

User Manual

FCI HRMS

Module Name: Core HR

Version: 2.2



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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 Core HR processes identified and documented in System Requirement Specification document in the form of a user manual.

1.1 Objective

The following objectives shall be fulfilled with the user manual

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

1.2 Target Audience

- FCI Officers and FCI Employees

2 Overview

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

3 User Access and Permissions

3.1 Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

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

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

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

3.2 Know Your Icons

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



Icons	Descriptions
	It will allow 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 employees.
	It will allow viewing the uploaded document.
	It will allow editing a record for updation as well as allow user to resubmit a reverted request.

Table 3-1 Icons

3.3 User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS_HRMS_CH_02) has been coined as the centralized access manager where employees are provided various roles and permissions to access different set of features. Table 3-2 showcases the permission and user access provisions in general to HRMS Processes

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

Table 3-2: User Access and Permissions

*(Add permission also provides an additional permission of Edit to update records by resubmission)

** (A manager who is a part of the reviewing or approving authority shall be able to perform approvals)

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

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

Table 3-3 User Profile and Roles

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



3.4 Accessing the system / System Organization and Navigation (Login, ESS and MSS)

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

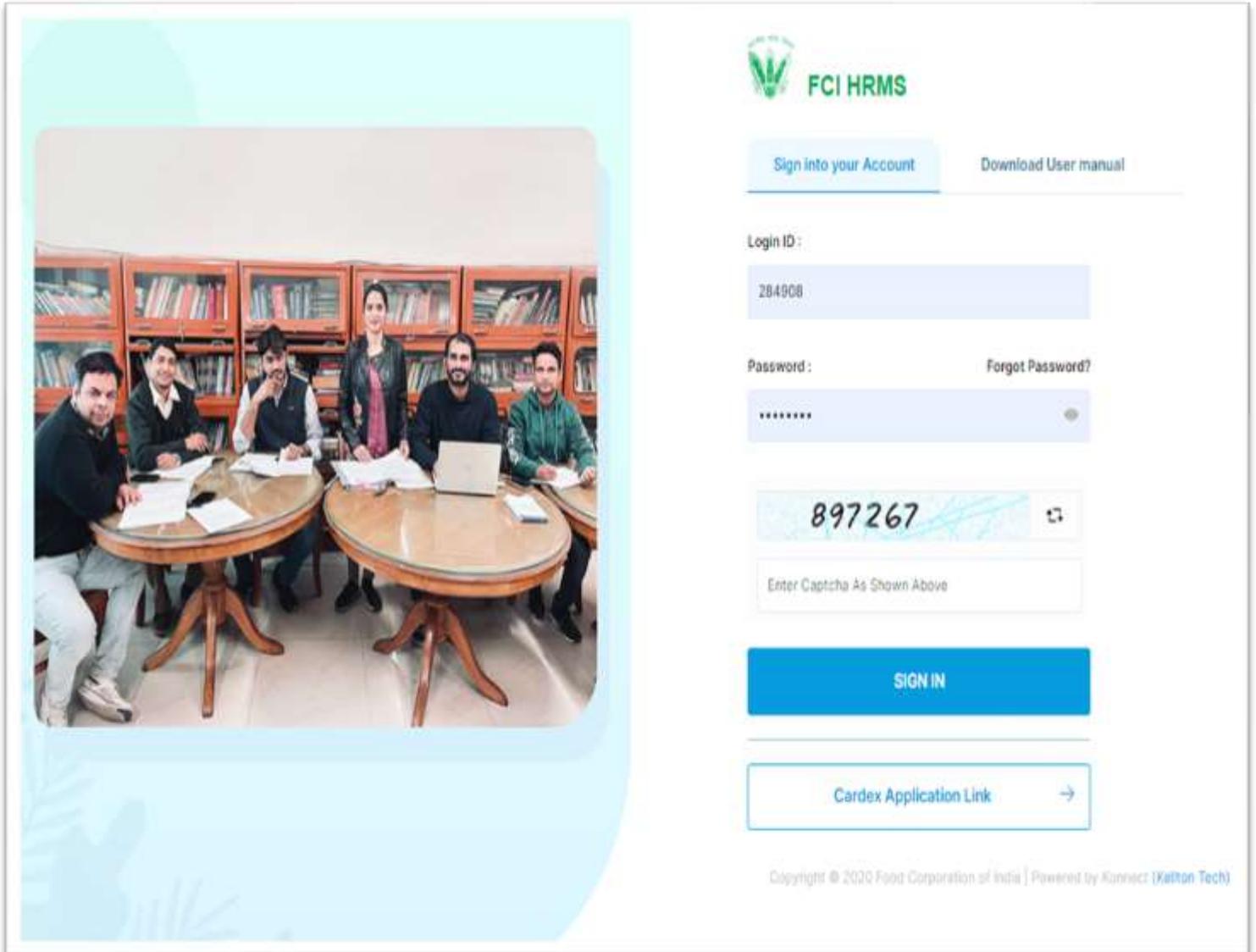


Figure 3-1 Login Screen

- 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

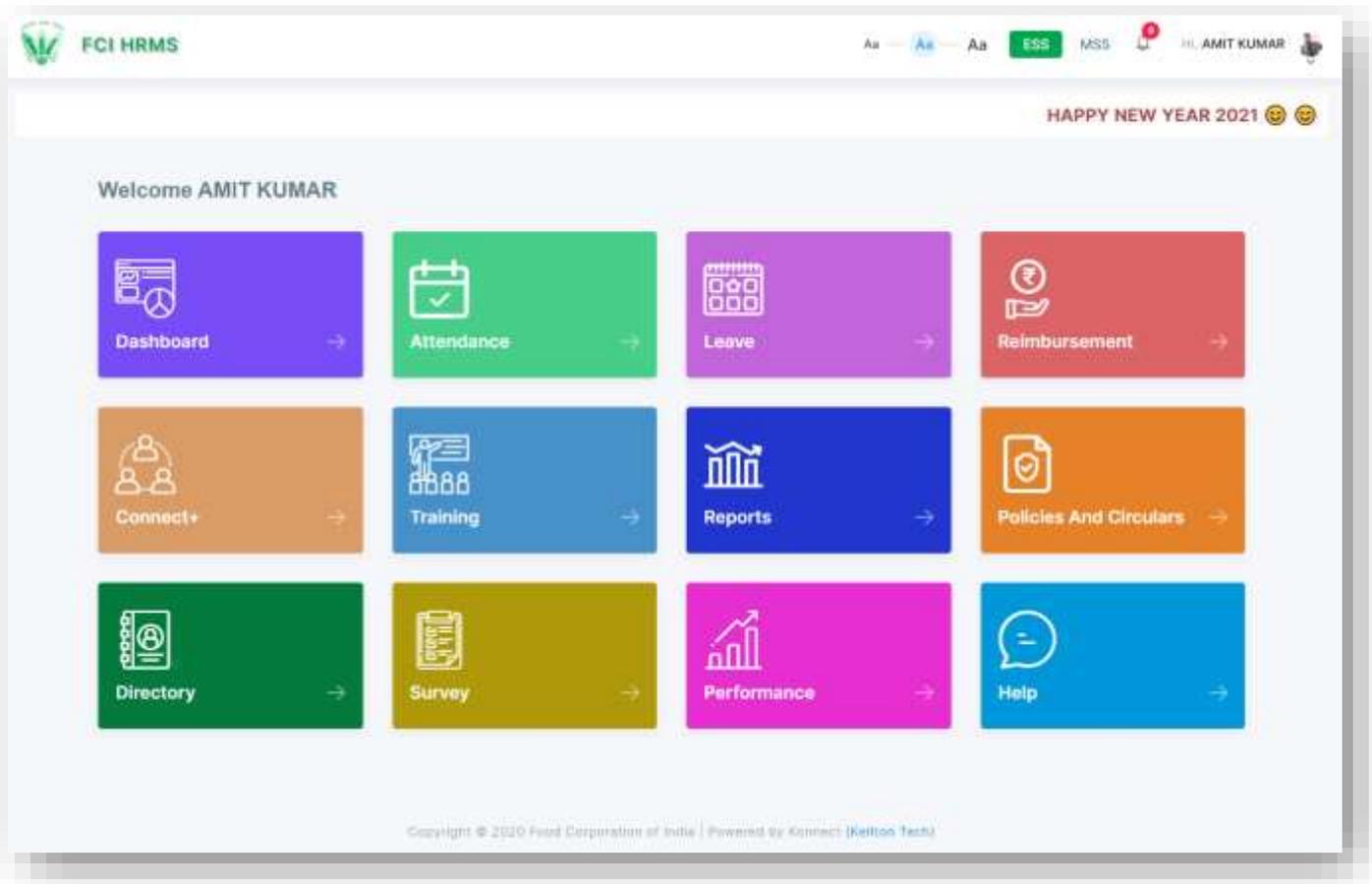


Figure 3-2 Home Page

- 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

