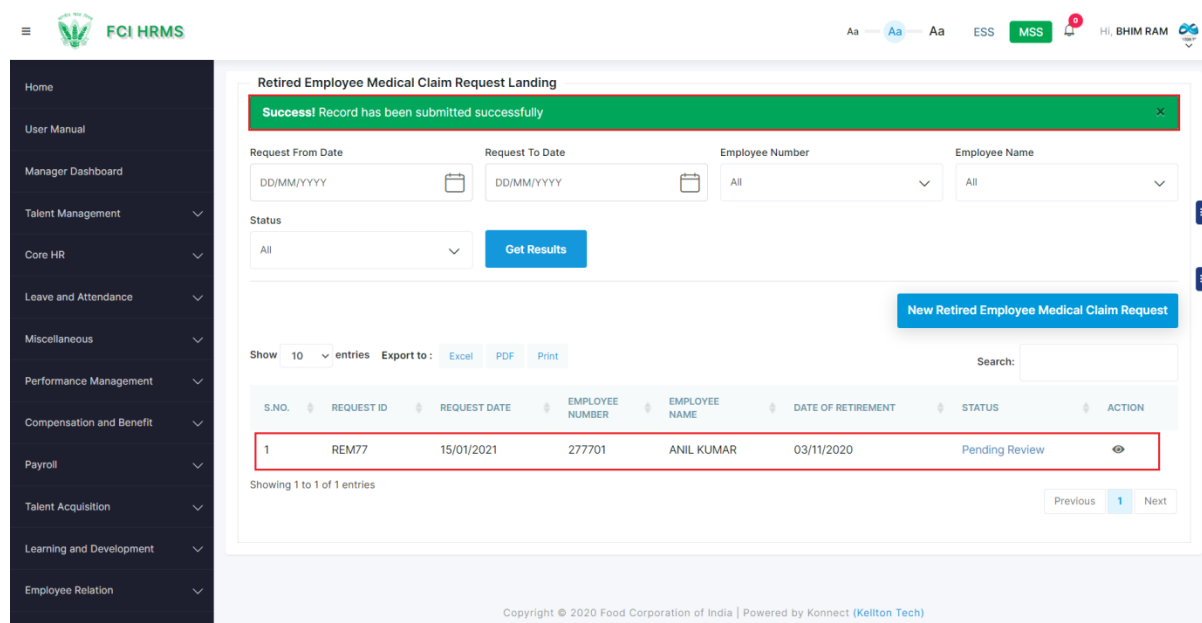
Medicine Bills and Hospital Charges

Submit

Cancel

Figure 4-172: Add Retired Employee Medical Claim Request

- Click on **Add Bill Details** to add the bill details.
- Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-173.



**Retired Employee Medical Claim Request Landing**

Success! Record has been submitted successfully

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All **Get Results**

**New Retired Employee Medical Claim Request**

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

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DATE OF RETIREMENT	STATUS	ACTION
1	REM77	15/01/2021	277701	ANIL KUMAR	03/11/2020	Pending Review	

Showing 1 to 1 of 1 entries Previous 1 Next

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**Figure 4-173: Retired Employee Medical Claim Added**

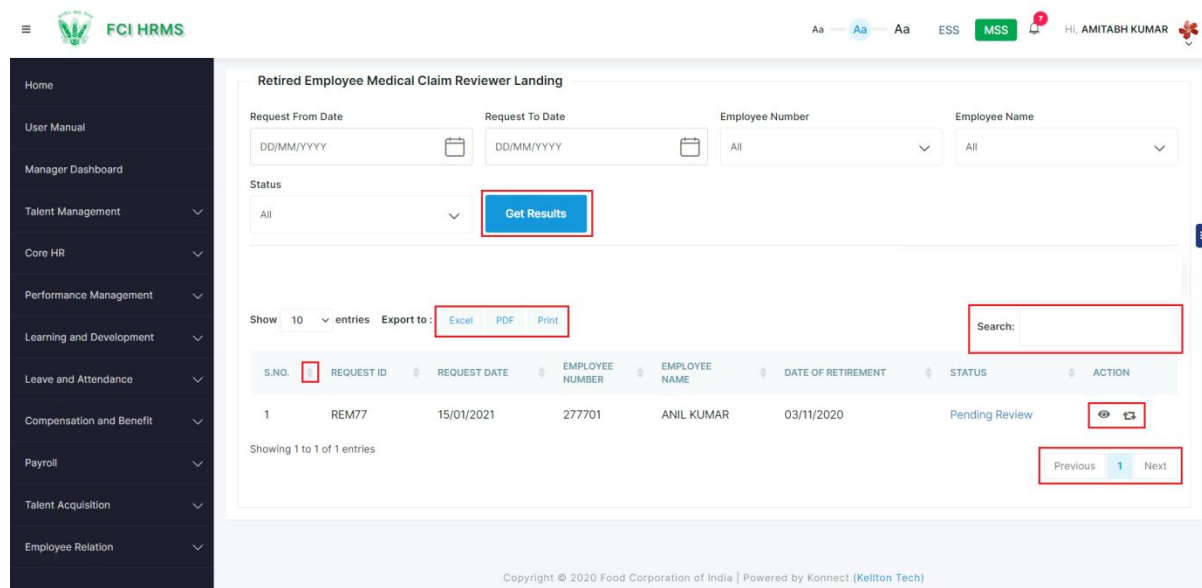
The success message will be displayed as:



Success! Record has been submitted successfully

## 4.29.5 Review Retired Employee Medical Claim-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-174.



**Retired Employee Medical Claim Reviewer Landing**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All **Get Results**


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

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DATE OF RETIREMENT	STATUS	ACTION
1	REM77	15/01/2021	277701	ANIL KUMAR	03/11/2020	Pending Review	

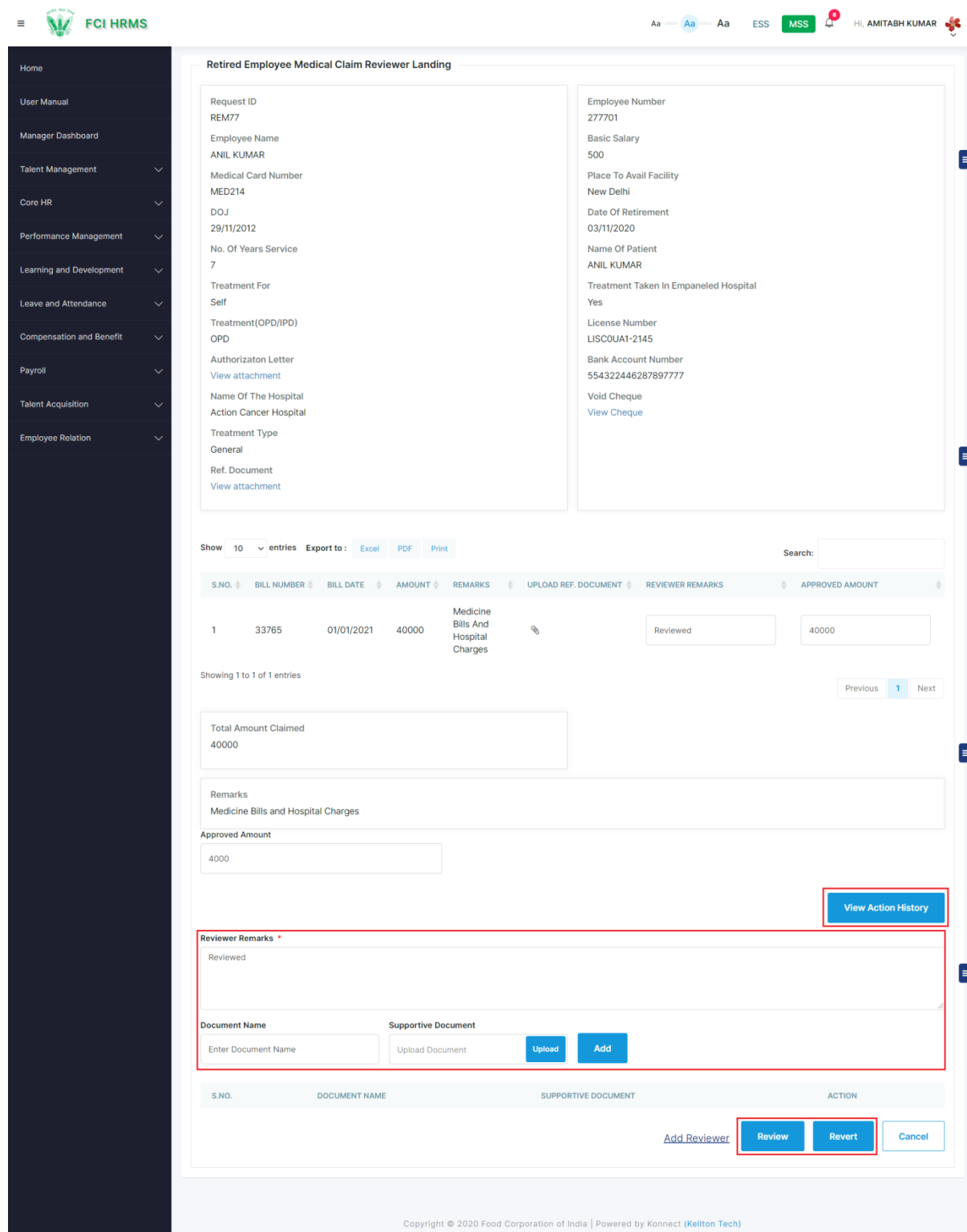
Showing 1 to 1 of 1 entries Previous 1 Next

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**Figure 4-174 Retired Employee Medical Claim Request Reviewer Landing**

Click on  as shown in Figure 4-174, to land on Review Retired Employee Medical Claim request as shown in Figure 4-175.

## 4.29.6 Review Retired Employee Medical Claim



**Retired Employee Medical Claim Reviewer Landing**

Request ID: REM77  
Employee Name: ANIL KUMAR  
Medical Card Number: MED214  
DOJ: 29/11/2012  
No. Of Years Service: 7  
Treatment For: Self  
Treatment(OPD/IPD): OPD  
Authorization Letter: [View attachment](#)  
Name Of The Hospital: Action Cancer Hospital  
Treatment Type: General  
Ref. Document: [View attachment](#)

Employee Number: 277701  
Basic Salary: 500  
Place To Avail Facility: New Delhi  
Date Of Retirement: 03/11/2020  
Name Of Patient: ANIL KUMAR  
Treatment Taken In Empaneled Hospital: Yes  
License Number: LISC0UA1-2145  
Bank Account Number: 554322446287897777  
Void Cheque: [View Cheque](#)

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

S.NO.	BILL NUMBER	BILL DATE	AMOUNT	REMARKS	UPLOAD REF. DOCUMENT	REVIEWER REMARKS	APPROVED AMOUNT
1	33765	01/01/2021	40000	Medicine Bills And Hospital Charges		<input type="text" value="Reviewed"/>	<input type="text" value="40000"/>

Showing 1 to 1 of 1 entries

Total Amount Claimed: 40000

Remarks: Medicine Bills and Hospital Charges

Approved Amount:

[View Action History](#)

**Reviewer Remarks \***

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Review</a> <a href="#">Revert</a> <a href="#">Cancel</a>

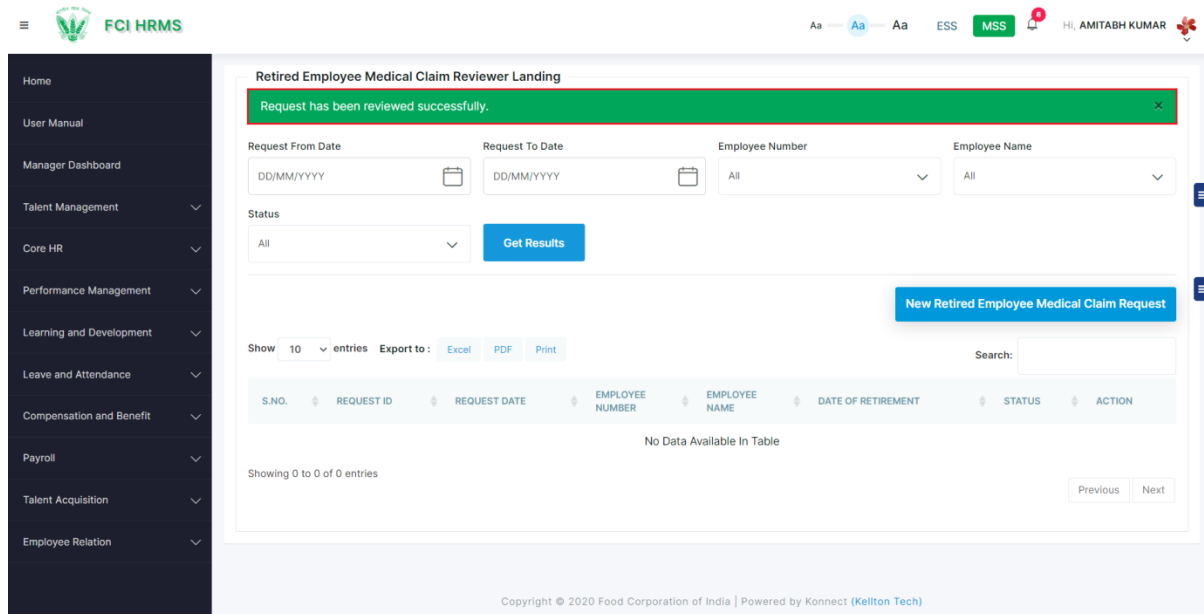
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**Figure 4-175: Retired Employee Medical Claim Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-175.

- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.176.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.



The screenshot shows the 'Retired Employee Medical Claim Reviewer Landing' page. At the top, a green success message states: 'Request has been reviewed successfully.' Below this, there are filters for 'Request From Date', 'Request To Date', 'Employee Number', and 'Employee Name'. A 'Status' dropdown is set to 'All', and a 'Get Results' button is visible. A blue button labeled 'New Retired Employee Medical Claim Request' is on the right. Below the filters, there are options to 'Show' 10 entries and 'Export to' Excel, PDF, or Print. A search bar is present. A table with columns: S.NO., REQUEST ID, REQUEST DATE, EMPLOYEE NUMBER, EMPLOYEE NAME, DATE OF RETIREMENT, STATUS, and ACTION is shown. The table is currently empty with the message 'No Data Available In Table'. The footer indicates 'Showing 0 to 0 of 0 entries' and 'Previous Next' navigation buttons.

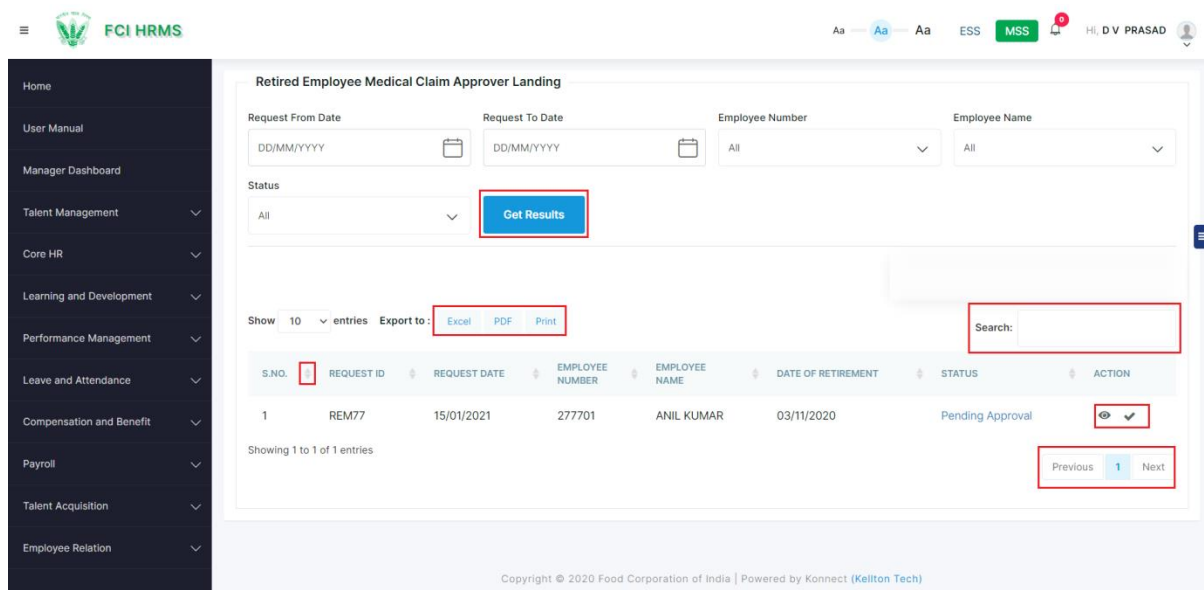
**Figure 4-176: Retired Employee Medical Claim Request Reviewed**

The success will be displayed as



Success! Request has been reviewed successfully.

#### 4.29.7 Approve Retired Employee Medical Claim-Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-177.




The screenshot shows the 'Retired Employee Medical Claim Approver Landing' page. It has the same filters as Figure 4-176. The 'Get Results' button is highlighted with a red box. Below the filters, the 'Show' dropdown is set to 10 entries, and the 'Export to' options (Excel, PDF, Print) are also highlighted with a red box. The search bar is highlighted with a red box. The table now contains one entry:
 

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DATE OF RETIREMENT	STATUS	ACTION
1	REM77	15/01/2021	277701	ANIL KUMAR	03/11/2020	Pending Approval	 

 The footer shows 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next' navigation buttons, with the number '1' highlighted in a red box.

**Figure 4-177: Retired Employee Medical Claim Approver's Landing**



Click on  as shown in Figure 4-177, to land on Approve Retired Employee Medical Claim request as shown in Figure 4-178.

#### 4.29.8 Approve Retired Employee Medical Claim

**Retired Employee Medical Claim Approver Landing**

Request ID: REM77  
Employee Name: ANIL KUMAR  
Medical Card Number: MED214  
DOJ: 29/11/2012  
No. Of Years Service: 7  
Treatment For: Self  
Treatment(OPD/IPD): OPD  
Authorization Letter: [View attachment](#)  
Name Of The Hospital: Action Cancer Hospital  
Treatment Type: General  
Ref. Document: [View attachment](#)

Employee Number: 277701  
Basic Salary: 500  
Place To Avail Facility: New Delhi  
Date Of Retirement: 03/11/2020  
Name Of Patient: ANIL KUMAR  
Treatment Taken In Empaneled Hospital: Yes  
License Number: LISC0UA1-2145  
Bank Account Number: 554322446287897777  
Void Cheque: [View Cheque](#)

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

S.NO.	BILL NUMBER	BILL DATE	AMOUNT	REMARKS	UPLOAD REF. DOCUMENT	REVIEWER REMARKS	APPROVED AMOUNT
1	33765	01/01/2021	40000	Medicine Bills And Hospital Charges		Reviewed	40000

Showing 1 to 1 of 1 entries

Total Amount Claimed: 40000 Approved Limit: 40000

Remarks: Medicine Bills and Hospital Charges

[View Action History](#)

Approver Remarks \*

Approved

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

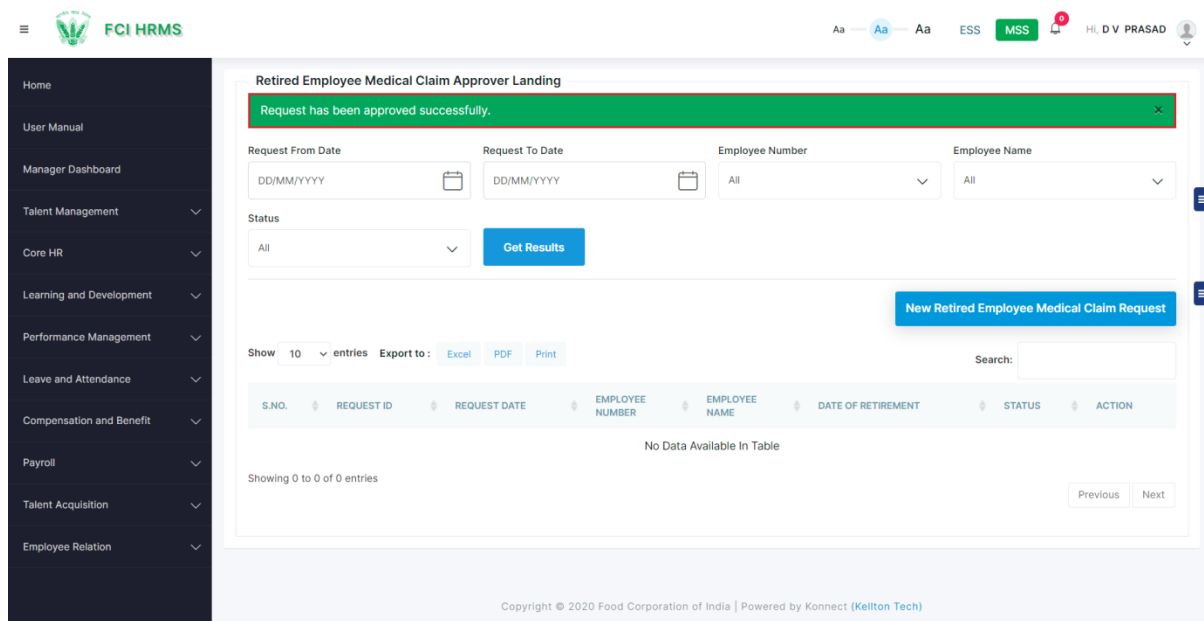
S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Cancel</a>

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**Figure 4-178: Retired Employee Medical Claim Request Approve**

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-178.
- Click on **Approve** to approve the request, and a success message will be shown in the Retired Employee Medical Claim Approver Landing Screen for approving the record as shown in Figure 4-179.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot shows the 'Retired Employee Medical Claim Approver Landing' page. At the top, a green banner displays the message 'Request has been approved successfully.' Below this, there are search filters for 'Request From Date', 'Request To Date', 'Employee Number', and 'Employee Name'. A 'Status' dropdown is set to 'All', and a 'Get Results' button is visible. To the right, there is a button labeled 'New Retired Employee Medical Claim Request'. Below the filters, there is a table with columns: S.NO., REQUEST ID, REQUEST DATE, EMPLOYEE NUMBER, EMPLOYEE NAME, DATE OF RETIREMENT, STATUS, and ACTION. The table currently shows 'No Data Available In Table'. At the bottom, there is a footer with copyright information: 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Kelton Tech)'.

**Figure 4-179: Retired Employee Medical Claim Request Approved**

The success message will be displayed as:



#### 4.29.9 View Action History

Click on **View Action History** as shown in Figure 4-175 and 4-178, to navigate to View Action History page as shown in Figure 4-180.

FCI HRMS

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Transaction

Higher Study Incentive Increment Request

Employee Compensation

Salary Revision

Salary Revision process

Benevolent Fund Process

Death/Service Gratuity

Annual Increment

Annual Increment Process

CPF Zone Surrender

Retired Employee Medical Claim

DCPS Interest Upload

Recommendation for performance related incentive

Reimbursement

Double Establishment Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Version

All

From Date

DD/MM/YYYY

To Date

DD/MM/YYYY

Get Results

ID CBD92

Action History Report

Show 10 entries

Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries

Previous 1 Next

Competent Authority

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

Close

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Figure 4-180: Action History

## 4.30 Higher Study Incentive Increment Request

As the employee can avail higher study allowance 3 times in a service after completion of a course. So, in this process, how an employee can request for Higher Study allowance after completion of a course is explained.

Step 1: Employee submits the request for higher study incentive with documentary proof of course completion.

Step 2: Manager (Personnel) receives the request and forwards it to the vigilance department.

Step 3: Manager (Vigilance) receives the request and provides the vigilance report to the personnel.

Step 4: Manager (Personnel) checks the report and forwards it to the approving authority.

Step 5: Approving authority as per approval matrix receives the request.

Step 6: Manager (Accounts) receives the notification and processes the incentive increment.

#### 4.30.1 Navigation

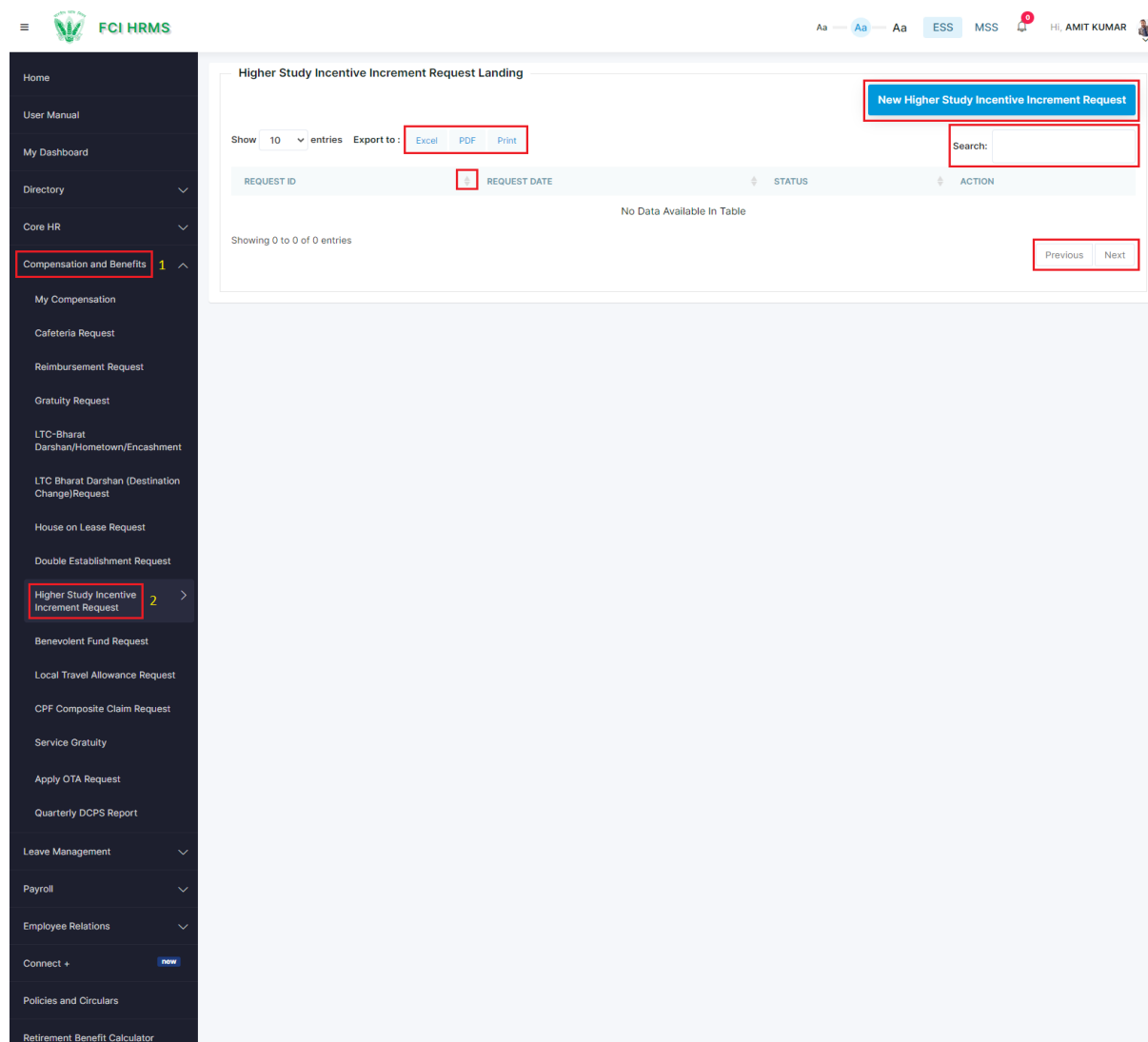
**Left Navigation:** Compensation and Benefits >> Higher Study Incentive Increment Request

#### 4.30.2 SLA

21 Days


#### 4.30.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.31.1 to reach the Higher Study Incentive Increment Request Landing Page as shown in Figure 4.181.



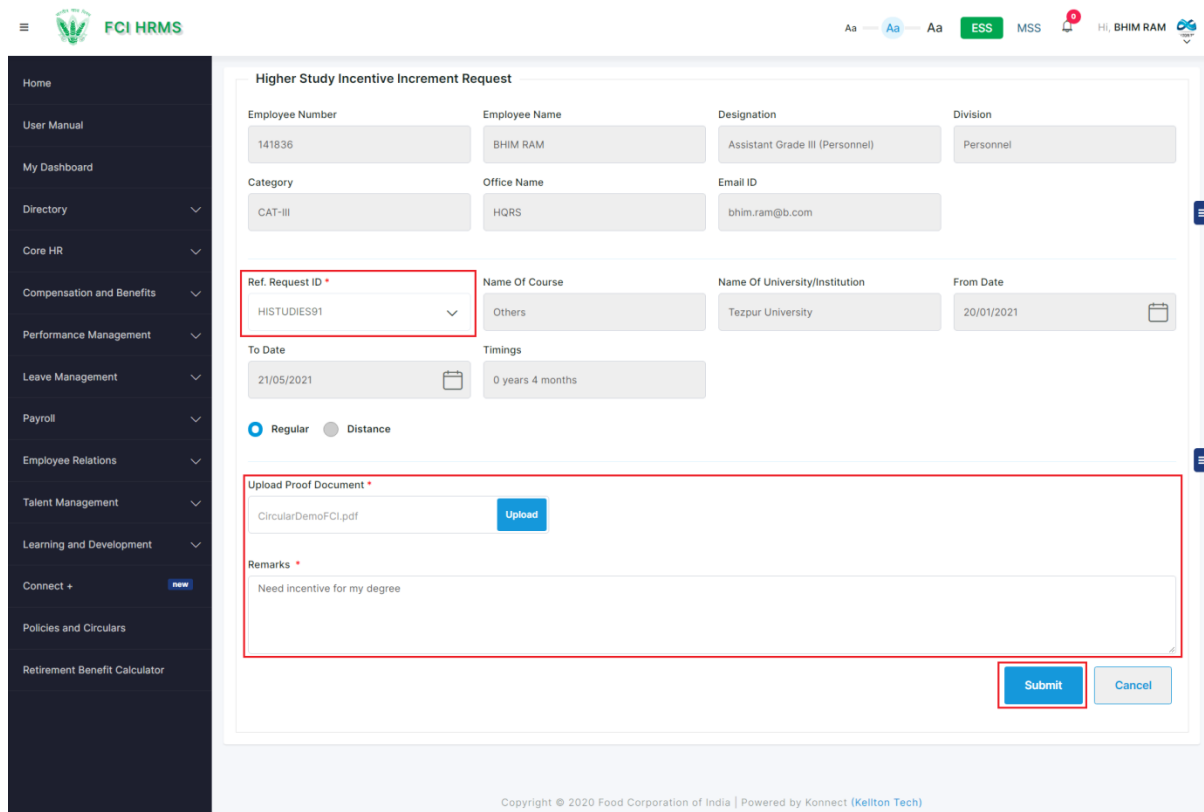
**Figure 4-181: Higher Study Incentive Increment Request**

HRMS administrator 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 **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 **New Higher Study Incentive Increment Request** to add a new Higher Study Incentive Increment Request in the table as mentioned in Section 4.31.4 – Add Higher Study Incentive Increment Request.

#### 4.30.4 Add Higher Study Incentive Increment Request

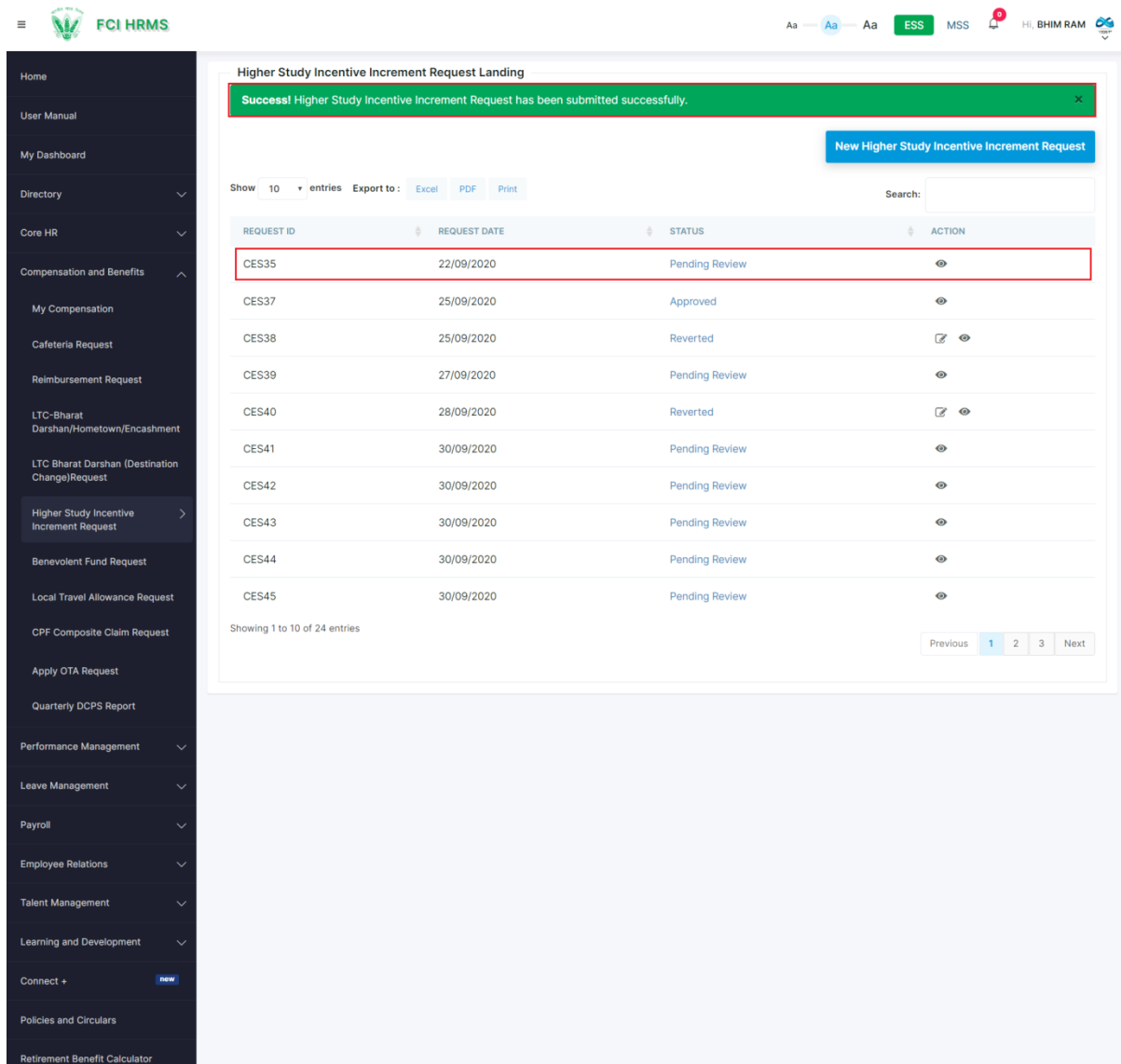
Click on **New Higher Study Incentive Increment Request** to open the Add Higher Study Incentive Increment Request as shown in Figure 4-182.



**Figure 4-182: Add Higher Study Incentive Increment Request**

**Submit**

Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-183.



**Figure 4-183: Higher Study Incentive Increment Request Added**

The success message will be displayed as:



#### 4.30.5 Review Higher Study Incentive Increment Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-184.

FCI HRMS

ESS

MSS

Hi AMITABH KUMAR

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Learning and Development

Performance Management

Leave and Attendance

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Employee Compensation

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

Higher Study Incentive Increment Request Review Landing

Request From Date

Request From Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

All

All

Status

All

Get Results

Show

10

entries

Export to

Excel

PDF

Print

Search:

S.NO	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	NAME OF COURSE	NAME OF UNIVERSITY/INSTITUTION	STATUS
1	CES59	14/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Others	Tezpur University	Pending Review
2	CES58	05/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Tezpur University	Pending Review
3	CES57	05/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	B.L	Assam University	Pending Review
4	CES56	08/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Approved
5	CES55	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Reverted
6	CES54	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Pending Review
7	CES53	16/10/2020	277701	ANIL KUMAR	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Approved
8	CES36	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Approved
9	CES52	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Pending Review
10	CES51	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Rajiv Gandhi University	Pending Review

Showing 1 to 10 of 25 entries

Previous

1


2

3

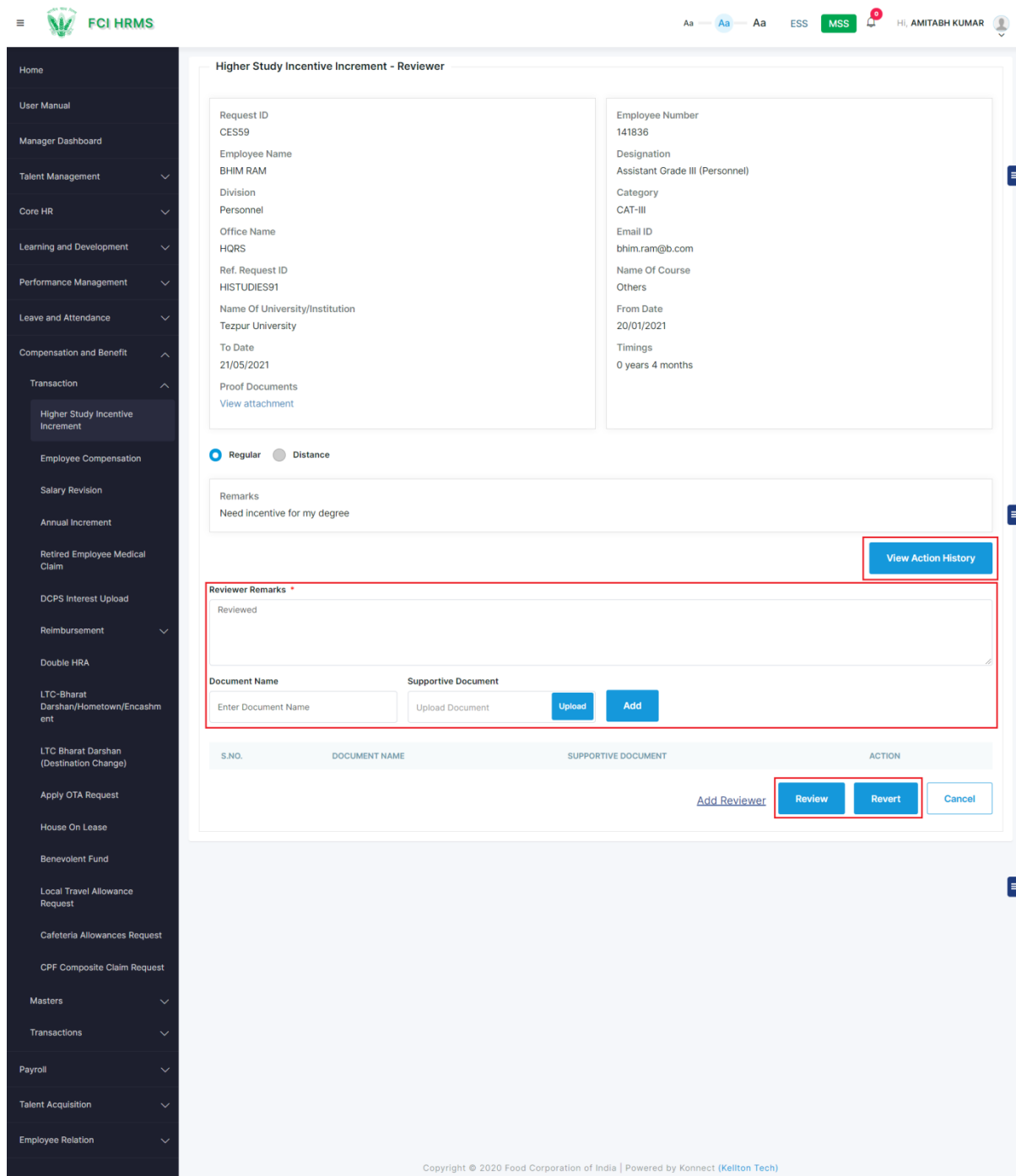
Next

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**Figure 4-184 Higher Study Incentive Increment Request Reviewer Landing**

Click on  as shown in Figure 4-184, to land on Review Higher Study Incentive Increment Request as shown in Figure 4-185.

#### 4.30.6 Review Higher Study Incentive Increment Request



**Higher Study Incentive Increment - Reviewer**

Request ID: CES59  
Employee Name: BHIM RAM  
Division: Personnel  
Office Name: HQRS  
Ref. Request ID: HISTUDIES91  
Name Of University/Institution: Tezpur University  
To Date: 21/05/2021  
Proof Documents: View attachment

Employee Number: 141836  
Designation: Assistant Grade III (Personnel)  
Category: CAT-III  
Email ID: bhim.ram@b.com  
Name Of Course: Others  
From Date: 20/01/2021  
Timings: 0 years 4 months

☒ Regular ☐ Distance

Remarks: Need incentive for my degree

[View Action History](#)

**Reviewer Remarks \***

Reviewed

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Review</a> <a href="#">Revert</a> <a href="#">Cancel</a>

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**Figure 4-185: Higher Study Incentive Increment Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-185.
- Click on [Review](#) to review the request and a success message will be displayed as shown in Figure 4-186.



- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

Higher Study Incentive Increment Request Review Landing

Request has been reviewed successfully.

Request From Date: DD/MM/YYYY Request From Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All **Get Results**

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

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	NAME OF COURSE	NAME OF UNIVERSITY/INSTITUTION	STATUS
1	CES59	14/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Others	Tezpur University	Pending Review
2	CES58	05/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Tezpur University	Pending Review
3	CES57	05/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	B.L.	Assam University	Pending Review
4	CES56	08/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Approved
5	CES55	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Reverted
6	CES54	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Pending Review
7	CES53	16/10/2020	277701	ANIL KUMAR	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Approved
8	CES36	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Approved
9	CES52	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Pending Review
10	CES51	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Rajiv Gandhi University	Pending Review

Showing 1 to 10 of 25 entries

Previous 1 2 3 Next

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Figure 4-186: Higher Study Incentive Increment Request Reviewed

The success will be displayed as



#### 4.30.7 Approve Higher Study Incentive Increment Request-Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-187.

FCI HRMS

ESS

MSS

Hi, D V PRASAD

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Learning and Development

Performance Management

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

## Higher Study Incentive Increment Request Approver's Landing

Request From Date

Request From Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

All

All

Status

All

Get Results

Show 10 entries

Export to: Excel PDF Print


Search:

S.NO	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	NAME OF COURSE	NAME OF UNIVERSITY/INSTITUTION	STATUS
1	CES59	14/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Others	Tezpur University	Pending Approval
2	CES58	05/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Tezpur University	Pending Review
3	CES57	05/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	B.L	Assam University	Pending Review
4	CES56	08/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Approved
5	CES55	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Reverted
6	CES54	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Pending Review
7	CES53	16/10/2020	277701	ANIL KUMAR	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Approved
8	CES36	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Approved
9	CES52	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Pending Review
10	CES51	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Rajiv Gandhi University	Pending Review

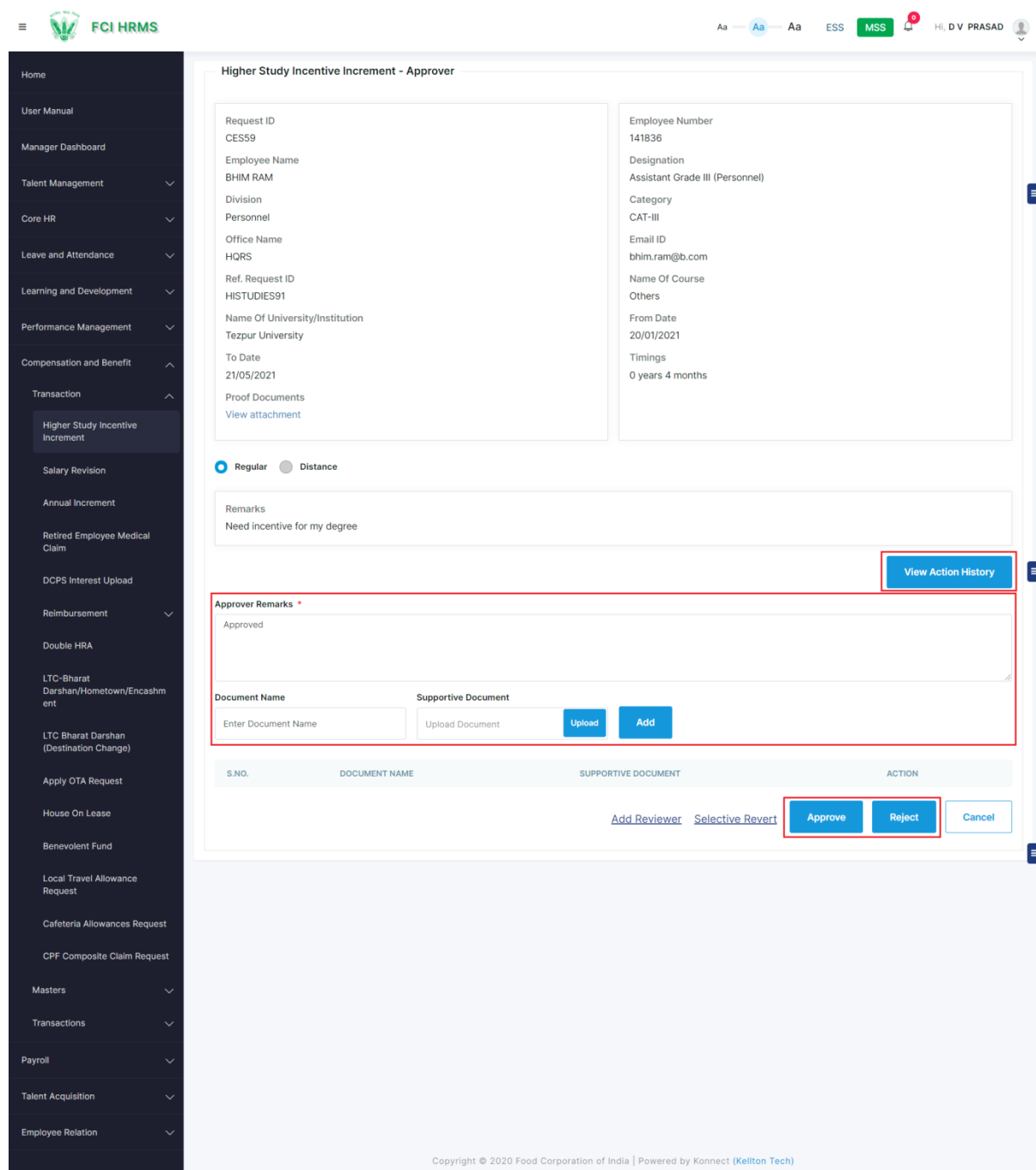
Showing 1 to 10 of 25 entries

Previous 1 2 3 Next

**Figure 4-187: Higher Study Incentive Increment Request Approver's Landing**

Click on  as shown in Figure 4-187, to land on Approve Higher Study Incentive Increment Request as shown in Figure 4-188.

#### 4.30.8 Approve Higher Study Incentive Increment Request



**Higher Study Incentive Increment - Approver**

Request ID: CES59  
Employee Name: BHIM RAM  
Division: Personnel  
Office Name: HQRS  
Ref. Request ID: HISTUDIES91  
Name Of University/Institution: Tezpur University  
To Date: 21/05/2021  
Proof Documents: View attachment

Employee Number: 141836  
Designation: Assistant Grade III (Personnel)  
Category: CAT-III  
Email ID: bhim.ram@b.com  
Name Of Course: Others  
From Date: 20/01/2021  
Timings: 0 years 4 months

☒ Regular ☐ Distance

Remarks: Need incentive for my degree

[View Action History](#)

Approver Remarks: Approved

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Cancel</a>

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**Figure 4-188: Higher Study Incentive Increment Request Approve**

Approver shall be able to perform the following activities from the Approve Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-188.
- Click on [Approve](#) to approve the request, and a success message will be shown in the Higher Study Incentive Increment Request Approver Landing Screen for approving the record as shown in Figure 4-189.

Reject

- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

Higher Study Incentive Increment Request Approve Landing

Request has been approved successfully.

Request From Date: DD/MM/YYYY Request From Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All **Get Results**

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

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	NAME OF COURSE	NAME OF UNIVERSITY/INSTITUTION	STATUS
1	CES59	14/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Others	Tezpur University	Approved
2	CES58	05/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Tezpur University	Pending Review
3	CES57	05/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	B.L.	Assam University	Pending Review
4	CES56	08/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Approved
5	CES55	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Reverted
6	CES54	03/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Central University Of South Bihar	Pending Review
7	CES53	16/10/2020	277701	ANIL KUMAR	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Approved
8	CES36	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Approved
9	CES52	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Industrial Relations	Assam University	Pending Review
10	CES51	16/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel Management	Rajiv Gandhi University	Pending Review

Showing 1 to 10 of 25 entries

Previous 1 2 3 Next

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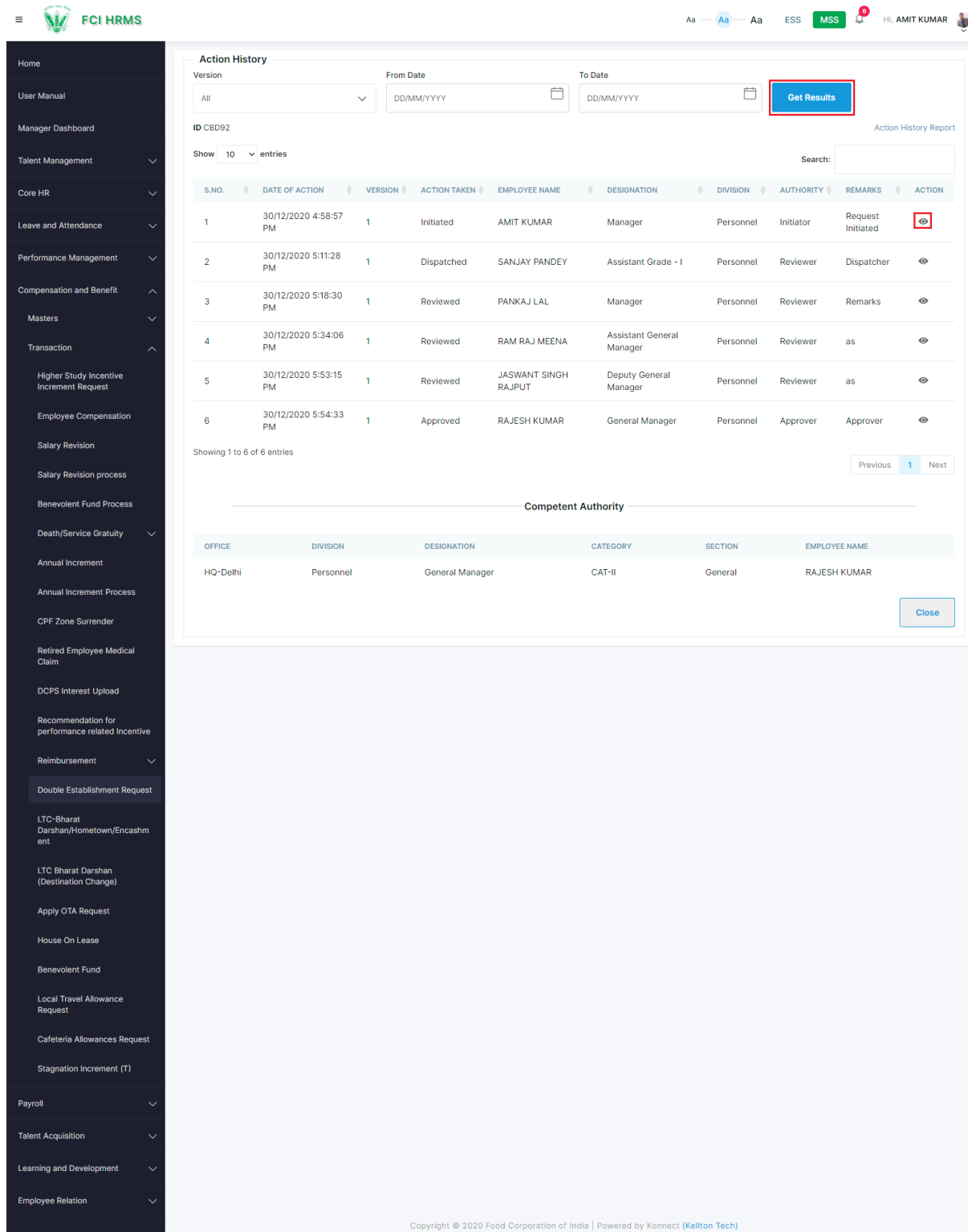
Figure 4-189: Higher Study Incentive Increment Request Approved

The success message will be displayed as:

Success! Request has been approved successfully.

#### 4.30.9 View Action History

Click on [View Action History](#) as shown in Figure 4-185 and 4-188, to navigate to View Action History page as shown in Figure 4-190.



**Action History**

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID: CBD92 | Action History Report

Show: 10 entries | Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries | Previous 1 Next

**Competent Authority**

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

[Close](#)

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Figure 4-190: Action History



#### 4.31 Apply OTA Request

It is a process where an employee can request for OTA. System will have validations as per rules and regulations defined in policy along with process of approval and payment by respective department.

So, in this process how an can raise a request for availing OTA amount and CPF Composite amount in case of withdrawal and temporary advance is explained.

Steps for OTA claim:

Step 1: Employee submits the claim form for OTA

Step 2: Division Manager receives the review request and forwards the request to Asst. General Manager.

Step 3: Manager (Bills) receives the approved requests and processes OTA claim.

##### 4.31.1 Navigation

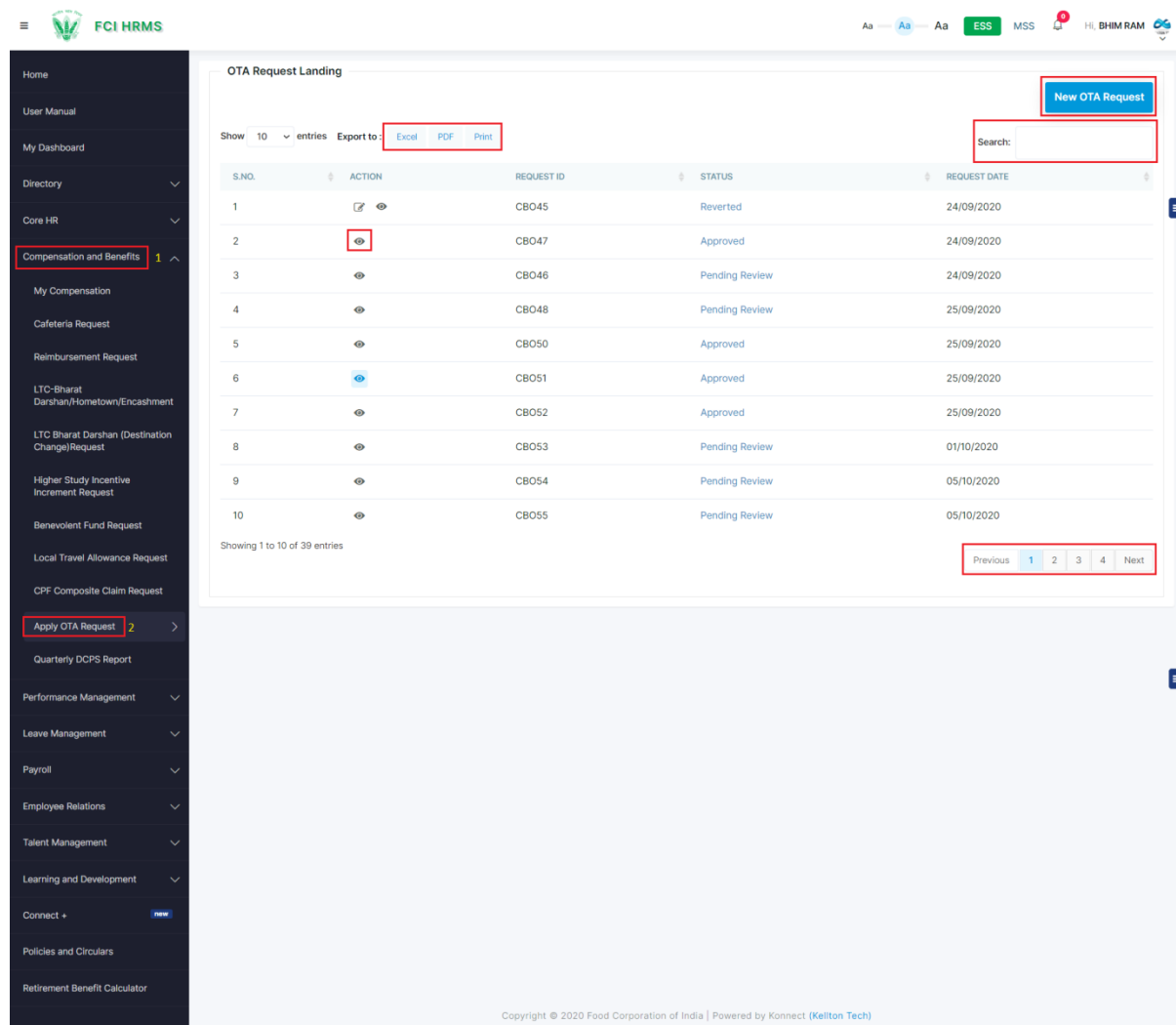
**Left Navigation:** Compensation and Benefits >> Apply OTA

##### 4.31.2 SLA

OTA Request- 21 Days

##### 4.31.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.32.1 to reach the OTA Request Request Landing Page as shown in Figure 4.191.



OTA Request Landing

Show 10 entries Export to: Excel PDF Print Search:

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE
1		CB045	Reverted	24/09/2020
2		CB047	Approved	24/09/2020
3		CB046	Pending Review	24/09/2020
4		CB048	Pending Review	25/09/2020
5		CB050	Approved	25/09/2020
6		CB051	Approved	25/09/2020
7		CB052	Approved	25/09/2020
8		CB053	Pending Review	01/10/2020
9		CB054	Pending Review	05/10/2020
10		CB055	Pending Review	05/10/2020



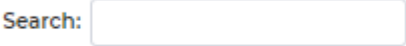

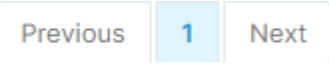

Showing 1 to 10 of 39 entries

Previous 1 2 3 4 Next

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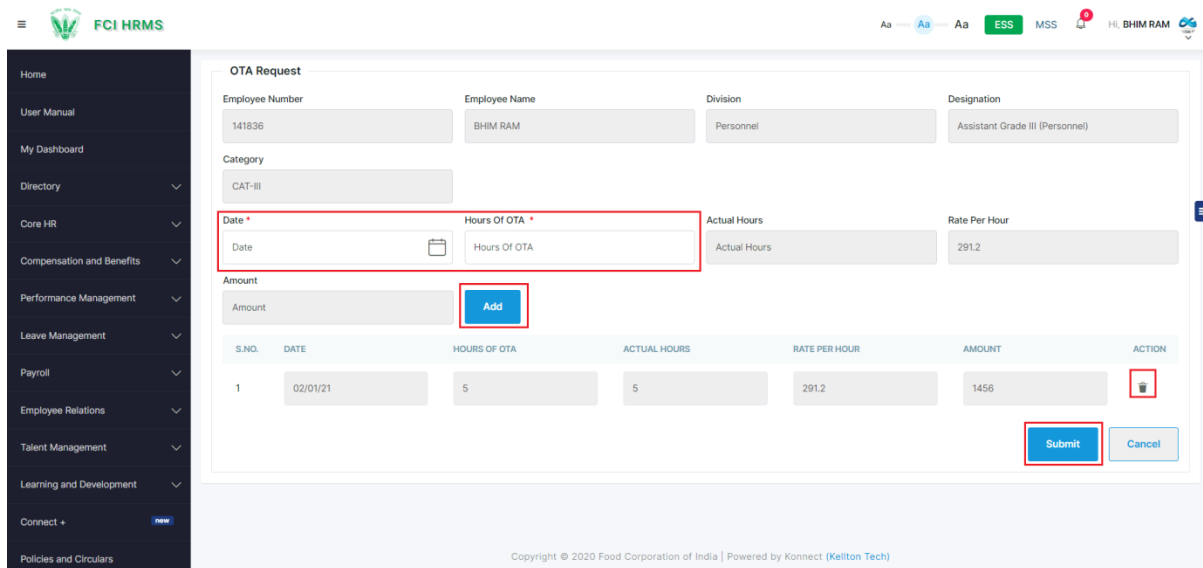
**Figure 4-191: OTA Request Landing**

HRMS administrator 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 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 Claim Settlement in the table as mentioned in Section 4.32.4 –Add OTA Request.

#### 4.31.4 Add OTA Request

Click on **New OTA Request** to apply OTA as shown in Figure 4-192




**OTA Request**

Employee Number: 141836 Employee Name: BHIM RAM Division: Personnel Designation: Assistant Grade III (Personnel)

Category: CAT-III

Date: Date Hours Of OTA: Hours Of OTA Actual Hours: Actual Hours Rate Per Hour: 291.2

Amount: Amount **Add**

S.NO.	DATE	HOURS OF OTA	ACTUAL HOURS	RATE PER HOUR	AMOUNT	ACTION
1	02/01/21	5	5	291.2	1456	

**Submit** **Cancel**

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**Figure 4-192: Add OTA Request**

Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-193.



Success! OTA Request has been added successfully

OTA Request Landing

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

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE
1		CB045	Reverted	24/09/2020
2		CB047	Approved	24/09/2020
3		CB046	Pending Review	24/09/2020
4		CB048	Pending Review	25/09/2020
5		CB050	Approved	25/09/2020
6		CB051	Approved	25/09/2020
7		CB052	Approved	25/09/2020
8		CB053	Pending Review	01/10/2020
9		CB054	Pending Review	05/10/2020
10		CB055	Pending Review	05/10/2020

Showing 1 to 10 of 39 entries

Previous 1 2 3 4 Next

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**Figure 4-193: OTA Request Added**

The success message will be displayed as:

Success! OTA Request has been added successfully

## 4.31.5 Review OTA Request -Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-194.

FCI HRMS

ESS

MSS

Hi, AMITABH KUMAR

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Learning and Development

Performance Management

Leave and Attendance

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Employee Compensation

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

OTA Request Review Landing

Request From Date

Request To Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

All

All

Status

All

Get Results

Show

10

entries





















Export to

Excel

PDF

Print

Search:

S.NO	ACTION	REQUEST ID	STATUS	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	DIVISION
35	 	CBO86	Pending Review	14/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
34	 	CBO84	Pending Review	22/12/2020	152770	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel
33	 	CBO83	Pending Review	07/12/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
32	 	CBO82	Pending Review	23/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
31	 	CBO81	Pending Review	11/11/2020	277701	ANIL KUMAR	Assistant Grade III (Personnel)	Personnel
30	 	CBO80	Pending Review	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
29	 	CBO79	Pending Review	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
28	 	CBO78	Pending Review	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
27	 	CBO77	Pending Review	06/11/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
26	 	CBO76	Pending Review	27/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel

Showing 1 to 10 of 35 entries

Previous

1

2


3

4

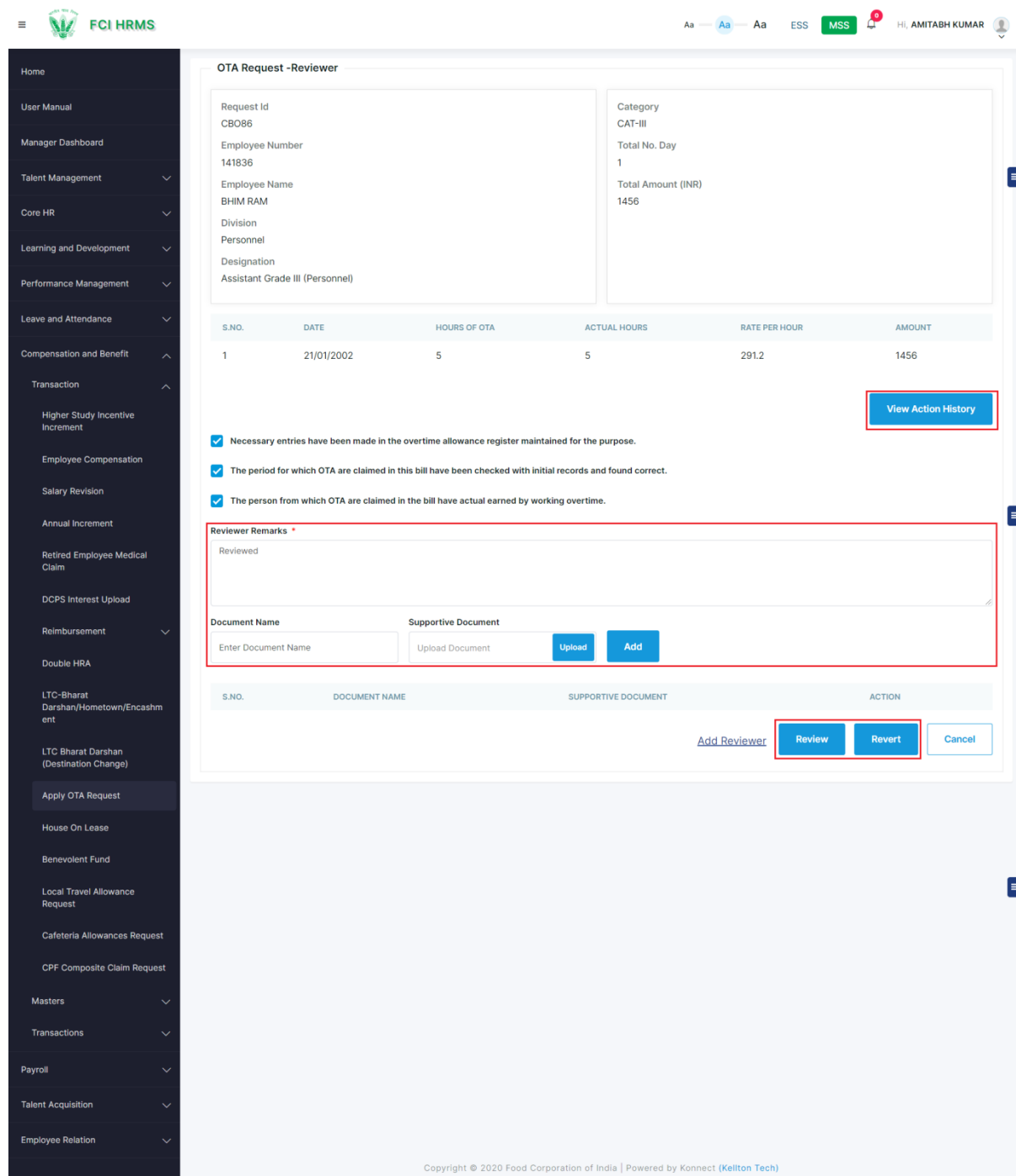
Next

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**Figure 4-194 OTA Request Reviewer Landing**

Click on  as shown in Figure 4-194, to land on Review OTA Request as shown in Figure 4-195.

#### 4.31.6 Review OTA Request



**OTA Request -Reviewer**

Request Id: CBO86  
Employee Number: 141836  
Employee Name: BHIM RAM  
Division: Personnel  
Designation: Assistant Grade III (Personnel)

Category: CAT-III  
Total No. Day: 1  
Total Amount (INR): 1456

S.NO.	DATE	HOURS OF OTA	ACTUAL HOURS	RATE PER HOUR	AMOUNT
1	21/01/2002	5	5	291.2	1456

[View Action History](#)

☒ Necessary entries have been made in the overtime allowance register maintained for the purpose.  
☒ The period for which OTA are claimed in this bill have been checked with initial records and found correct.  
☒ The person from which OTA are claimed in the bill have actual earned by working overtime.

**Reviewer Remarks \***  
Reviewed

**Document Name**  
Enter Document Name

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Review</a> <a href="#">Revert</a> <a href="#">Cancel</a>

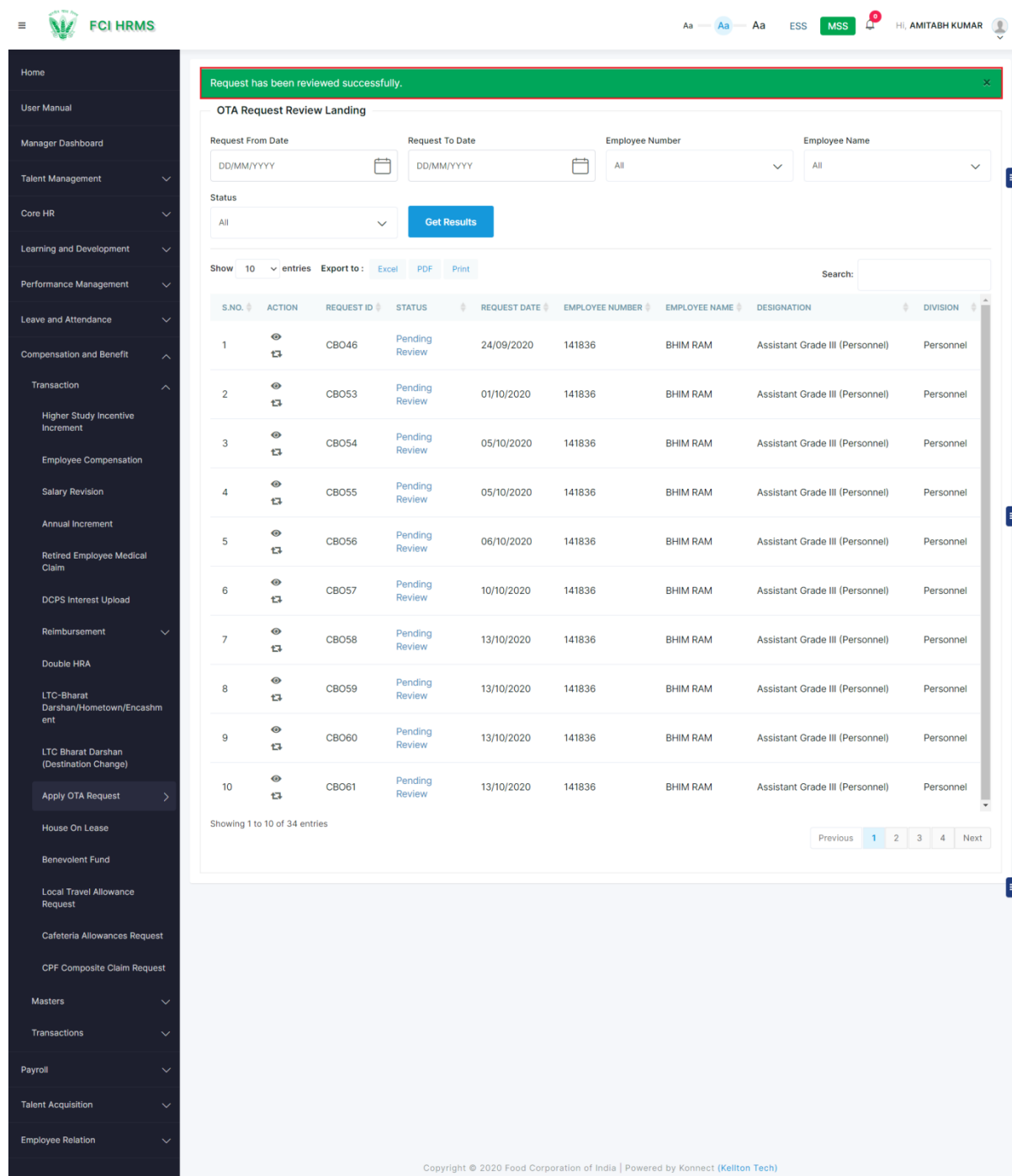
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**Figure 4-195: OTA Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-195.
- Click on [Review](#) to review the request and a success message will be displayed as shown in Figure 4.196.

- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.



Request has been reviewed successfully.

OTA Request Review Landing

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All **Get Results**

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

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	DIVISION
1		CBO46	Pending Review	24/09/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
2		CBO53	Pending Review	01/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
3		CBO54	Pending Review	05/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
4		CBO55	Pending Review	05/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
5		CBO56	Pending Review	06/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
6		CBO57	Pending Review	10/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
7		CBO58	Pending Review	13/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
8		CBO59	Pending Review	13/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
9		CBO60	Pending Review	13/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel
10		CBO61	Pending Review	13/10/2020	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel

Showing 1 to 10 of 34 entries

Previous 1 2 3 4 Next

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Figure 4-196: OTA Request Reviewed

The success will be displayed as

Success! Request has been reviewed successfully.

#### 4.31.7 Approve OTA Request -Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-197.

FCI HRMS

Aa

Aa

Aa

ESS

MSS

Hi, D V PRASAD

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Learning and Development

Performance Management

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

OTA Request Approve Landing

Request From Date

Request To Date

Employee Number

Employee Name

DD/MM/YYYY

DD/MM/YYYY

All

All

Status

All

Get Results

Show

10

entries

Export to:

Excel

PDF

Print

Search:

S.NO	ACTION	REQUEST ID	STATUS	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	DIVISION
1		CBO86	Pending Approval	14/01/2021	141836	BHIM RAM	Assistant Grade III (Personnel)	Personnel

Showing 1 to 1 of 1 entries


Previous

1

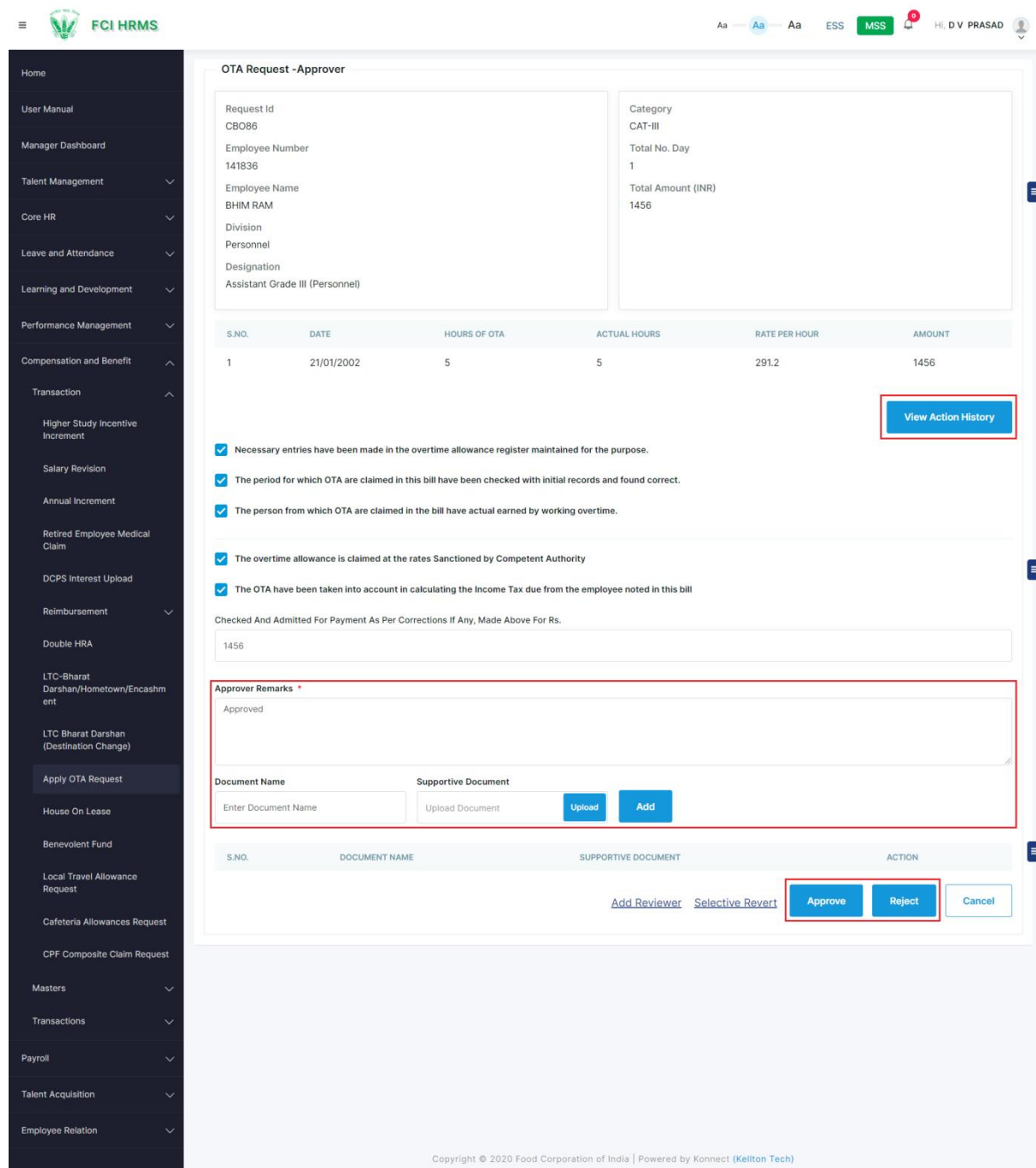
Next

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**Figure 4-197: OTA Request Approver's Landing**

Click on  as shown in Figure 4-197, to land on Approve OTA Request as shown in Figure 4-198.

#### 4.31.8 Approve OTA Request



OTA Request - Approver

Request Id: CBO86  
Employee Number: 141836  
Employee Name: BHIM RAM  
Division: Personnel  
Designation: Assistant Grade III (Personnel)

Category: CAT-III  
Total No. Day: 1  
Total Amount (INR): 1456

S.NO.	DATE	HOURS OF OTA	ACTUAL HOURS	RATE PER HOUR	AMOUNT
1	21/01/2002	5	5	291.2	1456

[View Action History](#)

☒ Necessary entries have been made in the overtime allowance register maintained for the purpose.  
☒ The period for which OTA are claimed in this bill have been checked with initial records and found correct.  
☒ The person from which OTA are claimed in the bill have actual earned by working overtime.

☒ The overtime allowance is claimed at the rates Sanctioned by Competent Authority  
☒ The OTA have been taken into account in calculating the Income Tax due from the employee noted in this bill

Checked And Admitted For Payment As Per Corrections If Any, Made Above For Rs.  
 1456

Approver Remarks \*  
 Approved

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Cancel</a>

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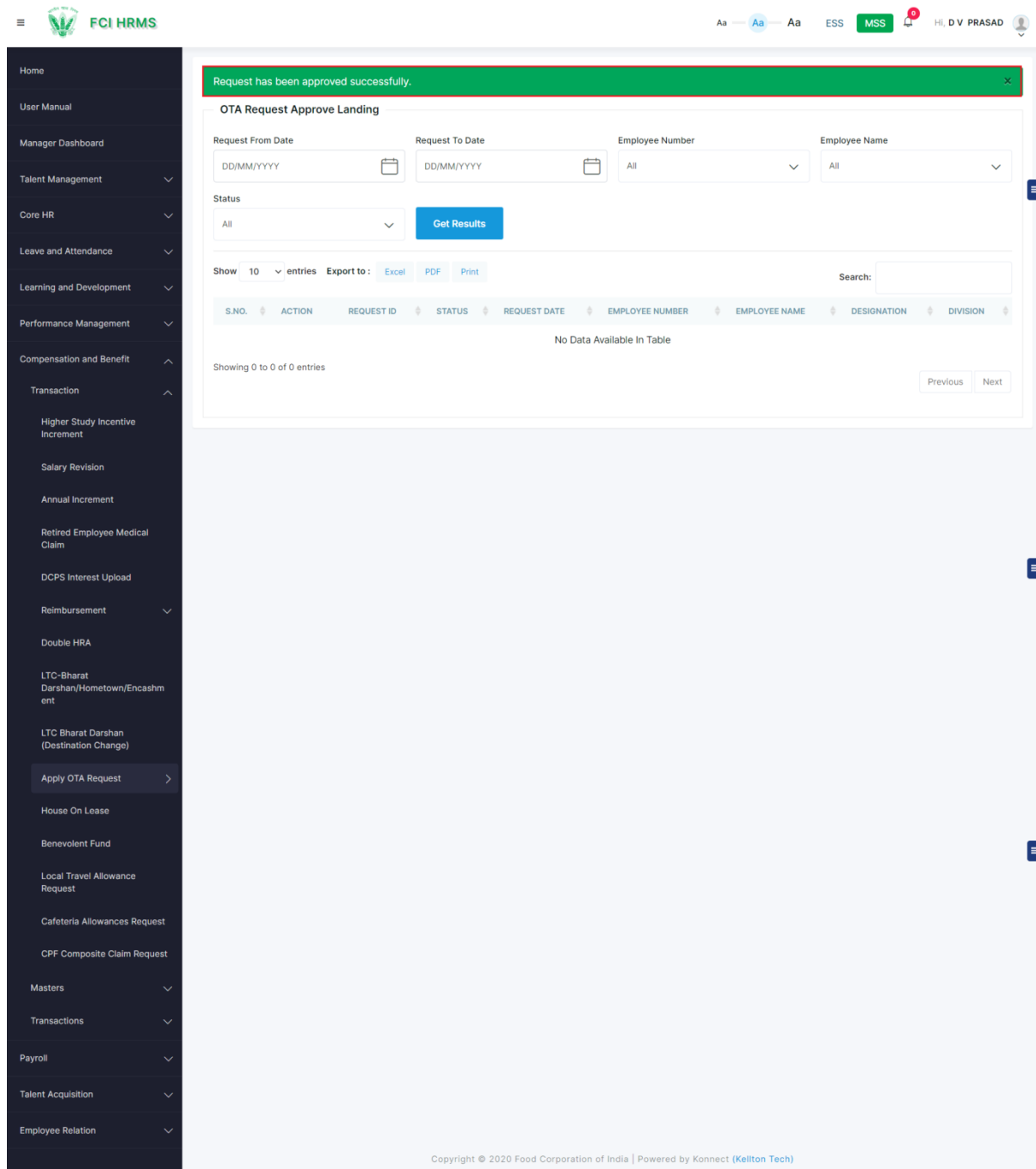
**Figure 4-198: OTA Request Approve**

Approver shall be able to perform the following activities from the Approve Page.

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-198.
- Click on [Approve](#) to approve the request, and a success message will be shown in the OTA Request Approver Landing Screen for approving the record as shown in Figure 4-199.

Reject

- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot shows the FCI HRMS interface. At the top, a green banner displays the message: "Request has been approved successfully." Below this, the "OTA Request Approve Landing" page is visible. It includes search filters for "Request From Date", "Request To Date", "Employee Number", and "Employee Name". A "Status" dropdown is set to "All", and a "Get Results" button is present. Below the filters, there are options to "Show" 10 entries and "Export to" Excel, PDF, or Print. A table with columns S.NO., ACTION, REQUEST ID, STATUS, REQUEST DATE, EMPLOYEE NUMBER, EMPLOYEE NAME, DESIGNATION, and DIVISION is shown, but it contains no data. The footer of the page reads: "Copyright © 2020 Food Corporation of India | Powered by Konnect (Keliton Tech)".

Figure 4-199: OTA Request Approved

The success message will be displayed as:

Success! Request has been approved successfully.

#### 4.31.9 View Action History

Click on [View Action History](#) as shown in Figure 4-195 and 4-198, to navigate to View Action History page as shown in Figure 4-200.

**Action History**

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID: CBD92 | Action History Report

Show: 10 entries | Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	<a href="#">View</a>
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	<a href="#">View</a>
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	<a href="#">View</a>
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	<a href="#">View</a>
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	<a href="#">View</a>
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	<a href="#">View</a>

Showing 1 to 6 of 6 entries | [Previous](#) | [1](#) | [Next](#)

**Competent Authority**

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

[Close](#)

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Figure 4-200: Action History





## 4.32 Reimbursement Request

As per FCI rules and policy an employee is eligible for reimbursement of Medical Allowance, Travel Allowance and Newspaper Allowance. So, in this process journey of raising a reimbursement request and approval has been explained.

Step 1: Employee submits the reimbursement request.

Step 2: Manager (Bills) will view the documents, review the request and reimburse.

### 4.32.1 Navigation

**Left Navigation:** Compensation and Benefits >> Reimbursement Request

### 4.32.2 SLA

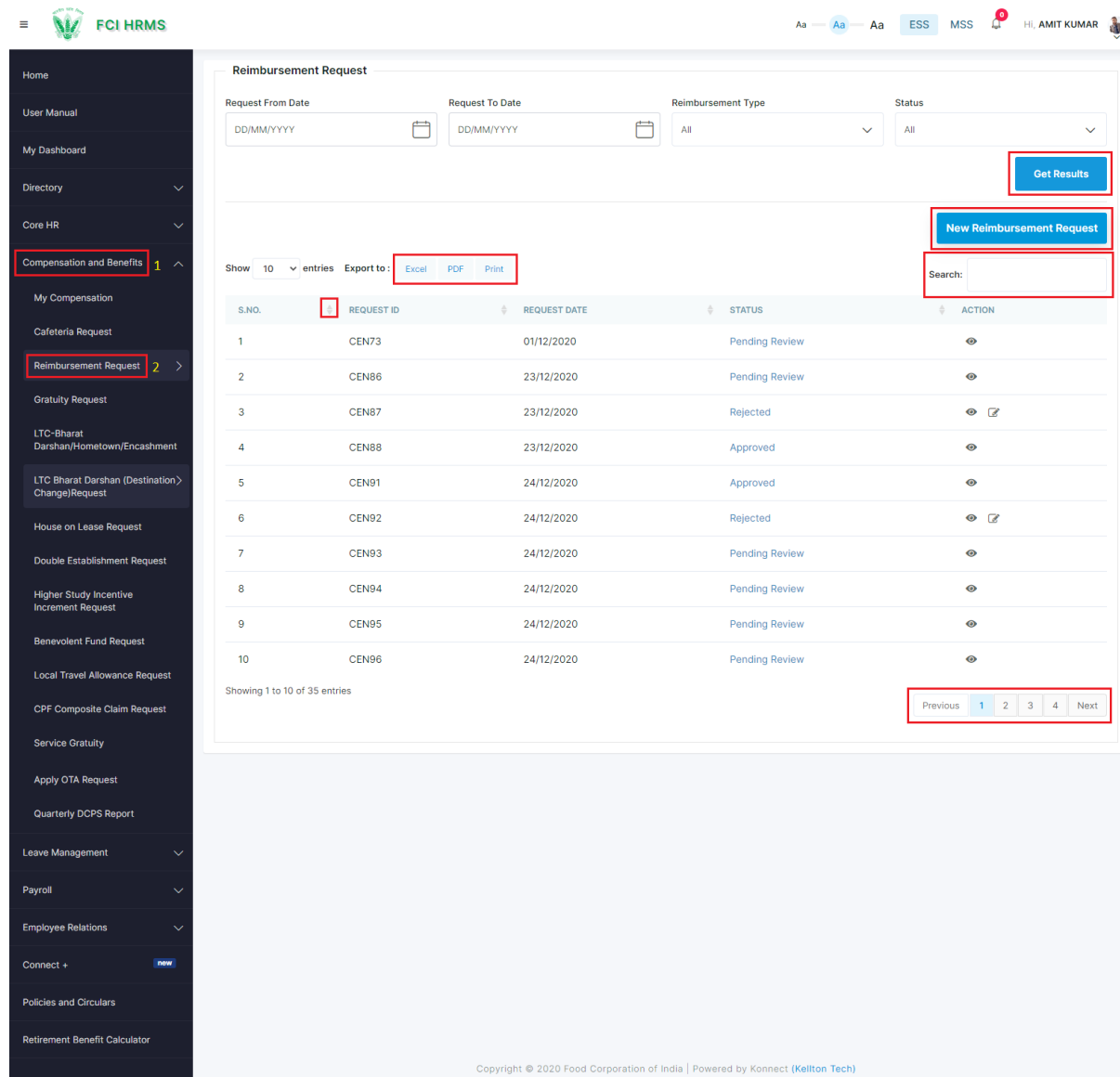
Travel Allowance- 15 Days

Newspaper Allowance- 15 Days

Medical Allowance- 15 Days

### 4.32.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.33.1 to reach the Reimbursement Request Landing Page as shown in Figure 4.201.



**Reimbursement Request**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Reimbursement Type: All Status: All

[Get Results](#) [New Reimbursement Request](#)

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

S.NO.	REQUEST ID	REQUEST DATE	STATUS	ACTION
1	CEN73	01/12/2020	Pending Review	<a href="#">View</a>
2	CEN86	23/12/2020	Pending Review	<a href="#">View</a>
3	CEN87	23/12/2020	Rejected	<a href="#">View</a> <a href="#">Edit</a>
4	CEN88	23/12/2020	Approved	<a href="#">View</a>
5	CEN91	24/12/2020	Approved	<a href="#">View</a>
6	CEN92	24/12/2020	Rejected	<a href="#">View</a> <a href="#">Edit</a>
7	CEN93	24/12/2020	Pending Review	<a href="#">View</a>
8	CEN94	24/12/2020	Pending Review	<a href="#">View</a>
9	CEN95	24/12/2020	Pending Review	<a href="#">View</a>
10	CEN96	24/12/2020	Pending Review	<a href="#">View</a>

Showing 1 to 10 of 35 entries [Previous](#) [1](#) [2](#) [3](#) [4](#) [Next](#)

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**Figure 4-201: Reimbursement Request**

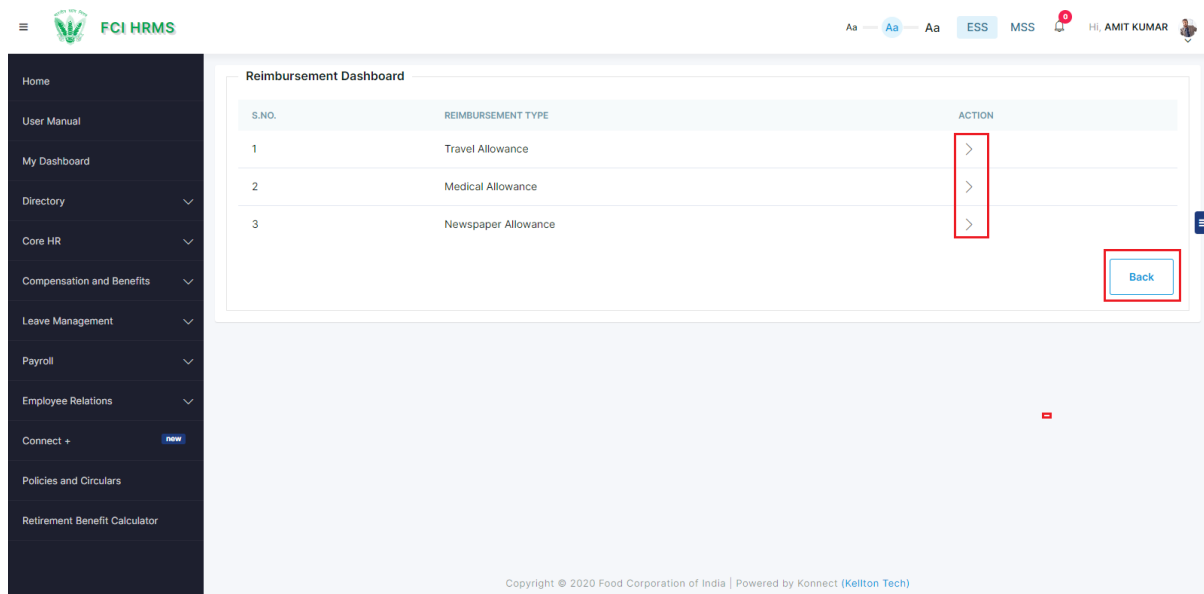
HRMS administrator shall be able to perform the following activities from the landing page:

- 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 [Search:](#)  to enter a search query that shall search the table records.
- Click on [Sort](#) to sort the table records in ascending order or descending order of entries.
- Click on [Previous](#) [1](#) [Next](#) to navigate table records




- Click on **New Reimbursement Request** to add a new Reimbursement Request in the table as mentioned in Section 4.32.4 – Reimbursement Dashboard.

#### 4.32.4 Reimbursement Dashboard

Click on **New Reimbursement Request** to open the Reimbursement Dashboard as shown in Figure 4-202.




**Figure 4-202: Reimbursement Request Dashboard**

- Click on  to apply Travel Allowance as referred from section 4.33.4 in Figure 4-202
- Click on  to apply Newspaper Allowance as referred from section 4.33.10 in in Figure 4-202
- Click on  to apply Medical Allowance as referred from section 4.33.16 in in Figure 4-202

#### 4.32.5 Add Travel Allowance Request

- Click on  to apply Travel Allowance as shown in Figure 4-203



BHIM RAM

Emp Id : 141836

Division : Personnel

Home

Manager Dashboard

Core HR

Leave and Attendance

Compensation and Benefit

Payroll

Employee Relation

FCI HRMS

Travel Allowance Request

For Month

16/09/2020

Particulars of Journey and Halts

Add

S.No.	Type	Station	Date	Hours	Action
1	Arrival	New Delhi	15/09/2020	6	
2	Departure	Bhopal	14/09/2020	6	

Kind Of Journey

By Air

Add

S.No.	Class	Number Of Fares	Amount	Action
1	1	2	6000	

Distance travelled by Rail/Road for which miles is admissible

Add

S.No.	Ordinary Rates	Other Rates	Action
-------	----------------	-------------	--------

Daily Allowance Amount \*

1000

No. Of Days For Which Daily Allowance Is Claimed \*

2

Actual expenses towards hotel

Add

S.No.	Name Of Hotel	Bill No.	Amount	Action
1	Hotel Maharaja	11249	5000	

Purpose Of Journey

LTC visit with family

Remarks

Journey Completed

Net Actual Expenses \*

15000

Deductions \*

1000

Advance Drawn \*

09/09/2020

Net Amount

14000

☒ The Journey Was Performed By The Shortest Route. \*
 ☒ The Place For Which Road Mileage Have Been Claimed In The Bill Are Not Connected Directly Or Distance Between The Places For Which Road Mileage Is Being Claimed In The Bill Are Correct To The Best Of My Knowledge And Belief. \*
 ☒ I Did Not Perform The Road Journeys For Which Mileage Allowance Has Been Claimed At The Higher Rates By Taking A Single Seat In Any Public Conveyance Which Piles Regularly Between Fixed Points And Changes Fixed Rates Or Any Other Vehicle Without Payment Of Its Hire Charges Thereof Were Borne By Me. \*
 ☒ I Was Not Provided With Any Free Boarding And Lodging, Free Accommodation At The Expenses Of Government, Local Body Or Poo Corporation Of India Etc During The Days For Which T.A/D.A Has Been Claimed In The Bill. \*
 ☒ (In Case Of Transfer T.A Bill Only) The Family In Respect Of Which T.A Is Claimed Is Wholly Dependent Upon Me And That The Actual Expenses Incurred Towards The Cost Of Transporting Personal Effects Were Not Less Than The Same Claimed. \*

Upload Bills \*

Circular No.EP-10-2014-26 dt. 02.12.2014 (1).pdf

Upload

Save as Draft

Submit

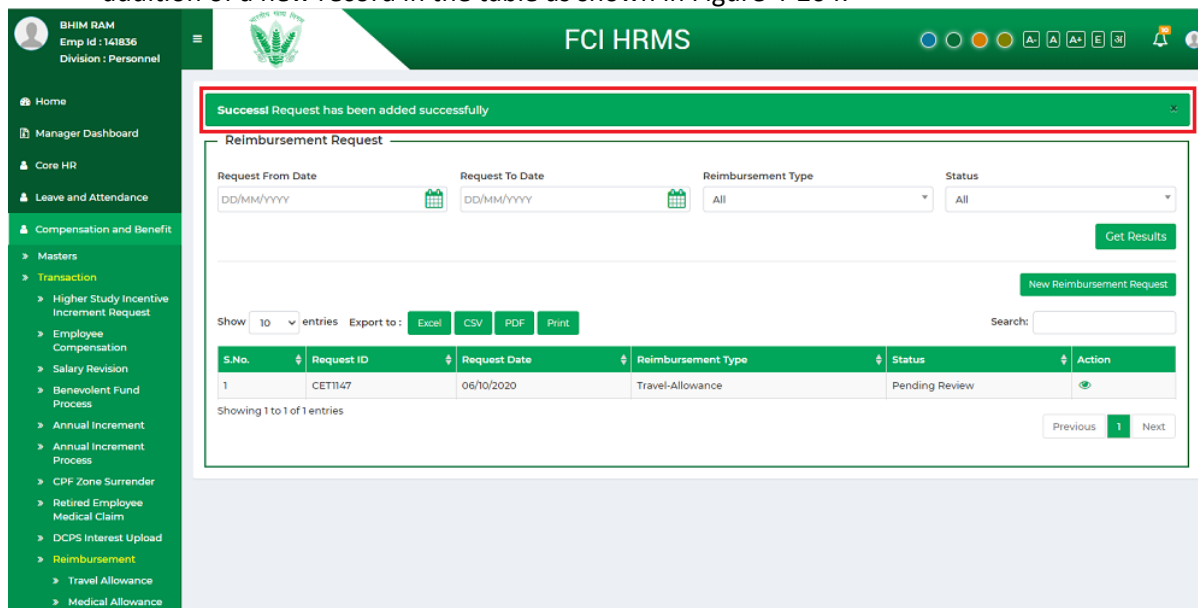
Cancel

Figure 4-203: Add Travel Allowance Request

Click on **Save as Draft** to save all the information temporarily as a draft.

Submit

Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-204.



**Success Request has been added successfully**

**Reimbursement Request**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Reimbursement Type: All Status: All

Get Results

New Reimbursement Request

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

S.No.	Request ID	Request Date	Reimbursement Type	Status	Action
1	CET1147	06/10/2020	Travel-Allowance	Pending Review	

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 4-204: Travel Allowance Request Added

The success message will be displayed as:

**Success Request has been added successfully**

#### 4.32.6 Review Travel Allowance Request -Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-205.

**FCI HRMS**

AMITABH KUMAR  
Emp Id : 152770  
Division : Personnel

Home  
Manager Dashboard  
Core HR  
Leave and Attendance  
Compensation and Benefit  
Masters  
Transaction  
Higher Study Incentive Increment Request  
Employee Compensation  
Salary Revision  
Salary Revision process  
Annual Increment  
Annual Increment Process  
Retired Employee Medical Claim  
DCPS Interest Upload  
Reimbursement  
Travel Allowance  
Medical Allowance  
Newspaper Allowance  
Reimbursement Request  
Double HRA  
LTC-Hometown Change  
LTC - Bharat Darshan/Hometown  
LTC Bharat Darshan (Destination Change)  
LTC-Bharat Darshan Disbursement  
Claim Settlement  
House On Lease  
Benevolent Fund  
Conveyance Reimbursement  
Cafeteria Allowances Request  
CPF Settlement Request  
Payroll  
Employee Relation

Travel Allowance Requester Listing

Request From Date: DD/MM/YYYY  
Request To Date: DD/MM/YYYY  
Employee Number: Select  
Employee Name: BHIM RAM

Status: Select  
Get Results

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


S.No.	Request ID	Request Date	Employee Number	Employee Name	Status	Action
1	CET1148	06/10/2020	141836	BHIM RAM	Pending Review	

Showing 1 to 1 of 1 entries

Previous 1 Next

@Powered by Konnect (Kellton Tech)

Figure 4-205 Travel Allowance Request Reviewer Landing

Click on  as shown in Figure 4-205, to land on Review Travel Allowance as shown in Figure 4-206.

#### 4.32.7 Review Travel Allowance Request

Home

Manager Dashboard

Core HR

Leave and Attendance

Compensation and Benefit

Masters

Transaction

Higher Study Incentive Increment Request

Employee Compensation

Salary Revision

Salary Revision process

Annual Increment

Annual Increment Process

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Travel Allowance

Medical Allowance

Newspaper Allowance

Reimbursement Request

Double HRA

LTC-Hometown Change

LTC - Bharat Darshan/Hometown

LTC Bharat Darshan (Destination Change)

LTC-Bharat Darshan Disbursement

Claim Settlement

House On Lease

Benevolent Fund

Conveyance Reimbursement

Cafeteria Allowances Request

CPF Settlement Request

Payroll

Employee Relation

FCI HRMS

Request ID

CET1148

Employee Number

141836

Employee Name

BHIM RAM

Employee Division

Personnel

Designation

Assistant Grade III (Personnel)

Particulars of Journey and Halts

S.No.	Type	Station	Date	Hours
1	1	A	15/10/2020	12

Kind Of Journey

By Air

S.No.	Class	Number Of Fares	Amount
1	1	12	2900

Distance travelled by Rail/Road for which miles is admissible

S.No.	Ordinary Rates	Other Rates
1	100	2000

Daily Allowance Amount

10000

No. Of Days For Which Daily Allowance Is Claimed

12

Actual expenses towards hotel

S.No.	Name Of Hotel	Bill No.	Amount
1	A	1234567	1

Purpose of Journey

A

Net Actual Expenses

10000

Cbs/Travel\_allowance.Advance\_drawn\_on

07/11/2020

Bills

View Bills

Remarks

B

Deductions

5000

Net Amount

5000

☒ The Journey was performed by the shortest route.
 ☒ The place for which road mileage have been claimed in the bill are not connected directly or distance between the places for which road mileage is being claimed in the bill are correct to the best of my knowledge and belief.
 ☒ I did not perform the road journeys for which mileage allowance has been claimed at the higher rates by taking a single seat in any public conveyance which piles regularly between fixed points and changes fixed rates or any other vehicle without payment of its hire charges thereof were borne by me.
 ☒ I was not provided with any free boarding and lodging, free accommodation at the expenses of Government. Local body or Pooor Corporation of India etc during the days for which T.A./D.A has been claimed in the bill.
 ☒ (In case of transfer T.A Bill only) The family in respect of which T.A is claimed is wholly dependent upon me and that the actual expenses incurred towards the cost of transporting personal effects were not less than the same claimed.

Back

View Action History

Reviewer Remarks

Okay Reviewed

Document Name

Enter Document Name

Supportive Document

Upload Document

Upload

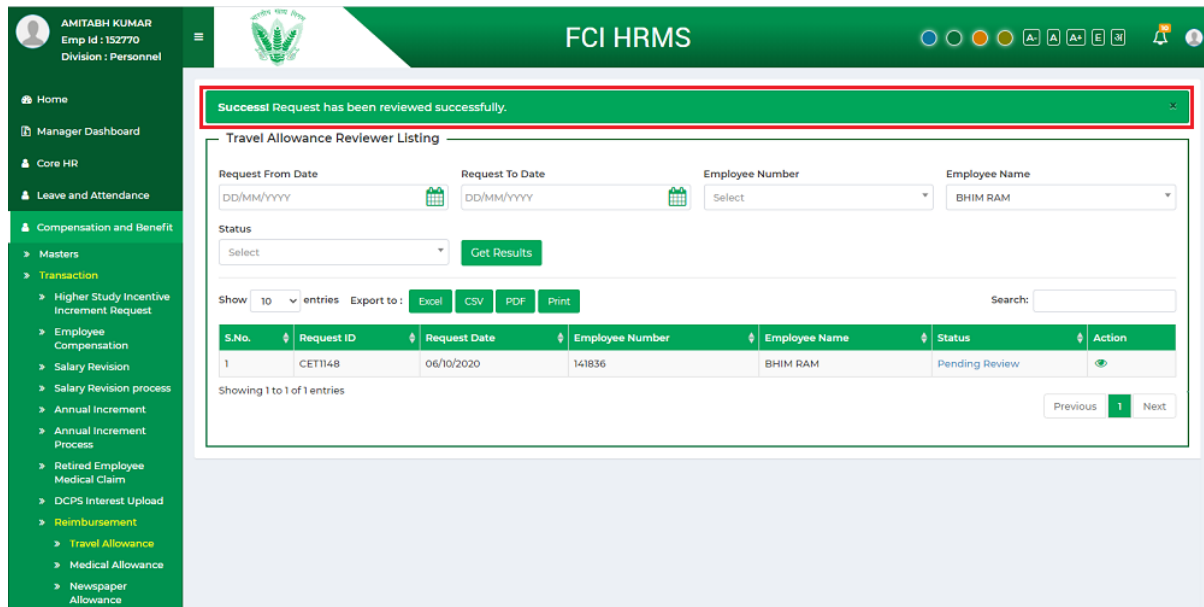
Add

S.NO.	Document Name	Supportive Document	Action
			<div>Add Reviewer</div> <div>Review</div> <div>Revert</div> <div>Cancel</div>

Figure 4-206: Travel Allowance Request Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-206.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.207.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.



The screenshot shows the FCI HRMS interface. A green banner at the top displays the message: "Success! Request has been reviewed successfully." Below this, the "Travel Allowance Reviewer Listing" page is visible. It includes search filters for "Request From Date", "Request To Date", "Employee Number", and "Employee Name". A "Status" dropdown is set to "Select", and a "Get Results" button is present. Below the filters, there are options to "Show" 10 entries and "Export to" Excel, CSV, PDF, or Print. A table lists the request details:

S.No.	Request ID	Request Date	Employee Number	Employee Name	Status	Action
1	CET1148	06/10/2020	141836	BHIM RAM	Pending Review	

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons.

Figure 4-207: Travel Allowance Request Reviewed

The success will be displayed as



The screenshot shows a green banner with the text: "Success! Request has been reviewed successfully."

#### 4.32.8 Approve Travel Allowance Request -Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-208.



**FCI HRMS**

**Travel Allowance Approval Listing**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: Select Employee Name: BHIM RAM

Status: Select **Get Results**

Show: 10 entries Export to: **Excel** CSV PDF Print Search:

S.No.	Request ID	Request Date	Employee Number	Employee Name	Status	Action
1	CET1148	06/10/2020	141836	BHIM RAM	Pending Approval	

Showing 1 to 1 of 1 entries


Previous **1** Next

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**Figure 4-208: Travel Allowance Request Approver's Landing**

Click on as shown in Figure 4-208, to land on Approve Travel Allowance as shown in Figure 4-209.

#### 4.32.9 Approve Travel Allowance Request



D V PRASAD  
Emp Id : 299546  
Division : Personnel



FCI HRMS

Home  
Manager Dashboard  
Core HR  
Leave and Attendance  
Compensation and Benefit  
Masters  
Transaction  
Higher Study Incentive Increment Request  
Employee Compensation  
Salary Revision  
Salary Revision process  
Benevolent Fund Process  
Annual Increment  
Annual Increment Process  
CPF Zone Surrender  
CPF Zone Surrender  
Retired Employee Medical Claim  
DCPS Interest Upload  
Reimbursement  
Travel Allowance  
Medical Allowance  
Newspaper Allowance  
Reimbursement Request  
Double HRA  
LTC-Hometown Change  
LTC - Bharat Darshan/Hometown  
LTC Bharat Darshan (Destination Change)  
LTC Bharat Darshan Disbursement  
Claim Settlement  
House On Lease  
Benevolent Fund  
Conveyance Reimbursement  
Cafeteria Allowances Request  
CPF Settlement Request  
Conveyance Reimbursement Payment  
Payroll  
Employee Relation

Travel Allowance Approver

Request ID  
CETI148

Employee Number  
141836

Employee Name  
BHIM RAM

Employee Devision  
Personnel

Designation  
Assistant Grade III (Personnel)

Particulars of Journey and Halts

S.No.	Type	Station	Date	Hours
1	1	A	15/10/2020	12

Kind Of Journey  
By Air

S.No.	Class	Number Of Fares	Amount
1	1	12	2900

Distance travelled by Rail/Road for which miles is admissible

S.No.	Ordinary Rates	Other Rates
1	100	2000

Daily Allowance Amount  
10000

No. Of Days For Which Daily Allowance Is Claimed  
12

Actual expenses towards hotel

S.No.	Name Of Hotel	Bill No.	Amount
1	A	1234567	1

Purpose Of Journey  
A

Net Actual Expenses  
10000

Cbs/Travel\_allowance.Advance\_drawn\_on  
07/11/2020

Bills  
[View Bills](#)

Remarks  
B

Deductions  
5000

Net Amount  
5000

☒ The Journey was performed by the shortest route.  
☒ The place for which road mileage have been claimed in the bill are not connected directly or distance between the places for which road mileage is being claimed in the bill are correct to the best of my knowledge and belief.  
☒ I did not perform the road journeys for which mileage allowance has been claimed at the higher rates by taking a single seat in any public conveyance which piles regularly between fixed points and change fixed rates or any other vehicle without payment of its hire charges thereof were borne by me.  
☒ I was not provided with any free boarding and lodging, free accommodation at the expenses of Government. Local body or Poor Corporation of India etc during the days for which T.A./D.A has been claimed in the bill.  
☒ (In case of transfer T.A Bill only) The family in respect of which T.A is claimed is wholly dependent upon me and that the actual expenses incurred towards the cost of transporting personal effects were not less than the same claimed.

Back

View Action History

Approver Remarks

Okay Approved

Document Name

Supportive Document


Enter Document Name

Upload Document


Upload

Add

S.NO.	Document Name	Supportive Document	Action
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <div> <div>Approve</div> <div>Reject</div> </div> <div>Cancel</div>



FCI HRMS



D V PRASAD  
Emp Id : 299546  
Division : Personnel

Home  
Manager Dashboard  
Core HR  
Leave and Attendance  
Compensation and Benefit  
Masters  
Transaction  
Higher Study Incentive Increment Request  
Employee Compensation  
Salary Revision  
Salary Revision process  
Benevolent Fund Process  
Annual Increment  
Annual Increment Process  
CPF Zone Surrender  
CPF Zone Surrender  
Retired Employee Medical Claim  
DCPS Interest Upload  
Reimbursement  
Travel Allowance  
Medical Allowance  
Newspaper Allowance  
Reimbursement Request  
Double HRA  
LTC-Hometown Change  
LTC - Bharat Darshan/Hometown  
LTC Bharat Darshan (Destination Change)  
LTC Bharat Darshan Disbursement  
Claim Settlement  
House On Lease  
Benevolent Fund  
Conveyance Reimbursement  
Cafeteria Allowances Request  
CPF Settlement Request  
Conveyance Reimbursement Payment  
Payroll  
Employee Relation

Travel Allowance Approver

Request ID  
CETI148

Employee Number  
141836

Employee Name  
BHIM RAM

Employee Devision  
Personnel

Designation  
Assistant Grade III (Personnel)

Particulars of Journey and Halts

S.No.	Type	Station	Date	Hours
1	1	A	15/10/2020	12

Kind Of Journey  
By Air

S.No.	Class	Number Of Fares	Amount
1	1	12	2900

Distance travelled by Rail/Road for which miles is admissible

S.No.	Ordinary Rates	Other Rates
1	100	2000

Daily Allowance Amount  
10000

No. Of Days For Which Daily Allowance Is Claimed  
12

Actual expenses towards hotel

S.No.	Name Of Hotel	Bill No.	Amount
1	A	1234567	1

Purpose Of Journey  
A

Net Actual Expenses  
10000

Cbs/Travel\_allowance.Advance\_drawn\_on  
07/11/2020

Bills  
[View Bills](#)

Remarks  
B

Deductions  
5000

Net Amount  
5000

☒ The Journey was performed by the shortest route.  
☒ The place for which road mileage have been claimed in the bill are not connected directly or distance between the places for which road mileage is being claimed in the bill are correct to the best of my knowledge and belief.  
☒ I did not perform the road journeys for which mileage allowance has been claimed at the higher rates by taking a single seat in any public conveyance which piles regularly between fixed points and change fixed rates or any other vehicle without payment of its hire charges thereof were borne by me.  
☒ I was not provided with any free boarding and lodging, free accommodation at the expenses of Government. Local body or Poor Corporation of India etc during the days for which T.A./D.A has been claimed in the bill.  
☒ (In case of transfer T.A Bill only) The family in respect of which T.A is claimed is wholly dependent upon me and that the actual expenses incurred towards the cost of transporting personal effects were not less than the same claimed.

Back

View Action History

Approver Remarks

Okay Approved

Document Name

Supportive Document

Enter Document Name

Upload Document

Upload

Add

S.NO.	Document Name	Supportive Document	Action
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <div> <div>Approve</div> <div>Reject</div> </div> <div>Cancel</div>

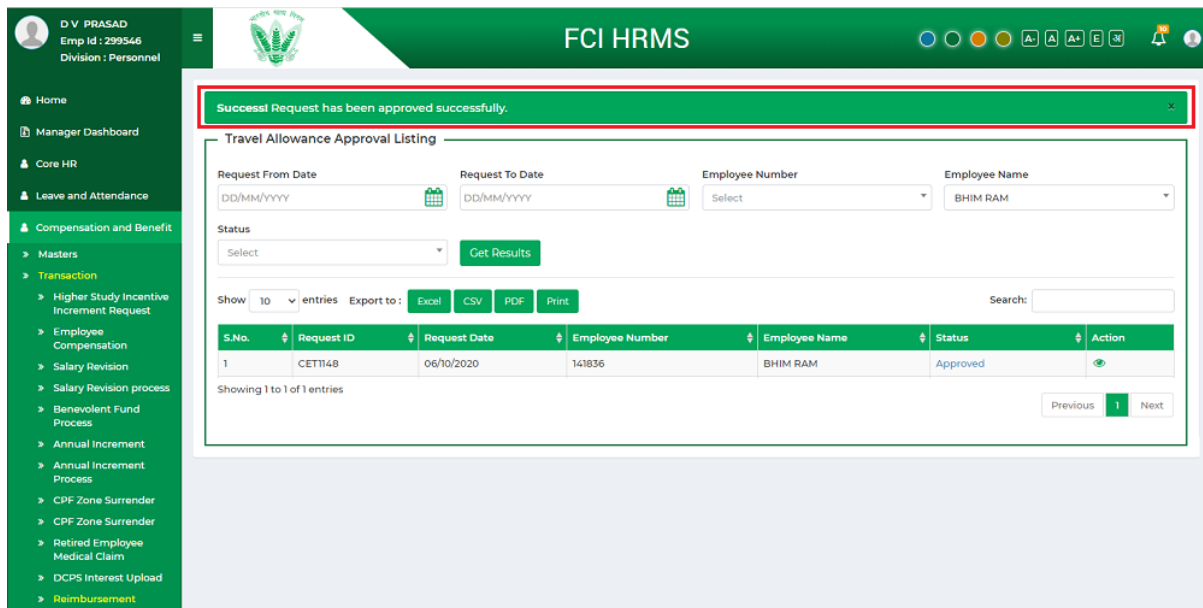
Figure 4-209: Travel Allowance Request Approve

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Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-209.
- Click on **Approve** to approve the request, and a success message will be shown in the Travel Allowance Approver Landing Screen for approving the record as shown in Figure 4-210.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



The screenshot shows the FCI HRMS interface. A green success message banner at the top reads: "Success Request has been approved successfully." Below this is the "Travel Allowance Approval Listing" section. It includes filters for "Request From Date", "Request To Date", "Employee Number", and "Employee Name". A "Status" dropdown is set to "Select", and a "Get Results" button is visible. Below the filters, there are options to "Show" 10 entries and "Export to" Excel, CSV, PDF, or Print. A table displays the results:

S.No.	Request ID	Request Date	Employee Number	Employee Name	Status	Action
1	CET1148	06/10/2020	141836	BHIM RAM	Approved	

At the bottom of the table, it says "Showing 1 to 1 of 1 entries". Navigation buttons "Previous", "1", and "Next" are also present.

Figure 4-210: Travel Allowance Request Approved

The success message will be displayed as:



A green banner with the text: "Success Request has been approved successfully." and a close button (X) on the right.

#### 4.32.10 View Action History

Click on **View Action History** as shown in Figure 4-206 and 4-209, to navigate to View Action History page as shown in Figure 4-211.

FCI HRMS

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Transaction

Higher Study Incentive Increment Request

Employee Compensation

Salary Revision

Salary Revision process

Benevolent Fund Process

Death/Service Gratuity

Annual Increment

Annual Increment Process

CPF Zone Surrender

Retired Employee Medical Claim

DCPS Interest Upload

Recommendation for performance related incentive

Reimbursement

Double Establishment Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Version

From Date

To Date

Get Results

ID CBD92

Show 10 entries

Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries

Previous 1 Next

Competent Authority

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

Close

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Figure 4-211: Action History

## 4.32.11 Add Newspaper Allowance Request

Click on  to apply Newspaper Allowance as shown in Figure 4-212

FCI HRMS

Aa

Aa

Aa

ESS

MSS

Hi, AMIT KUMAR

Home

User Manual

My Dashboard

Directory

Core HR

Compensation and Benefits

Performance Management

Leave Management

Payroll

Employee Relations

Talent Management

Learning and Development

Connect +

Policies and Circulars

Retirement Benefit Calculator

From Month/Year

01/2021

To Month/Year

03/2021

Office Type

HQ

Office Name

HQ-Delhi

Employee Number

290572

Employee Name

AMIT KUMAR

Grade

NA

Designation

Manager

Category

CAT-II

Add Newspaper/Periodical

From Month/Year \*

MM/YYYY

To Month/Year \*

MM/YYYY

Newspaper/Periodical \*

Newspaper/Periodical

Amount \*

Amount

Add

S.NO.	FROM MONTH/YEAR	TO MONTH/YEAR	NEWSPAPER/PERIODICAL	AMOUNT	ACTION
1	01/2021	03/2021	TOI	270	

Total Amount (INR)

270

Total Eligible Amount (INR)

270

Upload Cash Memo / Memos \*

CircularDemoFCI.pdf

Upload

☒ The Cash Memo / Memos Duly Verified For The Above Said Quantity Of Newspapers/Periodicals Is/Are Also Enclosed. The Same May Please Be Reimbursed. \*

Submit

Cancel

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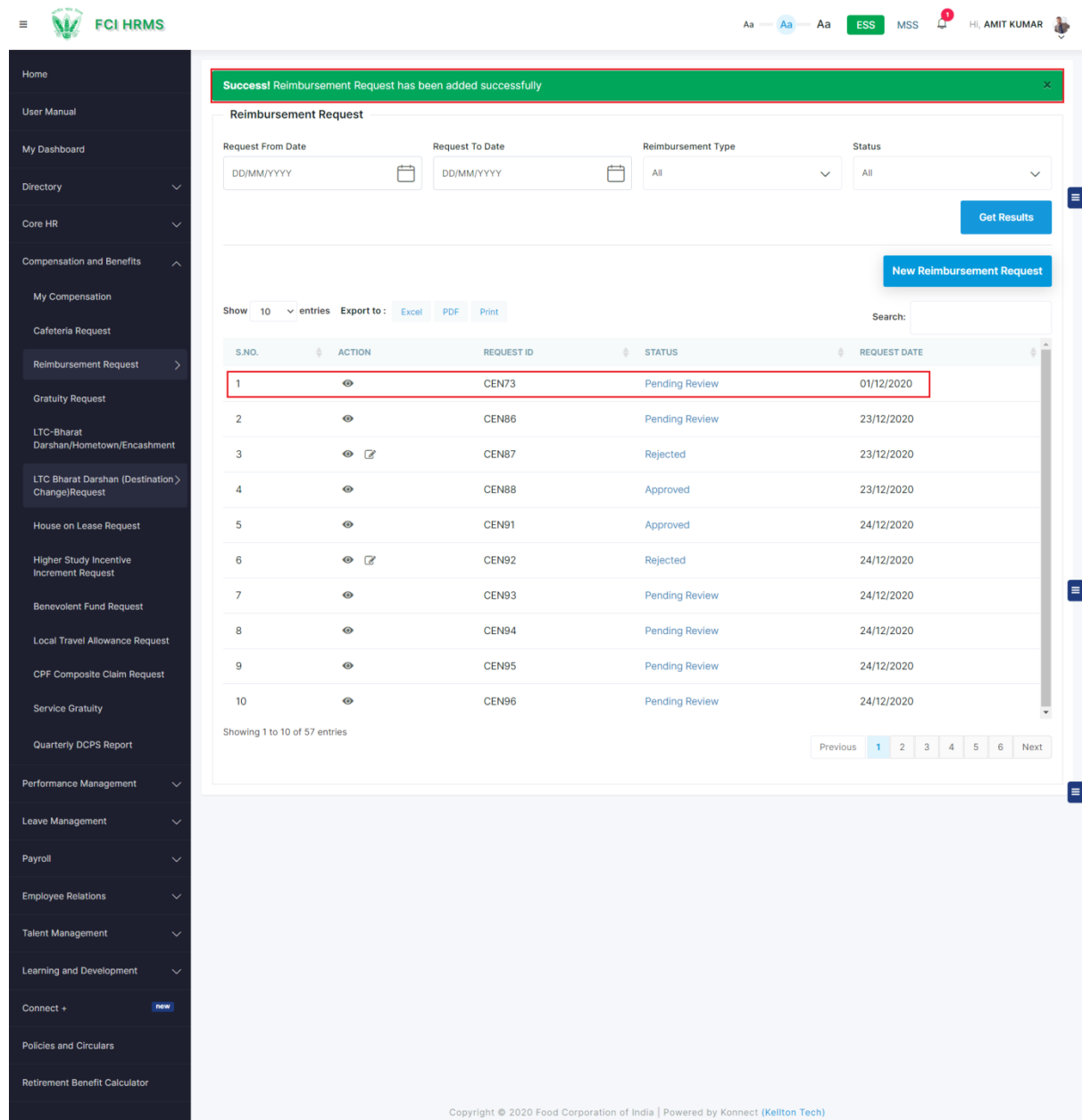
Figure 4-212: Add Newspaper Allowance Request

Click on **Add** to add the newspapers periodically as shown in Figure 4-212

Enter the details and click on **Submit** such that a success message will be shown for the addition of a new record in the table as shown in Figure 4-213.

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**Success! Reimbursement Request has been added successfully**

**Reimbursement Request**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Reimbursement Type: All Status: All

[Get Results](#)

[New Reimbursement Request](#)

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

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE
1	<a href="#">View</a>	CEN73	Pending Review	01/12/2020
2	<a href="#">View</a>	CEN86	Pending Review	23/12/2020
3	<a href="#">View</a> <a href="#">Edit</a>	CEN87	Rejected	23/12/2020
4	<a href="#">View</a>	CEN88	Approved	23/12/2020
5	<a href="#">View</a>	CEN91	Approved	24/12/2020
6	<a href="#">View</a> <a href="#">Edit</a>	CEN92	Rejected	24/12/2020
7	<a href="#">View</a>	CEN93	Pending Review	24/12/2020
8	<a href="#">View</a>	CEN94	Pending Review	24/12/2020
9	<a href="#">View</a>	CEN95	Pending Review	24/12/2020
10	<a href="#">View</a>	CEN96	Pending Review	24/12/2020

Showing 1 to 10 of 57 entries

Previous 1 2 3 4 5 6 Next

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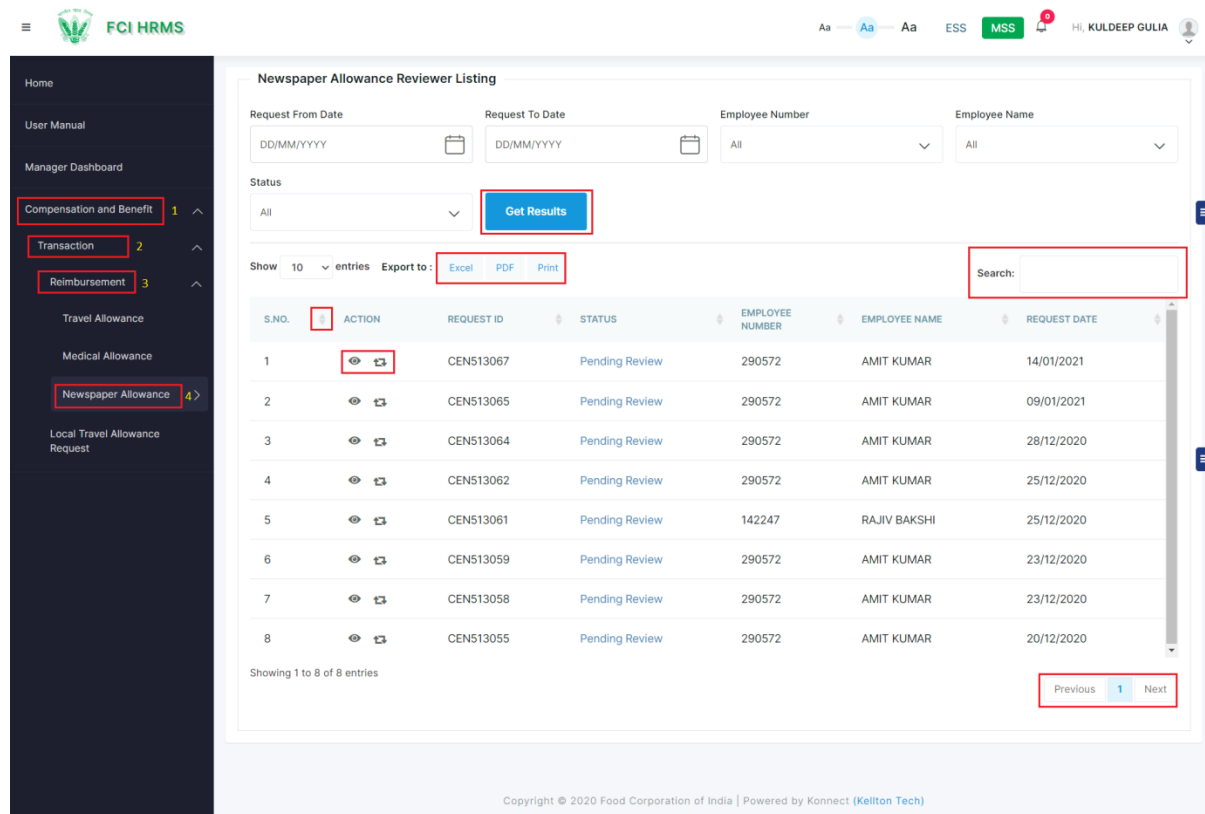
**Figure 4-213 Newspaper Allowance Request Added**

The success message will be displayed as:

**Success! Reimbursement Request has been added successfully**

## 4.32.12 Review Newspaper Allowance Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-214.



**Newspaper Allowance Request Reviewer Listing**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All **Get Results**

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


S.NO.	ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	REQUEST DATE
1		CEN513067	Pending Review	290572	AMIT KUMAR	14/01/2021
2		CEN513065	Pending Review	290572	AMIT KUMAR	09/01/2021
3		CEN513064	Pending Review	290572	AMIT KUMAR	28/12/2020
4		CEN513062	Pending Review	290572	AMIT KUMAR	25/12/2020
5		CEN513061	Pending Review	142247	RAJIV BAKSHI	25/12/2020
6		CEN513059	Pending Review	290572	AMIT KUMAR	23/12/2020
7		CEN513058	Pending Review	290572	AMIT KUMAR	23/12/2020
8		CEN513055	Pending Review	290572	AMIT KUMAR	20/12/2020

Showing 1 to 8 of 8 entries

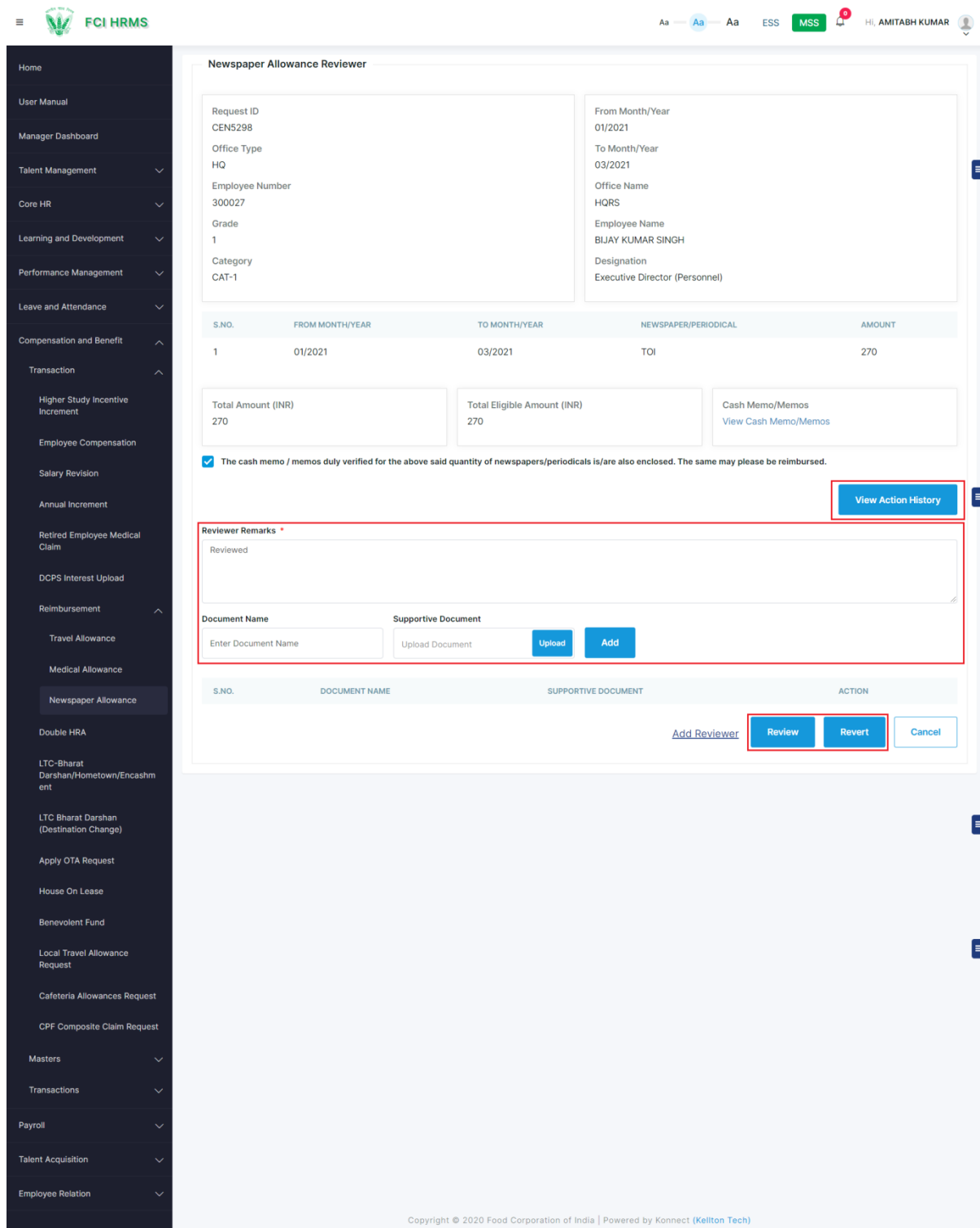
Previous 1 Next

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**Figure 4-214 Newspaper Allowance Request Reviewer Landing**

Click on  as shown in Figure 4-214, to land on Review Newspaper Allowance as shown in Figure 4-215.

#### 4.32.13 Review Newspaper Allowance Request



**Newspaper Allowance Reviewer**

Request ID: CEN5298  
Office Type: HQ  
Employee Number: 300027  
Grade: 1  
Category: CAT-1

From Month/Year: 01/2021  
To Month/Year: 03/2021  
Office Name: HQRS  
Employee Name: BIJAY KUMAR SINGH  
Designation: Executive Director (Personnel)

S.NO.	FROM MONTH/YEAR	TO MONTH/YEAR	NEWSPAPER/PERIODICAL	AMOUNT
1	01/2021	03/2021	TOI	270

Total Amount (INR): 270  
Total Eligible Amount (INR): 270  
Cash Memo/Memos: [View Cash Memo/Memos](#)

☒ The cash memo / memos duly verified for the above said quantity of newspapers/periodicals is/are also enclosed. The same may please be reimbursed.

[View Action History](#)

**Reviewer Remarks \***

Reviewed


Document Name:  Supportive Document:

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <input type="button" value="Review"/> <input type="button" value="Revert"/> <input type="button" value="Cancel"/>

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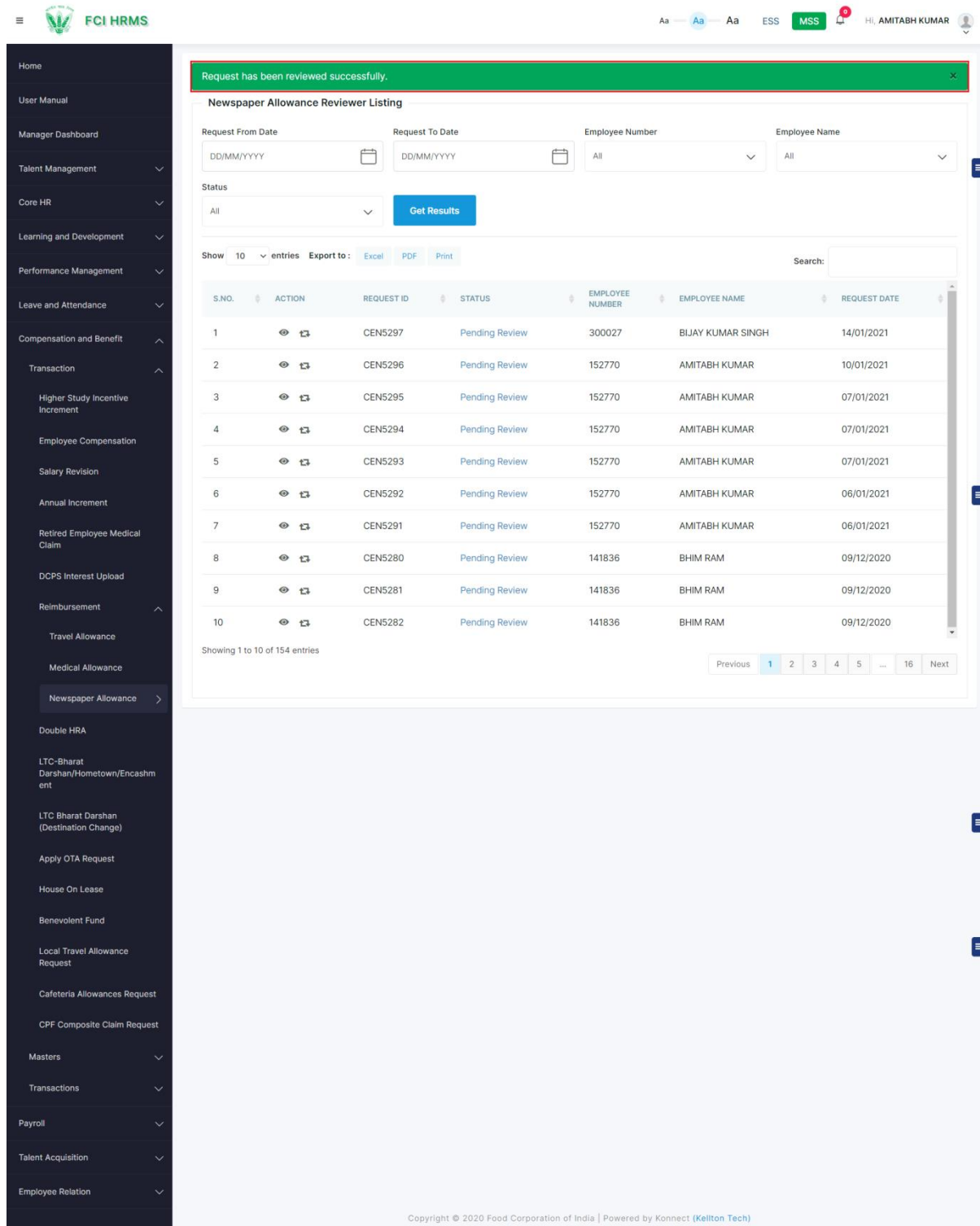
**Figure 4-215: Newspaper Allowance Request Review**

Reviewer shall be able to perform the following activities from the Review Page.

- Click on  to view the action taken on the request as shown in Figure 4-215.



- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.215.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.























Request has been reviewed successfully.

### Newspaper Allowance Reviewer Listing

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Number: All Employee Name: All

Status: All **Get Results**

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

S.NO.	ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	REQUEST DATE
1	 	CEN5297	Pending Review	300027	BIJAY KUMAR SINGH	14/01/2021
2	 	CEN5296	Pending Review	152770	AMITABH KUMAR	10/01/2021
3	 	CEN5295	Pending Review	152770	AMITABH KUMAR	07/01/2021
4	 	CEN5294	Pending Review	152770	AMITABH KUMAR	07/01/2021
5	 	CEN5293	Pending Review	152770	AMITABH KUMAR	07/01/2021
6	 	CEN5292	Pending Review	152770	AMITABH KUMAR	06/01/2021
7	 	CEN5291	Pending Review	152770	AMITABH KUMAR	06/01/2021
8	 	CEN5280	Pending Review	141836	BHIM RAM	09/12/2020
9	 	CEN5281	Pending Review	141836	BHIM RAM	09/12/2020
10	 	CEN5282	Pending Review	141836	BHIM RAM	09/12/2020

Showing 1 to 10 of 154 entries

Previous 1 2 3 4 5 ... 16 Next

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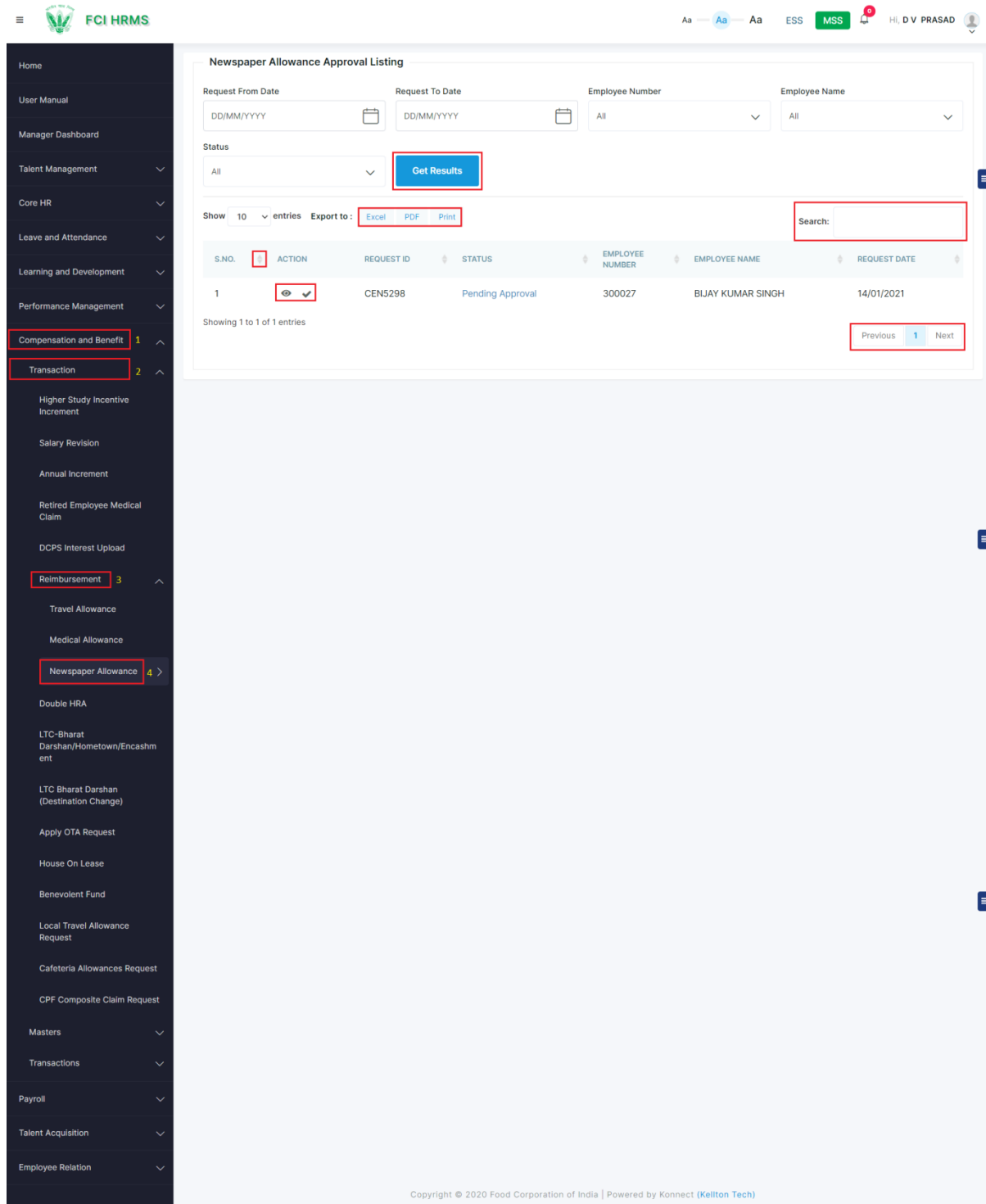
Figure 4-216: Newspaper Allowance Request Reviewed

The success will be displayed as

Success Request has been reviewed successfully.

#### 4.32.14 Approve Newspaper Allowance Request-Landing Page


The reviewed request will be forwarded to the approver's landing page as shown in figure 4-217.



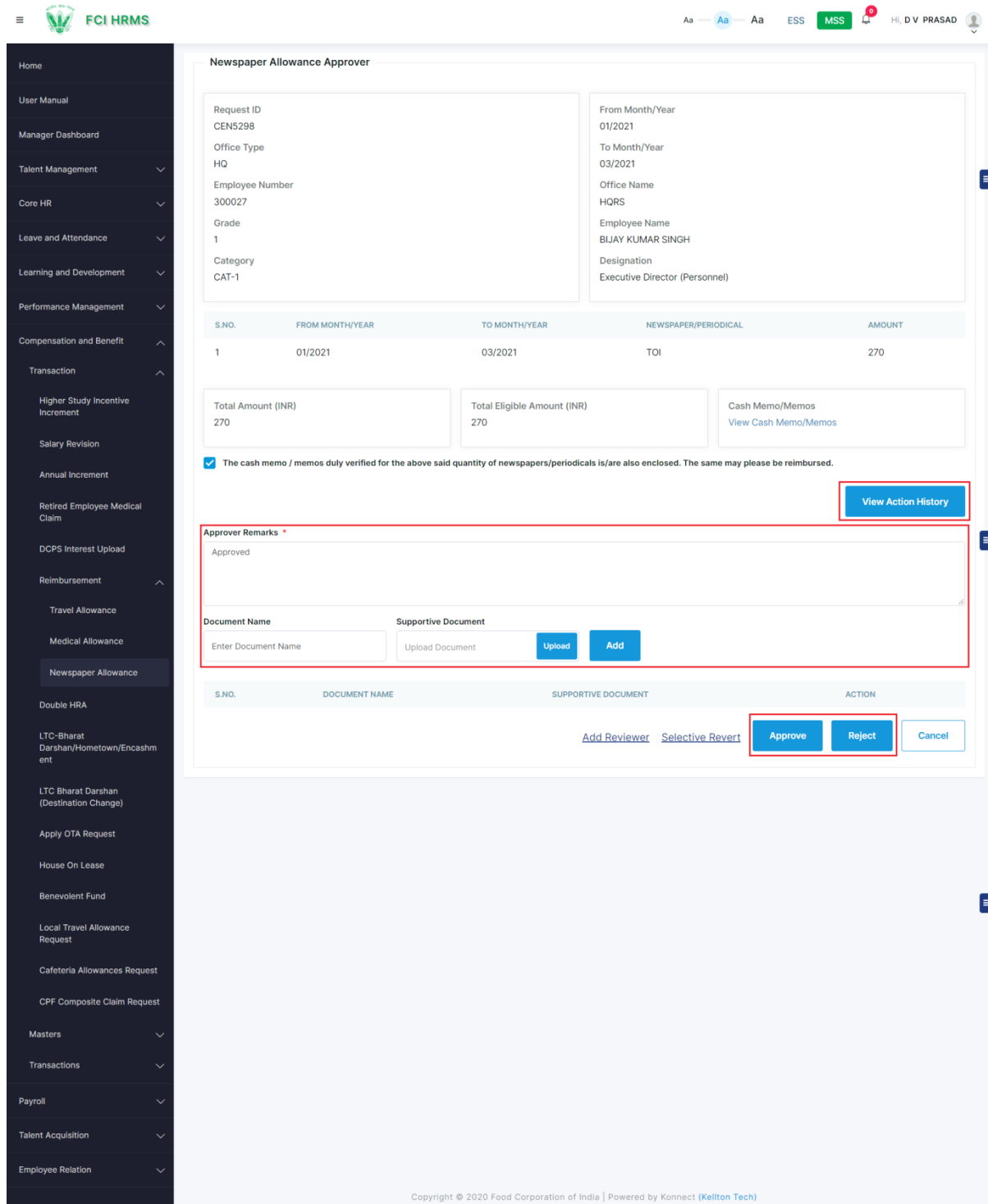
The screenshot displays the 'Newspaper Allowance Approval Listing' page. The left sidebar contains a menu with 'Newspaper Allowance' highlighted under the 'Reimbursement' section. The top header shows the user 'D V PRASAD' with roles 'ESS' and 'MSS'. The main content area includes filters for 'Request From Date', 'Request To Date', 'Employee Number', and 'Employee Name'. 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 table below shows one entry with S.NO. 1, ACTION (eye icon), REQUEST ID CEN5298, STATUS Pending Approval, EMPLOYEE NUMBER 300027, EMPLOYEE NAME BIJAY KUMAR SINGH, and REQUEST DATE 14/01/2021. The table indicates 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

S.NO.	ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	REQUEST DATE
1		CEN5298	Pending Approval	300027	BIJAY KUMAR SINGH	14/01/2021

Figure 4-217: Newspaper Allowance Request Approver's Landing

Click on  as shown in Figure 4-217, to land on Approve Newspaper Allowance as shown in Figure 4-218.

#### 4.32.15 Approve Newspaper Allowance Request



**Newspaper Allowance Approver**

Request ID: CEN5298  
Office Type: HQ  
Employee Number: 300027  
Grade: 1  
Category: CAT-1

From Month/Year: 01/2021  
To Month/Year: 03/2021  
Office Name: HQRS  
Employee Name: BIJAY KUMAR SINGH  
Designation: Executive Director (Personnel)

S.NO.	FROM MONTH/YEAR	TO MONTH/YEAR	NEWSPAPER/PERIODICAL	AMOUNT
1	01/2021	03/2021	TOI	270

Total Amount (INR): 270  
Total Eligible Amount (INR): 270  
Cash Memo/Memos: [View Cash Memo/Memos](#)

☒ The cash memo / memos duly verified for the above said quantity of newspapers/periodicals is/are also enclosed. The same may please be reimbursed.

[View Action History](#)

**Approver Remarks \***  
Approved




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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<a href="#">Add Reviewer</a> <a href="#">Selective Revert</a> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Cancel</a>

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**Figure 4-218: Newspaper Allowance Request Approve**

Approver shall be able to perform the following activities from the Approve Page.

- Click on  to view the action taken on the request as shown in Figure 4-218.
- Click on  to approve the request, and a success message will be shown in the Newspaper Allowance Request Approver Landing Screen for approving the record as shown in Figure 4-219.
- Click on  to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

The screenshot displays the FCI HRMS web application. On the left is a dark sidebar with a menu containing various HRMS modules. The main content area shows a green success message at the top: "Request has been approved successfully." Below this is the "Newspaper Allowance Approval Listing" section. It includes filters for "Request From Date", "Request To Date", "Employee Number", and "Employee Name", each with a dropdown menu. There is also a "Status" dropdown and a "Get Results" button. Below the filters, there are options to "Show" (10 entries), "Export to" (Excel, PDF, Print), and a "Search" box. A table with columns S.NO., ACTION, REQUEST ID, STATUS, EMPLOYEE NUMBER, EMPLOYEE NAME, and REQUEST DATE is shown, but it contains no data, displaying "No Data Available in Table" and "Showing 0 to 0 of 0 entries". At the bottom of the page, there is a copyright notice: "Copyright © 2020 Food Corporation of India | Powered by Konnect (Keliton Tech)".

**Figure 4-219: Newspaper Allowance Request Approved**

The success message will be displayed as:

The screenshot shows a green banner with the text "Success Request has been approved successfully." and a close button (X) on the right.

## 4.32.16 View Action History

Click on [View Action History](#) as shown in Figure 4-215 and 4-218, to navigate to View Action History page as shown in Figure 4-220.

FCI HRMS

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Transaction

Higher Study Incentive Increment Request

Employee Compensation

Salary Revision

Salary Revision process

Benevolent Fund Process

Death/Service Gratuity

Annual Increment

Annual Increment Process

CPF Zone Surrender

Retired Employee Medical Claim

DCPS Interest Upload

Recommendation for performance related incentive

Reimbursement

Double Establishment Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Version

All

From Date

DD/MM/YYYY

To Date

DD/MM/YYYY

Get Results

ID CBD92

Action History Report

Show 10 entries

Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries

Previous 1 Next

Competent Authority

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

Close

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Figure 4-220: Action History

## 4.32.17 Add Medical Allowance Request

Click on  to apply Medical Allowance as shown in Figure 4-202

FCI HRMS

ESS

MSS

Hi, BHIM RAM

Home

User Manual

My Dashboard

Directory

Core HR

Compensation and Benefits

Performance Management

Leave Management

Payroll

Employee Relations

Learning and Development

Connect +

Policies and Circulars

Retirement Benefit Calculator

### Medical Allowance Request

Marital Status

Single

Date Of Application

15/01/2021

If Married, The Place Where Wife/Husband Is Employee

If Married, The Place Where Wife/Husband Is Employee

Division Posted

Personnel

Pay of the employee as defined in the fundamental rules

Basic Pay

270000

DA

49680

HRA

0

CCA

0

Place Of Duty

HQRS

Actual Residential Address

abc-12 gurgaon,,,Gurgaon,Gurugram,Haryana

Name Of The Patient \*

ANIL KUMAR

Relationship \*

Brother

Age \*

36

Place At Which Patient Fell Ill \*

Gurgaon

Authorization Letter Number

Authorization Letter Number

Medical Attendance

Name Of Medical Officer

Name Of Medical Officer

Hospital /Dispensary Name

Hospital /Dispensary Name

Pathological Laboratory Name

Pathological Laboratory Name

Tests Undertaken On

Add

DATE	TYPE	FEES	ACTION
<div>Consultation/Injection At</div> <div>Select</div>			
<input type="checkbox"/> Whether the tests were undertaken on the advice of the authorized medical attendant			

Consultation With Specialist

Name Of Specialist

Name Of Specialist

Hospital /Dispensary Name

Hospital /Dispensary Name

Designation Of Specialist

Designation Of Specialist

Consultation Undertaken On

Add

DATE	FEES	ACTION
<input type="checkbox"/> Whether the Specialist or Medical Officer was consulted on the advise of the authorized medical attendant.		

Total Amount Claimed

Total Amount Claimed

Attach Enclosures \*

CircularDemoFCL.pdf

Upload

Cost of Medicines

Name Of Disease

Name Of Disease

From

DD/MM/YYYY

To

DD/MM/YYYY

Add

CASH MEMO NO.	PURCHASE DATE	NAME OF MEDICINE	QTY	PRICE	PHARMACY NAME	REMARKS	ACTION
<input checked="" type="checkbox"/> I Hereby Declare That Statments In The Application Are True To The Best Of My Knowledge And The Person From Whom Expenses Were Incurred Is Wholly Dependent Upon Me. *							

Save as Draft

Submit

Cancel

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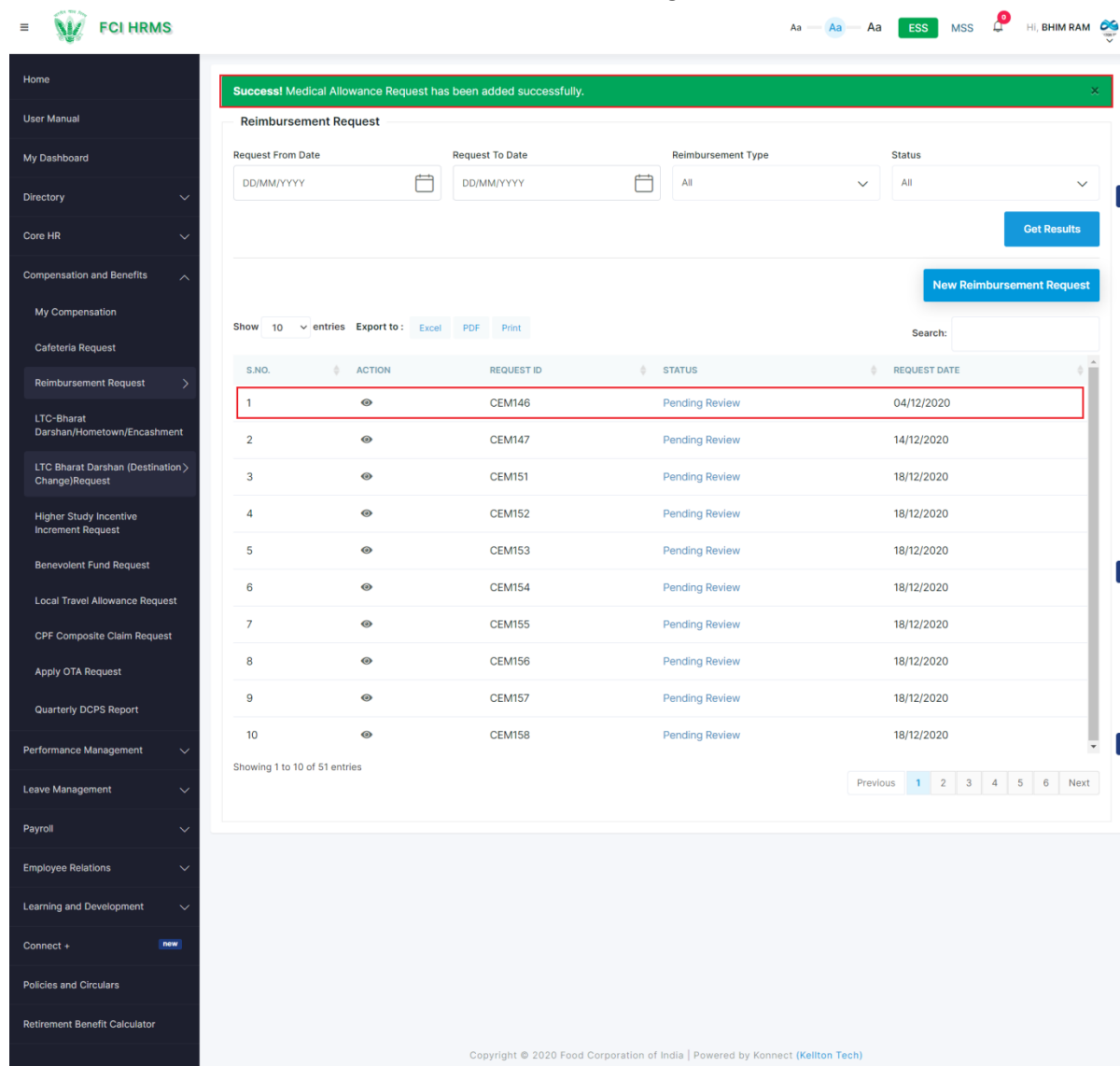
Figure 4-221: Add Medical Allowance Request

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Page 249 of 278

Submit

Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table as shown in Figure 4-222.



The screenshot shows the FCI HRMS interface. A green success message at the top states: "Success! Medical Allowance Request has been added successfully." Below this is the "Reimbursement Request" form with fields for "Request From Date", "Request To Date", "Reimbursement Type", and "Status". A "Get Results" button is present. Below the form is a table of requests. The table has columns: S.NO., ACTION, REQUEST ID, STATUS, and REQUEST DATE. The first row is highlighted with a red border.

S.NO.	ACTION	REQUEST ID	STATUS	REQUEST DATE
1		CEM146	Pending Review	04/12/2020
2		CEM147	Pending Review	14/12/2020
3		CEM151	Pending Review	18/12/2020
4		CEM152	Pending Review	18/12/2020
5		CEM153	Pending Review	18/12/2020
6		CEM154	Pending Review	18/12/2020
7		CEM155	Pending Review	18/12/2020
8		CEM156	Pending Review	18/12/2020
9		CEM157	Pending Review	18/12/2020
10		CEM158	Pending Review	18/12/2020

Showing 1 to 10 of 51 entries

Previous 1 2 3 4 5 6 Next

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Figure 4-222: Medical Allowance Request Added

The success message will be displayed as:

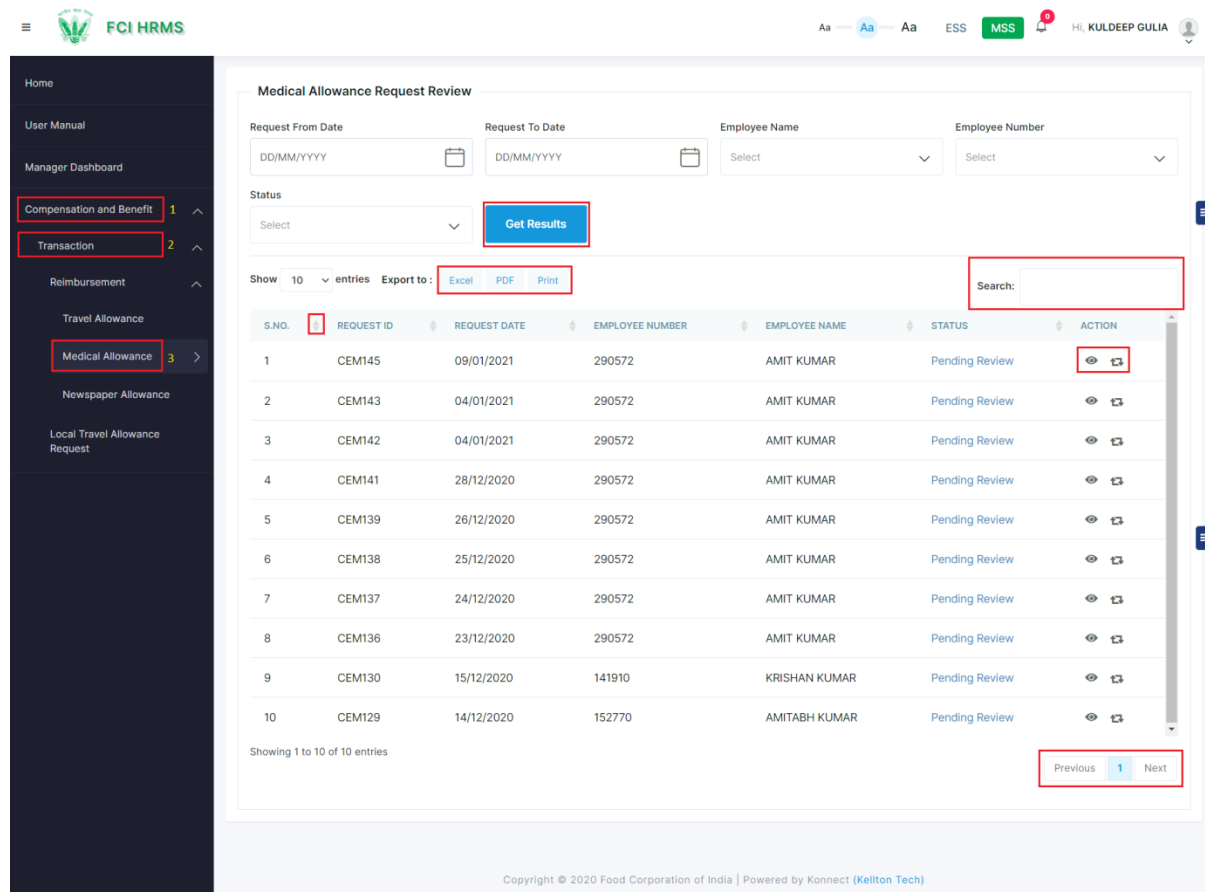


Success! Medical Allowance Request has been added successfully

#### 4.32.18 Review Medical Allowance Request -Landing

The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-223.

























**Medical Allowance Request Review**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Name: Select Employee Number: Select

Status: Select **Get Results**


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

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	STATUS	ACTION
1	CEM145	09/01/2021	290572	AMIT KUMAR	Pending Review	 
2	CEM143	04/01/2021	290572	AMIT KUMAR	Pending Review	 
3	CEM142	04/01/2021	290572	AMIT KUMAR	Pending Review	 
4	CEM141	28/12/2020	290572	AMIT KUMAR	Pending Review	 
5	CEM139	26/12/2020	290572	AMIT KUMAR	Pending Review	 
6	CEM138	25/12/2020	290572	AMIT KUMAR	Pending Review	 
7	CEM137	24/12/2020	290572	AMIT KUMAR	Pending Review	 
8	CEM136	23/12/2020	290572	AMIT KUMAR	Pending Review	 
9	CEM130	15/12/2020	141910	KRISHAN KUMAR	Pending Review	 
10	CEM129	14/12/2020	152770	AMITABH KUMAR	Pending Review	 

Showing 1 to 10 of 10 entries Previous 1 Next

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**Figure 4-223 Medical Allowance Request Reviewer Landing**

Click on  as shown in Figure 4-223, to land on Review Medical Allowance as shown in Figure 4-224.



4.32.19 Review Medical Allowance Request

FCI HRMS

Home

User Manual

Manager Dashboard

Compensation and Benefit

Transaction

Reimbursement

Travel Allowance

Medical Allowance

Newspaper Allowance

Local Travel Allowance Request

Medical Allowance Review

Request ID

CEM145

Employee Name

CEM145

Division Posted

Personnel

Date Of Application

09/01/2021

CPF No.

129950

Employee Number

CEM145

Designation

Manager

Marital Status

Single

If Married, The Place Where Wife/Husband Is Employee

--

Pay of the employee as defined in the fundamental rules

Basic Pay

52480

HRA

12595.2

Place Of Duty

HQ-Delhi

Name Of The Patient

Surender Kumar

Age

CEM145

DA

9656

CCA

13644.8

Actual Residential Address

H, NO-106 NAUKAPURA COLONY, LANKA, GHAZIPUR, New Delhi, Ghazipur, Ghazipur, Uttar Pradesh

Relationship

10

Place At Which Patient Fell Ill

Delhi

Medical Attendance

Name Of Medical Officer

Sidharth

Pathological Laboratory Name

--

Hospital /Dispensary Name

Escorts

Tests Undertaken On

S.NO.	DATE	TYPE	FEES
1	05/01/2021	1	500

Consultation/Injection At Hospital

☐ Whether the tests were undertaken on the advice of the authorized medical attendant

Consultation/Injection At

Name Of Specialist

Satendra

Designation Of Specialist

MD

Hospital /Dispensary Name

Escorts

Consultation Undertaken On

S.NO.	DATE	FEES
1	05/01/2021	500

☒ Whether the Specialist or Medical Officer was consulted on the advice of the authorized medical attendant.

Total Amount Claimed

1060

Attach Enclosures

View Enclosures

Cost of Medicines

Name Of Disease

Hypertension

To

23/12/2020

From

07/12/2020

S.NO.	CASH MEMO NO.	PURCHASE DATE	NAME OF MEDICINE	QTY	PRICE	PHARMACY NAME	REMARKS
1	13456	23/12/2020	Paracetamol	6	60	Sagar Medical	Medical Emergency

☒ I hereby declare that statements in the application are true to the best of my knowledge and the person from whom expenses were incurred is wholly dependent upon me.

☒ Consultation/Diet

☐ X-Ray, Pathological Test etc.

☒ Nursing & Accommodation

☒ Cost of Medicines

☐ Injections/Medical Advice etc.

Amount Passed \*

3000

Effective Date \*

01/02/2021

View Action History

Reviewer Remarks \*

Reviewed

Document Name

Enter Document Name

Supportive Document

Upload Document

Upload

Add

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
1	1		

Add Reviewer

Review

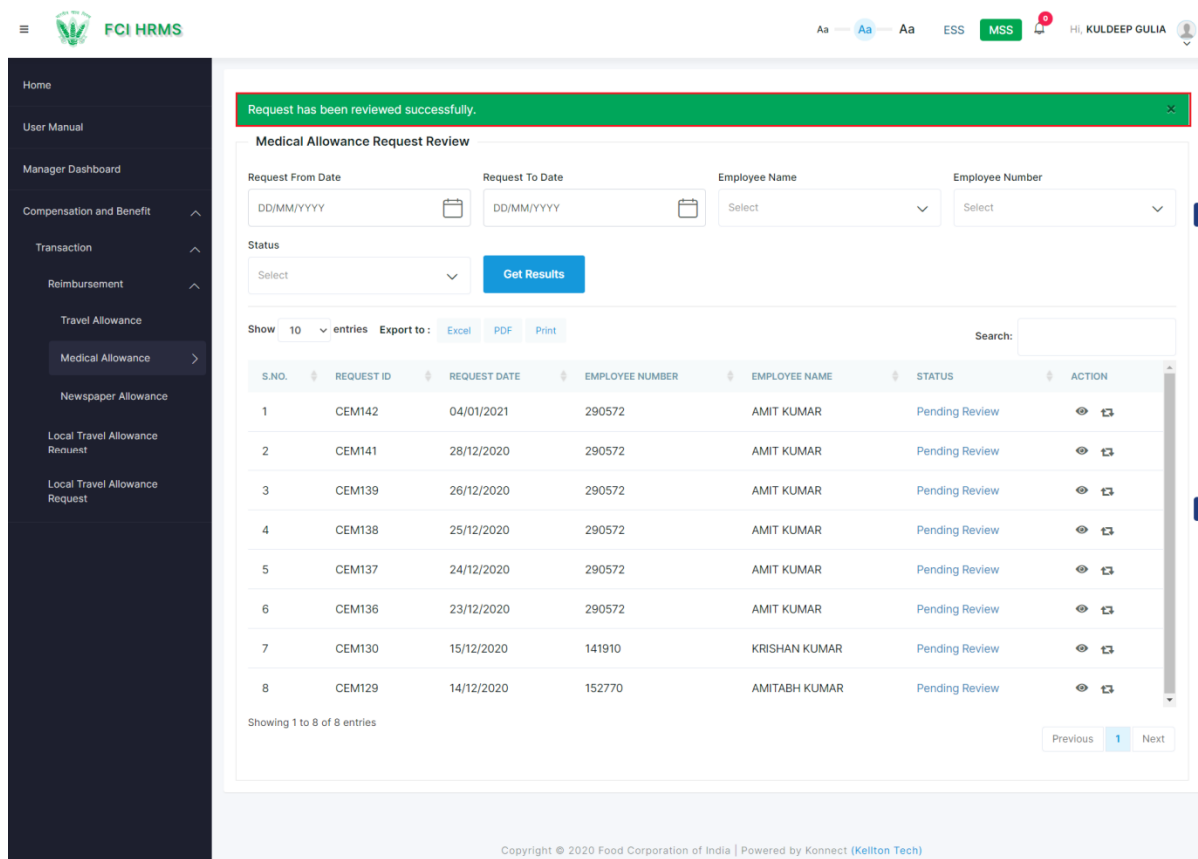
Revert

Cancel

Figure 4-224: Medical Allowance Request Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-224.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.225.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.



**Figure 4-225: Medical Allowance Request Reviewed**

The success will be displayed as



#### 4.32.20 Approve Medical Allowance Request -Landing Page

The reviewed request will be forwarded to the approver's landing page as shown in figure 4-226.

**Medical Allowance Request Approve**

Request From Date: DD/MM/YYYY Request To Date: DD/MM/YYYY Employee Name: Select Employee Number: Select

Status: Select **Get Results**

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

S.NO.	REQUEST ID	REQUEST DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	STATUS	ACTION
1	CEM124	23/12/2020	152770	AMITABH KUMAR	Pending Approval	

Showing 1 to 1 of 1 entries

Previous 1 Next

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**Figure 4-226: Medical Allowance Request Approver's landing**

Click on as shown in Figure 4-226, to land on Approve Medical Allowance as shown in Figure 4-227.



4.32.21 Approve Medical Allowance Request

FCI HRMS

As

As

ESS

MSS

Hi, D V PRASAD

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Learning and Development

Performance Management

Compensation and Benefit

Transaction

Higher Study Incentive Increment

Salary Revision

Annual Increment

Retired Employee Medical Claim

DCPS Interest Upload

Reimbursement

Travel Allowance

Medical Allowance

Newspaper Allowance

Double HRA

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Masters

Transactions

Payroll

Talent Acquisition

Employee Relation

Medical Allowance Approve

Request ID  
CEM124

Employee Name  
CEM124

Division Posted  
Personnel

Date Of Application  
23/12/2020

CPF No.  
99100

Employee Number  
CEM124

Designation  
Assistant General Manager (Personnel)

Marital Status  
Single

If Married, The Place Where Wife/Husband Is Employee  
--

Pay of the employee as defined in the fundamental rules

Basic Pay  
0

HRA  
0

Place Of Duty  
HQRS

Name Of The Patient  
Akshil Malik

Age  
CEM124

DA  
0

CCA  
0

Actual Residential Address  
...Kakinada,Anantapur,Andhra Pradesh

Relationship  
4

Place At Which Patient Fell Ill  
GGN

Medical Attendance

Name Of Medical Officer  
Akshil Malik

Pathological Laboratory Name  
Lal path

Hospital /Dispensary Name  
Apollo

Tests Undertaken On

S.NO.	DATE	TYPE	FEES
1	01/12/2020	1	10000

Consultation/Injection At  
Hospital

☐ Whether the tests were undertaken on the advice of the authorized medical attendant

Consultation/Injection At

Name Of Specialist  
Akshil Malik

Designation Of Specialist  
AD

Hospital /Dispensary Name  
Apollo

Consultation Undertaken On

S.NO.	DATE	FEES
1	02/12/2020	1000

☒ Whether the Specialist or Medical Officer was consulted on the advice of the authorized medical attendant.

Total Amount Claimed  
12000

Attach Enclosures

View Enclosures

Cost of Medicines

Name Of Disease  
Akshil Malik

To  
02/01/2021

From  
09/12/2020

S.NO.	CASH MEMO NO.	PURCHASE DATE	NAME OF MEDICINE	QTY	PRICE	PHARMACY NAME	REMARKS
1	100	02/12/2020	AD	4	1000	AD	Sa

☒ I hereby declare that statements in the application are true to the best of my knowledge and the person from whom expenses were incurred is wholly dependent upon me.

☒ Consultation/Diet

☒ Nursing & Accommodation

☒ Cost of Medicines

☐ Injections/Medical Advice etc.

☐ X-Ray, Pathological Test etc.

Amount Passed \*

3000

Effective Date \*

01/02/2021

View Action History

Approver Remarks \*

Approved

Document Name

Enter Document Name

Supportive Document

Upload Document




Upload

Add

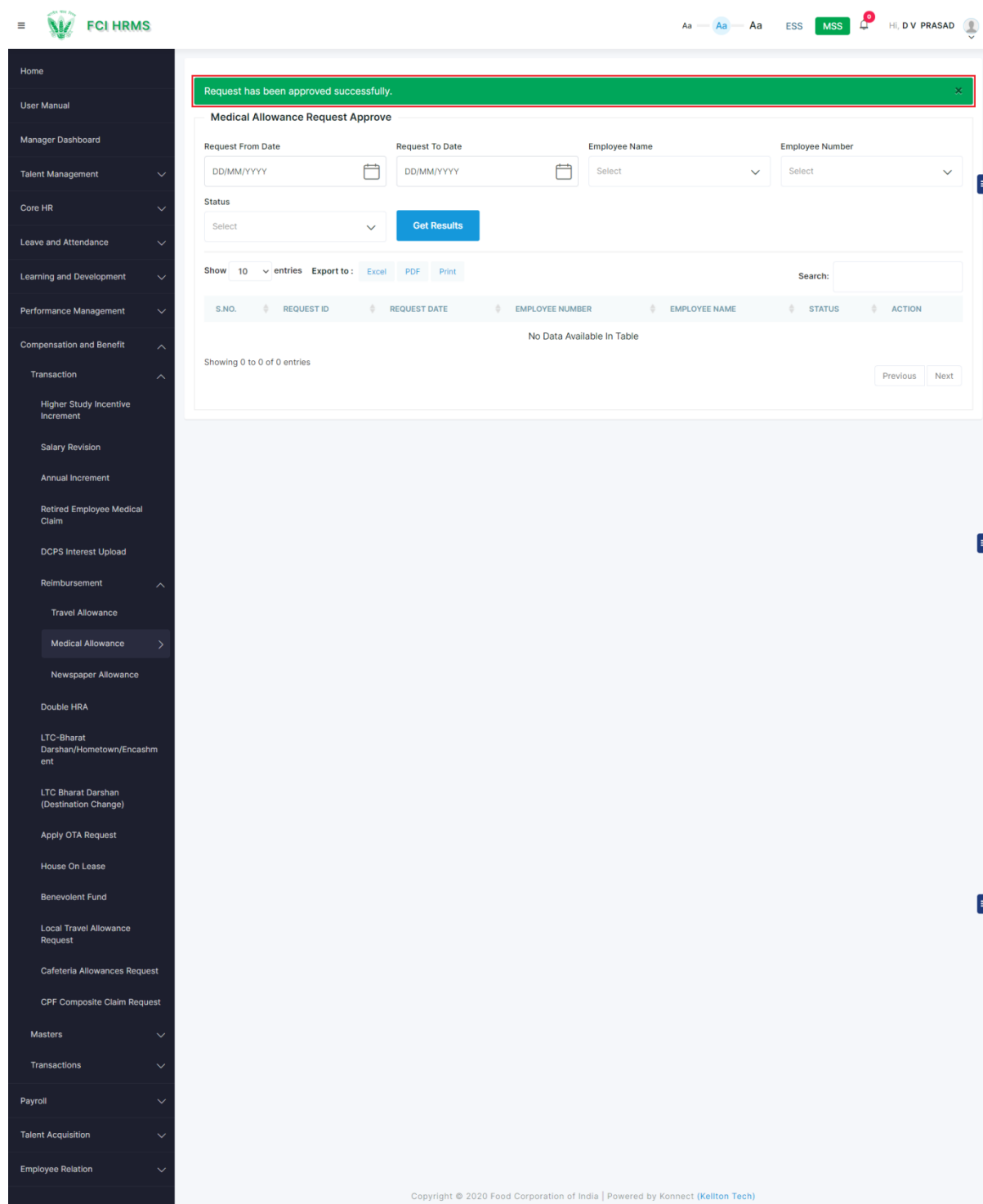
S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			<div>Add Reviewer</div> <div>Selective Revert</div> <div>Approve</div> <div>Reject</div> <div>Cancel</div>

**Figure 4-227: Medical Allowance Request Approve**

Approver shall be able to perform the following activities from the Approve Page.

- Click on  to view the action taken on the request as shown in Figure 4-227.
- Click on  to approve the request, and a success message will be shown in the Medical Allowance Approver Landing Screen for approving the record as shown in Figure 4-228.
- Click on  to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.





**Figure 4-228: Medical Allowance Request Approved**

The success message will be displayed as:



### 4.32.22 View Action History

Click on [View Action History](#) as shown in Figure 4-224 and 4-227, to navigate to View Action History page as shown in Figure 4-229.

FCI HRMS

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Performance Management

Compensation and Benefit

Masters

Transaction

Higher Study Incentive Increment Request

Employee Compensation

Salary Revision

Salary Revision process

Benevolent Fund Process

Death/Service Gratuity

Annual Increment

Annual Increment Process

CPF Zone Surrender

Retired Employee Medical Claim

DCPS Interest Upload

Recommendation for performance related incentive

Reimbursement

Double Establishment Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

House On Lease

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

Stagnation Increment (T)

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Version

All

From Date

DD/MM/YYYY

To Date

DD/MM/YYYY

Get Results

ID CBD92

Action History Report

Show 10 entries

Search:

S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS	ACTION
1	30/12/2020 4:58:57 PM	1	Initiated	AMIT KUMAR	Manager	Personnel	Initiator	Request Initiated	
2	30/12/2020 5:11:28 PM	1	Dispatched	SANJAY PANDEY	Assistant Grade - I	Personnel	Reviewer	Dispatcher	
3	30/12/2020 5:18:30 PM	1	Reviewed	PANKAJ LAL	Manager	Personnel	Reviewer	Remarks	
4	30/12/2020 5:34:06 PM	1	Reviewed	RAM RAJ MEENA	Assistant General Manager	Personnel	Reviewer	as	
5	30/12/2020 5:53:15 PM	1	Reviewed	JASWANT SINGH RAJPUT	Deputy General Manager	Personnel	Reviewer	as	
6	30/12/2020 5:54:33 PM	1	Approved	RAJESH KUMAR	General Manager	Personnel	Approver	Approver	

Showing 1 to 6 of 6 entries

Previous 1 Next

Competent Authority

OFFICE	DIVISION	DESIGNATION	CATEGORY	SECTION	EMPLOYEE NAME
HQ-Delhi	Personnel	General Manager	CAT-II	General	RAJESH KUMAR

Close

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Figure 4-229: Action History

## 4.33 My Compensation

Employee Benefits shall allow the FCI employees to view their current compensation and compensation history as per the effective dates. FCI employees would also be able to download their compensation break up.

#### 4.33.1 Navigation

**Left Navigation:** Compensation and Benefits >> My Compensation

#### 4.33.2 SLA

NA

#### 4.33.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.34.1 to reach the My Compensation Landing Page as shown in Figure 4-230

Click on **Current Compensations** to view the records of current compensation as shown in figure 4-231.

FCI HRMS

Home

User Manual

My Dashboard

Directory

Core HR

Compensation and Benefits

My Compensation

Cafeteria Request

Reimbursement Request

Gratuity Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)Request

House on Lease Request

Double Establishment Request

Higher Study Incentive Increment Request

Benevolent Fund Request

Local Travel Allowance Request

CPF Composite Claim Request

Service Gratuity

Apply OTA Request

Quarterly DCPS Report

Leave Management

Payroll

Employee Relations

Connect +

Policies and Circulars

Retirement Benefit Calculator

ESS

MSS

Hi, AMIT KUMAR

Download

Compensations History

Office Type

HQ

City Class

X

Employee Name

AMIT KUMAR

Designation

Manager

Cadre

General

Pay Scale

PAY2

Office Name

HQ-Delhi

Employee Number

290572

Grade

NA

Category

CAT-II

DOJ

06/04/2015

Effective From Date

01/12/20

PAYCODE	PAYCODE NAME	AMOUNT	PERIODICITY
<b>EARNINGS</b>			
100	Basic	50950	Monthly
102	DA	9375	Monthly
110	House Rent Allow	12228	Monthly
114	Washing Allowance	1018	Monthly
166	Transport Allowance	3057	Monthly
207	Professional Development Allow	1019	Monthly
208	House Keep Up Allow	5095	Monthly
211	Entertainment Allowance	3057	Monthly
212	Domestic Assistance	2548	Monthly
214	Birth Day Gift	510	Monthly
<b>Deductions</b>			
516	CPF Deduction	1125	Monthly
524	Employee Pension Deduction	1875	Monthly
345	Employee Funded Contributory Social Security Scheme	70	Monthly
346	Benevolent Fund Recovery	30	Monthly
372	Employee Medical Health Scheme Deduction	80	Monthly
503	Voluntary PF	5000	Monthly

Monthly Salary

95349.5

Download

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**Figure 4-230: My Compensation-Current Compensation**

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

- Click on **Download** to download the records.
- Click on **Compensations History** to view the compensation history as shown in figure 4-230

FCI HRMS

Home

User Manual

My Dashboard

Directory

Core HR

Compensation and Benefits 1

My Compensation 2

Cafeteria Request

Reimbursement Request

Gratuity Request

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)Request

House on Lease Request

Double Establishment Request

Higher Study Incentive Increment Request

Benevolent Fund Request

Local Travel Allowance Request

CPF Composite Claim Request

Service Gratuity

Apply OTA Request

Quarterly DCPS Report

Leave Management

Payroll

Employee Relations

Connect +

Policies and Circulars

Retirement Benefit Calculator

My Compensations

Office Type

HQ

City Class

X

Employee Name

AMIT KUMAR

Designation

Manager

Cadre

General

Pay Scale

PAY2

Office Name

HQ-Delhi

Employee Number

290572

Grade

NA

Category

CAT-II

DOJ

06/04/2015

Current Compensations

Compensations History

Effective From Date

10/2020

Pay Scale

PAY2

PAYCODE	PAYCODE NAME	AMOUNT	PERIODICITY
<b>EARNINGS</b>			
100	Basic	50950	Monthly
102	DA	9375	Monthly
110	House Rent Allow	12228	Monthly
114	Washing Allowance	1018	Monthly
166	Transport Allowance	3057	Monthly
207	Professional Development Allow	1019	Monthly
208	House Keep Up Allow	5095	Monthly
211	Entertainment Allowance	3057	Monthly
212	Domestic Assistance	2548	Monthly
214	Birth Day Gift	510	Monthly
<b>Deductions</b>			
345	Employee Funded Contributory Social Security Scheme	70	Monthly
346	Benevolent Fund Recovery	30	Monthly
372	Employee Medical Health Scheme Deduction	80	Monthly
503	Voluntary PF	5000	Monthly
516	CPF Deduction	7239	Monthly
524	Employee Pension Deduction	1206.5	Monthly
Monthly Salary		102482.5	

Download

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**Figure 4-231: A My Compensation- Compensation History**

- Click on  to download the records.

## 4.34 Employee Compensation

Employee Compensation is a process where the Manager (Bills) or the concerned user to view the employee-wise salary breakup and the provision to modify any salary component. New joined employees' salary breakup would also be defined here as per the salary structure.

#### 4.34.1 Navigation

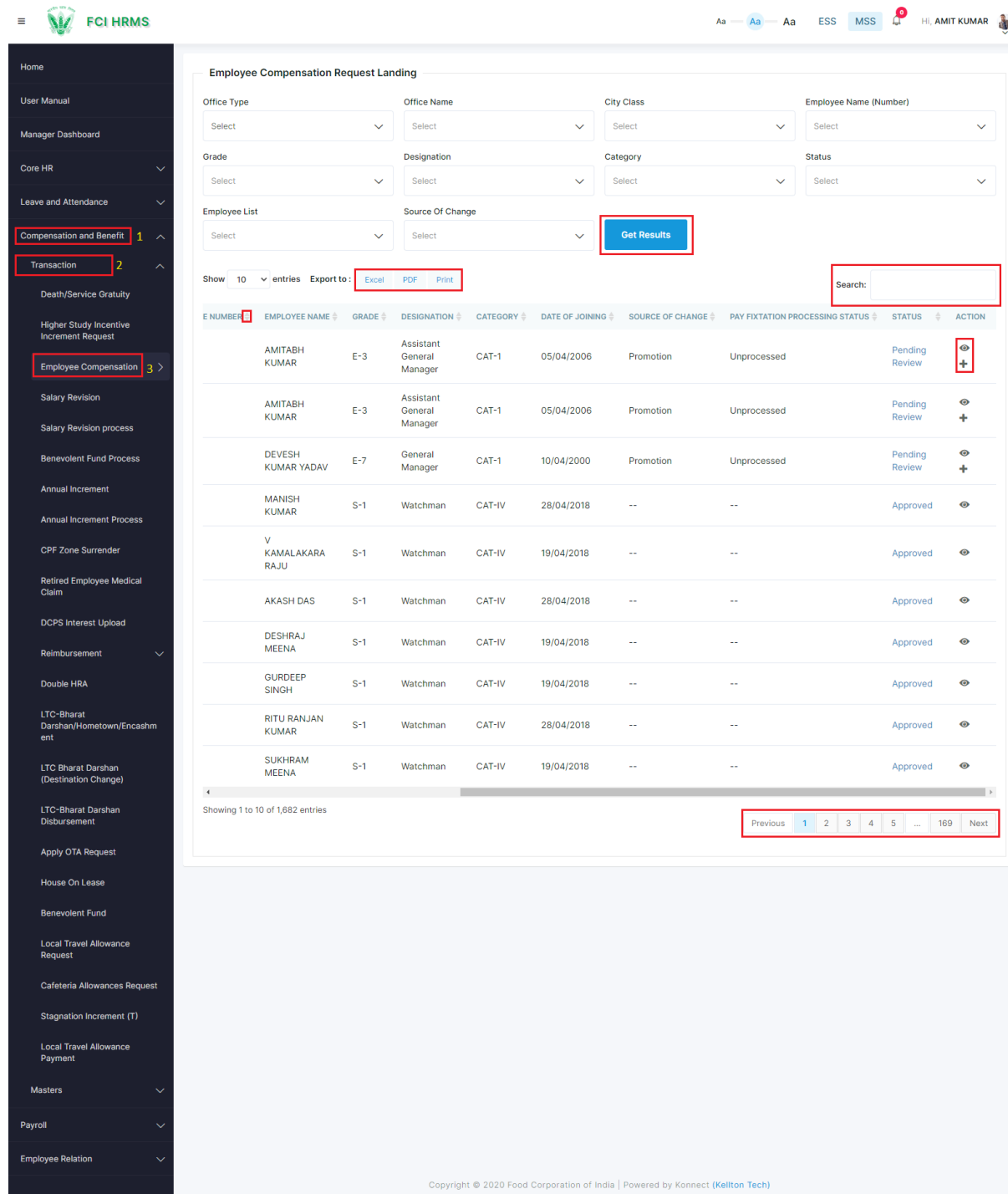
**Left Navigation:** Compensation and Benefits >> Transactions >> Employee Compensation

#### 4.34.2 SLA

NA

#### 4.34.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.35.1 to reach the Employee Compensation Landing Page as shown in Figure 4.232.













The screenshot displays the 'Employee Compensation Request Landing' page. The left sidebar contains a navigation menu with 'Compensation and Benefit' (1) and 'Transaction' (2) highlighted. The main area features a filter section with dropdowns for Office Type, Office Name, City Class, Employee Name (Number), Grade, Designation, Category, and Status. 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 table below lists 10 entries with columns: E NUMBER, EMPLOYEE NAME, GRADE, DESIGNATION, CATEGORY, DATE OF JOINING, SOURCE OF CHANGE, PAY FIXTATION PROCESSING STATUS, STATUS, and ACTION. The first two entries are for AMITABH KUMAR, and the remaining eight are for various watchmen. The bottom of the page shows pagination: 'Showing 1 to 10 of 1,682 entries' and a 'Previous' button followed by a sequence of numbers (1, 2, 3, 4, 5, ..., 169, Next).

E NUMBER	EMPLOYEE NAME	GRADE	DESIGNATION	CATEGORY	DATE OF JOINING	SOURCE OF CHANGE	PAY FIXTATION PROCESSING STATUS	STATUS	ACTION
	AMITABH KUMAR	E-3	Assistant General Manager	CAT-1	05/04/2006	Promotion	Unprocessed	Pending Review	+
	AMITABH KUMAR	E-3	Assistant General Manager	CAT-1	05/04/2006	Promotion	Unprocessed	Pending Review	+
	DEVESH KUMAR YADAV	E-7	General Manager	CAT-1	10/04/2000	Promotion	Unprocessed	Pending Review	+
	MANISH KUMAR	S-1	Watchman	CAT-IV	28/04/2018	--	--	Approved	+
	V KAMALAKARA RAJU	S-1	Watchman	CAT-IV	19/04/2018	--	--	Approved	+
	AKASH DAS	S-1	Watchman	CAT-IV	28/04/2018	--	--	Approved	+
	DESHRAJ MEENA	S-1	Watchman	CAT-IV	19/04/2018	--	--	Approved	+
	GURDEEP SINGH	S-1	Watchman	CAT-IV	19/04/2018	--	--	Approved	+
	RITU RANJAN KUMAR	S-1	Watchman	CAT-IV	28/04/2018	--	--	Approved	+
	SUKHRAM MEENA	S-1	Watchman	CAT-IV	19/04/2018	--	--	Approved	+

Figure 4-232: Employee Compensation

HRMS administrator 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 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 Employee Compensation in the table as mentioned in Section 4.35.4 – Add Employee Compensation.

#### 4.34.4 Add Employee Compensation

Click on  to open the Add Employee Compensation as shown in Figure 4-233.

FCI HRMS

Home

User Manual

Manager Dashboard

Core HR

Leave and Attendance

Compensation and Benefit

Payroll

Employee Relation

Request ID

RT52

Office Type

HQ

Office Name

HQ-Delhi

City Class

X

Employee Number

152770

Employee Name

AMITABH KUMAR

Grade

E-3

Designation

Assistant General Manager

Category

CAT-1

Cadre

General

Date Of Joining

05/04/2006

Pay Scale

PAY3

Basic

94000

Get Salary Structure

Current Compensations

Compensations History

Effective From Date \*

MM/YYYY

PAYCODE	PAYCODE NAME	AMOUNT	PERIODICITY	ACTION
EARNINGS				
100	Basic	94000	Monthly	Add Earning
102	Dearness Allowance	17296	Monthly	
166	Transport Allowance	0	Monthly	
166	Transport Allowance	0	Monthly	
208	House Keep Up Allowance	9400	Monthly	
110	House Rent Allowance (HRA)	22560	Monthly	
212	Domestic Assistance Allowance	4700	Monthly	
219	Electricity Allowance	1880	Monthly	
210	Dress Allowance	4700	Monthly	
217	Lunch Allowance	4700	Monthly	
Deductions				
516	CPF Deduction	13355.52	Monthly	Add Deductions
524	Employee Pension Deduction	2225.92	Monthly	

Calculate

Monthly Salary


174816

Submit

Cancel

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Figure 4-233: Add Employee Compensation

Click on  to add deductions as shown in figure 4-233



**Add Deductions**

Paycode \*  
Select

Paycode Name  
Paycode Name

Amount  
Amount

Periodicity  
Periodicity

Submit Cancel

**Employee Current Compensation**

Request ID  
R152

Employee Number  
152770

Category  
CAT-1

Basic  
94000

Current Compensations

Effective From Date \*  
MM/YYYY

PAYCODE	PAYCODE NAME	AMOUNT	PERIODICITY	ACTION
<b>EARNINGS</b>				
100	Basic	94000	Monthly	
102	Dearness Allowance	17296	Monthly	
166	Transport Allowance	0	Monthly	
166	Transport Allowance	0	Monthly	
208	House Keep Up Allowance	9400	Monthly	
110	House Rent Allowance (HRA)	22560	Monthly	
212	Domestic Assistance Allowance	4700	Monthly	
219	Electricity Allowance	1880	Monthly	
210	Dress Allowance	4700	Monthly	
217	Lunch Allowance	4700	Monthly	
<b>Deductions</b>				
516	CPF Deduction	13355.52	Monthly	
524	Employee Pension Deduction	2225.92	Monthly	


Calculate

Monthly Salary  
174816

Submit Cancel

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Figure 4-234: Add Deductions

Click on  to add earnings as shown in figure 4-233

**Add Earning**

Paycode \*  
Select

Paycode Name  
Paycode Name

Amount  
Amount

Periodicity  
Periodicity

Submit Cancel

**Employee Current Compensation**

Request ID  
R152

Employee Number  
152770

Category  
CAT-1

Basic  
94000

Current Compensations

Effective From Date \*  
MM/YYYY

PAYCODE	PAYCODE NAME	AMOUNT	PERIODICITY	ACTION
<b>EARNINGS</b>				
100	Basic	94000	Monthly	
102	Dearness Allowance	17296	Monthly	
166	Transport Allowance	0	Monthly	
166	Transport Allowance	0	Monthly	
208	House Keep Up Allowance	9400	Monthly	
110	House Rent Allowance (HRA)	22560	Monthly	
212	Domestic Assistance Allowance	4700	Monthly	
219	Electricity Allowance	1880	Monthly	
210	Dress Allowance	4700	Monthly	
217	Lunch Allowance	4700	Monthly	
<b>Deductions</b>				
516	CPF Deduction	13355.52	Monthly	
524	Employee Pension Deduction	2225.92	Monthly	


Calculate

Monthly Salary  
174816

Submit Cancel

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**Figure 4-235: Add Earnings**

Enter the details and click on  such that a success message will be shown for addition of a new record in the table as shown in Figure 4-236.

FCI HRMS

ESSMSSHi, BHIM RAM

Home

User Manual

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Miscellaneous

Performance Management

Compensation and Benefit

Masters

Transaction

Employee Compensation

Salary Revision

Salary Revision Process

Benevolent Fund Process

Death/Service Gratuity

Death/Service Gratuity

Annual Increment

Annual Increment Process

CPF Zone Surrender

DCPS Interest Upload

Process Recommended Incentive

Recommendation for performance related Incentive

Reimbursement

LTC-Bharat Darshan/Hometown/Encashment

LTC Bharat Darshan (Destination Change)

Apply OTA Request

Benevolent Fund

Local Travel Allowance Request

Cafeteria Allowances Request

CPF Composite Claim Request

Stagnation/ Stagnation(SIAS) Increment Process

Stagnation Sias Increment (T)

Stagnation Increment (T)

My-Compensation

Local Travel Allowance Payment

Reports

Payroll

Talent Acquisition

Learning and Development

Employee Relation

Success! Employee Compensation Request has been updated successfully.

Employee Compensation Request Landing

Office Type

Office Name

City Class

Employee Name (Number)

Grade

Designation

Category

Status

Employee List

Source Of Change

Get Results

Show 10 entries

Export to: ExcelPDFPrint

Search:

S.NO.	REQUEST ID	OFFICE TYPE	OFFICE NAME	CITY CLASS	EMPLOYEE NUMBER	EMPLOYEE NAME	GRADE	DESIGNATION	CATEGORY	DATE OF
1	R238	HQ	HQRS	X	152770	AMITABH KUMAR	E-1	Assistant General Manager (Personnel)	CAT-1	06/05/2
2	R234	HQ	HQRS	X	299546	D V PRASAD	E-1	Managing Director	CAT-1	19/02/1
3	COMP1	HQ	HQRS	X	141836	BHIM RAM	E-2	Assistant Grade III (Personnel)	CAT-III	04/11/2
4	R233	HQ	HQRS	X	299546	D V PRASAD	E-1	Managing Director	CAT-1	19/02/1
5	R232	HQ	HQRS	X	299546	D V PRASAD	E-1	Managing Director	CAT-1	19/02/1
6	R220	HQ	HQRS	X	299546	D V PRASAD	E-1	Managing Director	CAT-1	19/02/1
7	R230	IFS	IFS, GURGAON	Y	200013	SANTHOSH	E-1	Executive Director (HQ)	CAT-1	24/09/2
8	R219	HQ	HQRS	X	279932	SURENDER KUMAR	E-1	Assistant Grade III (Personnel)	CAT-III	06/11/2
9	R216	HQ	HQRS	X	299546	D V PRASAD	E-1	Managing Director	CAT-1	19/02/1
10	R191	HQ	HQRS	X	141836	BHIM RAM	E-1	Assistant Grade III (Personnel)	CAT-III	04/05/1

Showing 1 to 10 of 67 entries

Previous1234567Next

Figure 4-236: Employee Compensation added

The success message will be displayed as:

Success! Employee Compensation Request has been updated successfully

#### 4.35 CPF Zone Surrender

CPF Zone Surrender is applicable at the time of the employee posting from one zone to another or on the employee's promotion from CAT-I to CAT-II.

##### 4.35.1 Navigation

**Left Navigation:** Compensation and Benefits >> Transactions >> CPF Zone Surrender

##### 4.35.2 SLA

NA



##### 4.35.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.35.1 to reach the Employee Compensation Landing Page as shown in Figure 4.237.

**Figure 4-237: CPF Zone Surrender**

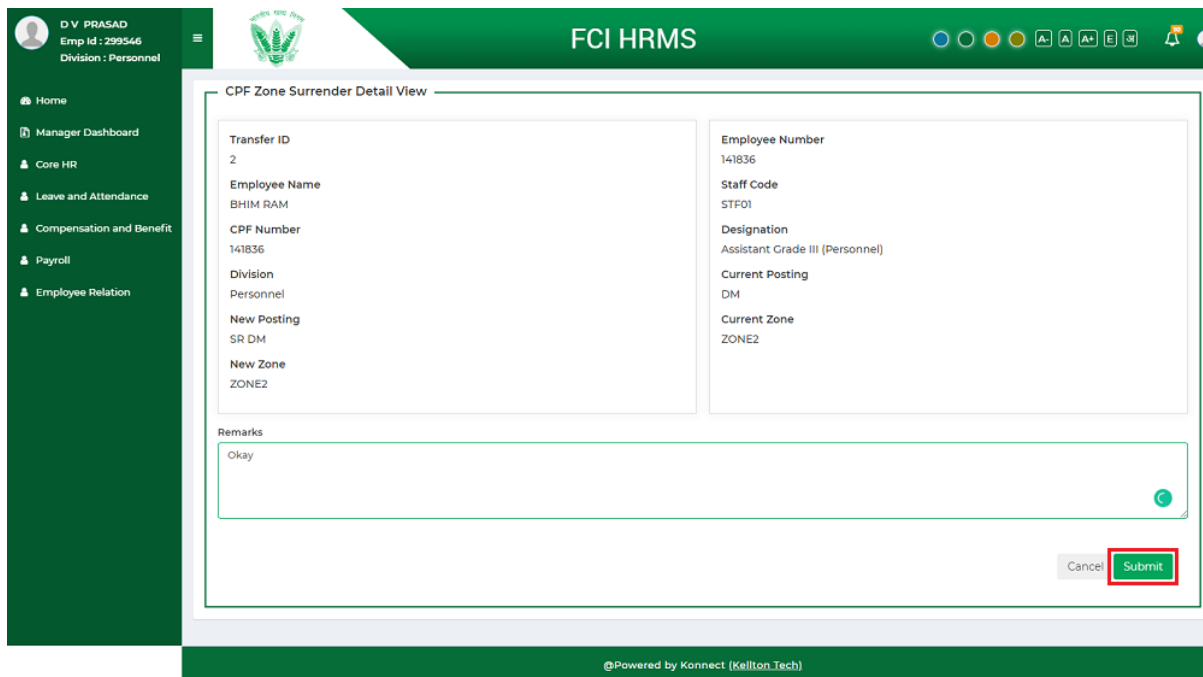
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, or **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 [Previous](#) [1](#) [Next](#) to navigate table records
- Click on  to surrender details of CPF Zone Surrender in the table as mentioned in Section 4.36.4 – CPF Zone Surrender Details.

#### 4.35.4 CPF Zone Surrender Details

Click on  to open the CPF Zone Surrender Details as shown in Figure 4-238.



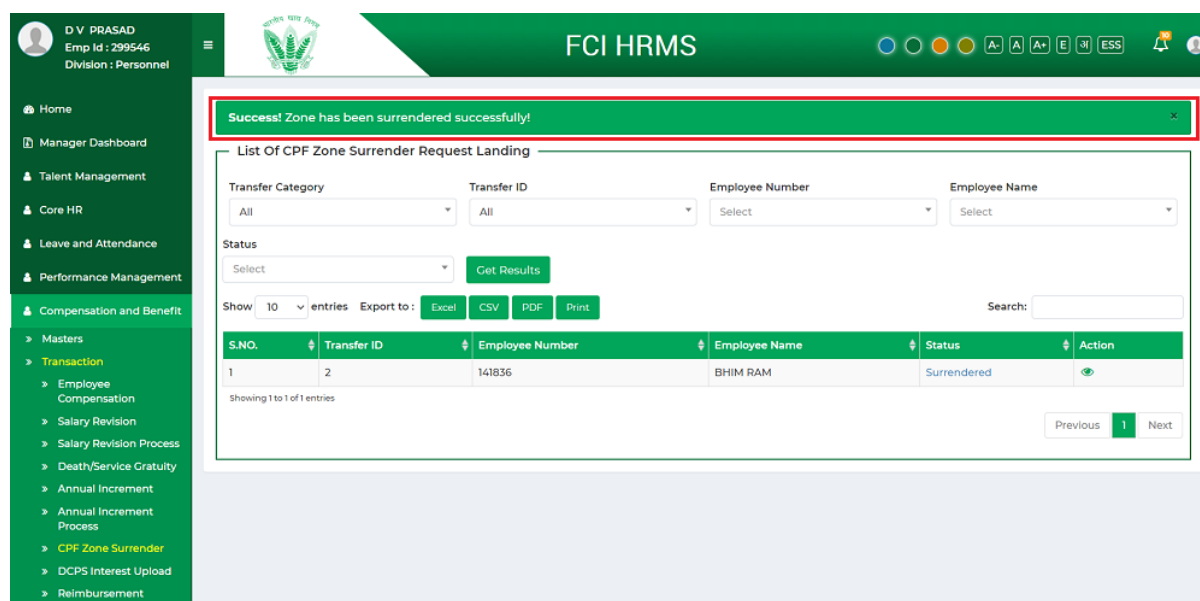
The screenshot shows the 'CPF Zone Surrender Detail View' form in the FCI HRMS application. The form is divided into two main sections: a left sidebar with navigation links and a main content area. The left sidebar includes links for Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, and Employee Relation. The main content area contains a form with the following fields:

Transfer ID 2	Employee Number 141836
Employee Name BHIM RAM	Staff Code STF01
CPF Number 141836	Designation Assistant Grade III (Personnel)
Division Personnel	Current Posting DM
New Posting SR DM	Current Zone ZONE2
New Zone ZONE2	

Below the form fields is a 'Remarks' section with a text area containing the word 'Okay'. At the bottom right of the form are two buttons: 'Cancel' and 'Submit' (highlighted with a red box). The footer of the application indicates it is powered by Konnect (Kellton Tech).

**Figure 4-238: CPF Zone Surrender Details**

Enter the details and click on  such that a success message will be shown for addition of a new record in the table as shown in Figure 4-239.



**Success! Zone has been surrendered successfully!**

List Of CPF Zone Surrender Request Landing

Transfer Category: All | Transfer ID: All | Employee Number: Select | Employee Name: Select

Status: Select | Get Results

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

S.NO.	Transfer ID	Employee Number	Employee Name	Status	Action
1	2	141836	BHIM RAM	Surrendered	

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 4-239: CPF Zone Surrendered

The success message will be displayed as:

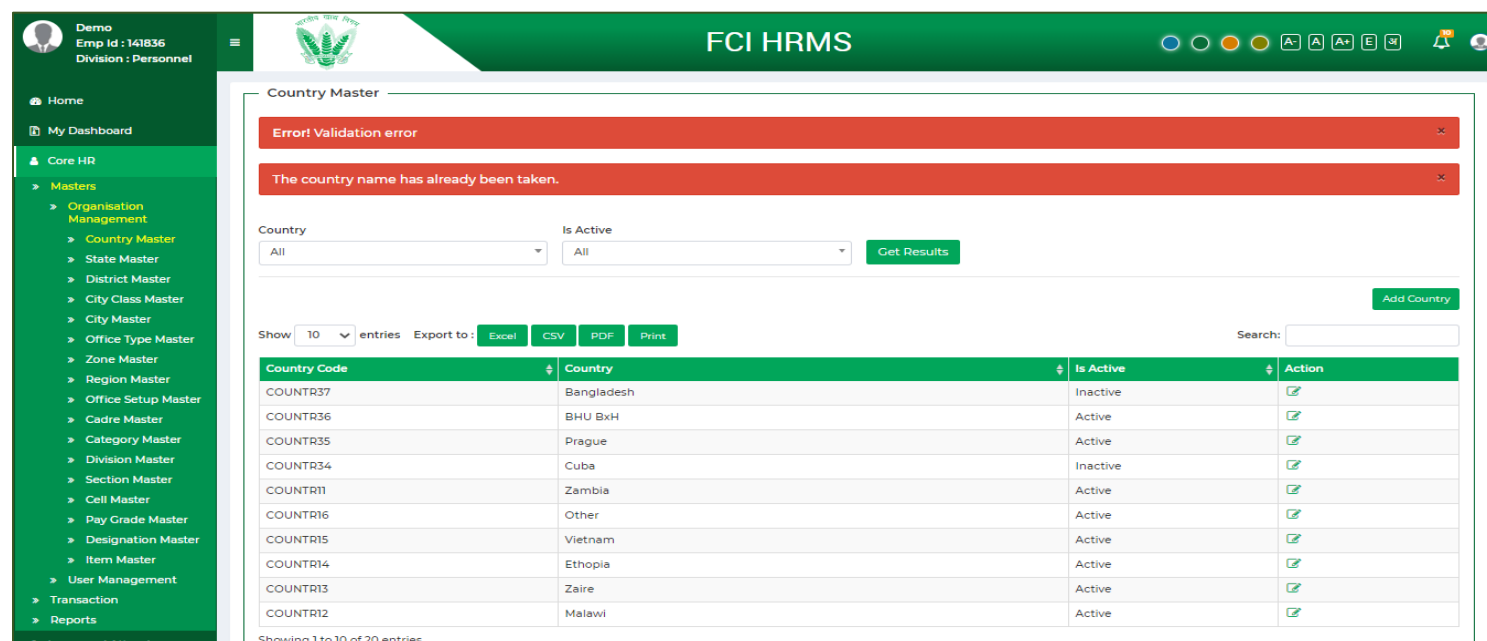


## 5 Troubleshooting and Support

### 5.1.1 Error Messages

The following error messages shall be showcased based on user behavior:

- If user enters a duplicate value, then HRMS shall throw a validation as shown in Figure 5-1:



**Error! Validation error**

**The country name has already been taken.**

Country: All | Is Active: All | Get Results

Add Country

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

Country Code	Country	Is Active	Action
COUNTR37	Bangladesh	Inactive	
COUNTR36	BHU BxH	Active	
COUNTR35	Prague	Active	
COUNTR34	Cuba	Inactive	
COUNTR11	Zambia	Active	
COUNTR16	Other	Active	
COUNTR15	Vietnam	Active	
COUNTR14	Ethiopia	Active	
COUNTR13	Zaire	Active	
COUNTR12	Malawi	Active	

Showing 1 to 10 of 20 entries

Figure 5-1: Validation Error: Duplicate Record

- If user does not enter information which is required in the form, then HRMS shall throw a validation as shown in Figure 5-1:

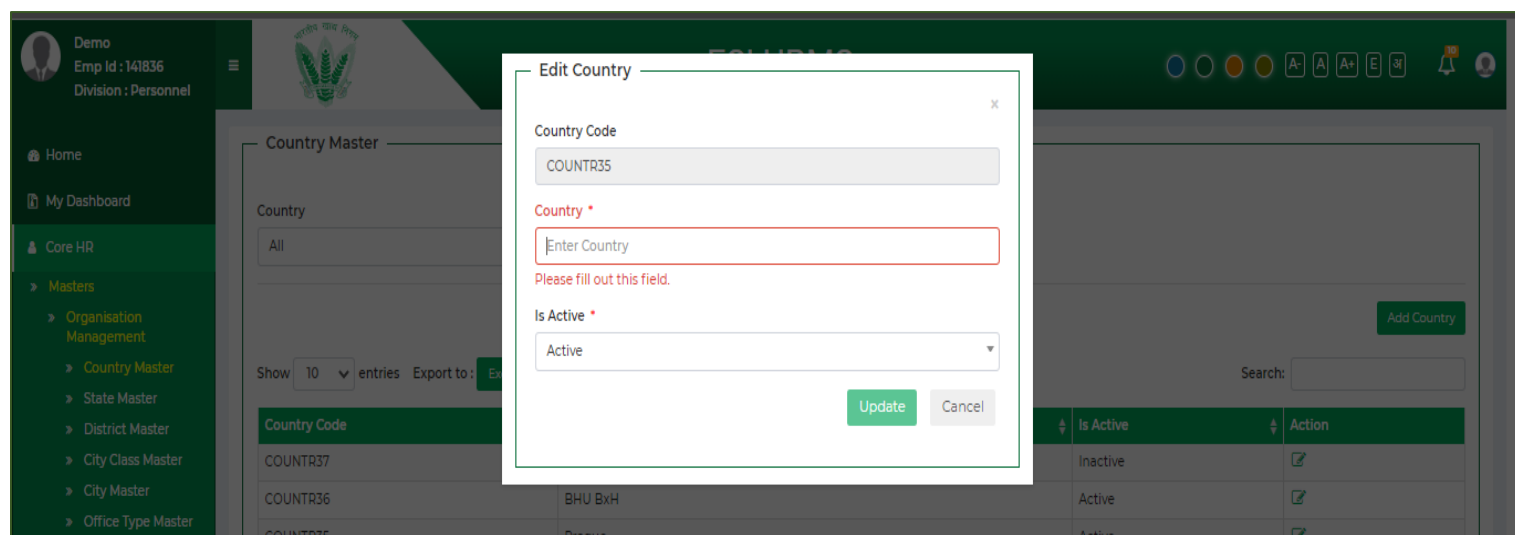


Figure 5-2: Validation Error: Mandatory Field Empty

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 media type 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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
3	I am unable to see my profile	Please contact the nodal officer, whether the data for the concerned



	information in HRMS application	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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
9	Unable to open HRMS application in web browser	<p>Please note that the HRMS application is compatible with the following browsers only:</p> <ul style="list-style-type: none"> <li>• Internet Explorer 11 and above</li> <li>• Google Chrome ver. 44 and above</li> <li>• Mozilla Firefox ver. 48 and above</li> <li>• Safari Browser ver. 5.1.7 and above</li> </ul> <p>In case the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></p>
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"> <li>• Android KitKat (Ver. 4.4) and above</li> <li>• IOS 12 and above</li> </ul> <p>In case the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></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"> <li>• Permission or Role not assigned for the employee.</li> <li>• Information has not been migrated into the HRMS application</li> <li>• Information has been modified after scheduled maintenance of HRMS application</li> </ul> <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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a> 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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
17	Unable to generate MPIN for HRMS Mobile Application	Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number, employee name, mobile number and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
18	Unable to view my scanned service book in HRMS application	There can be circumstances that the migrated information and the scanned service book have not been linked in the HRMS during data migration. If so then kindly drop an email along with the employee number, employee name, mobile number and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
19	I have setup a new DOP, but it is not reflecting in the system.	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
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 <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a> , 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

**Email ID:** support-hrms@kelltontech.com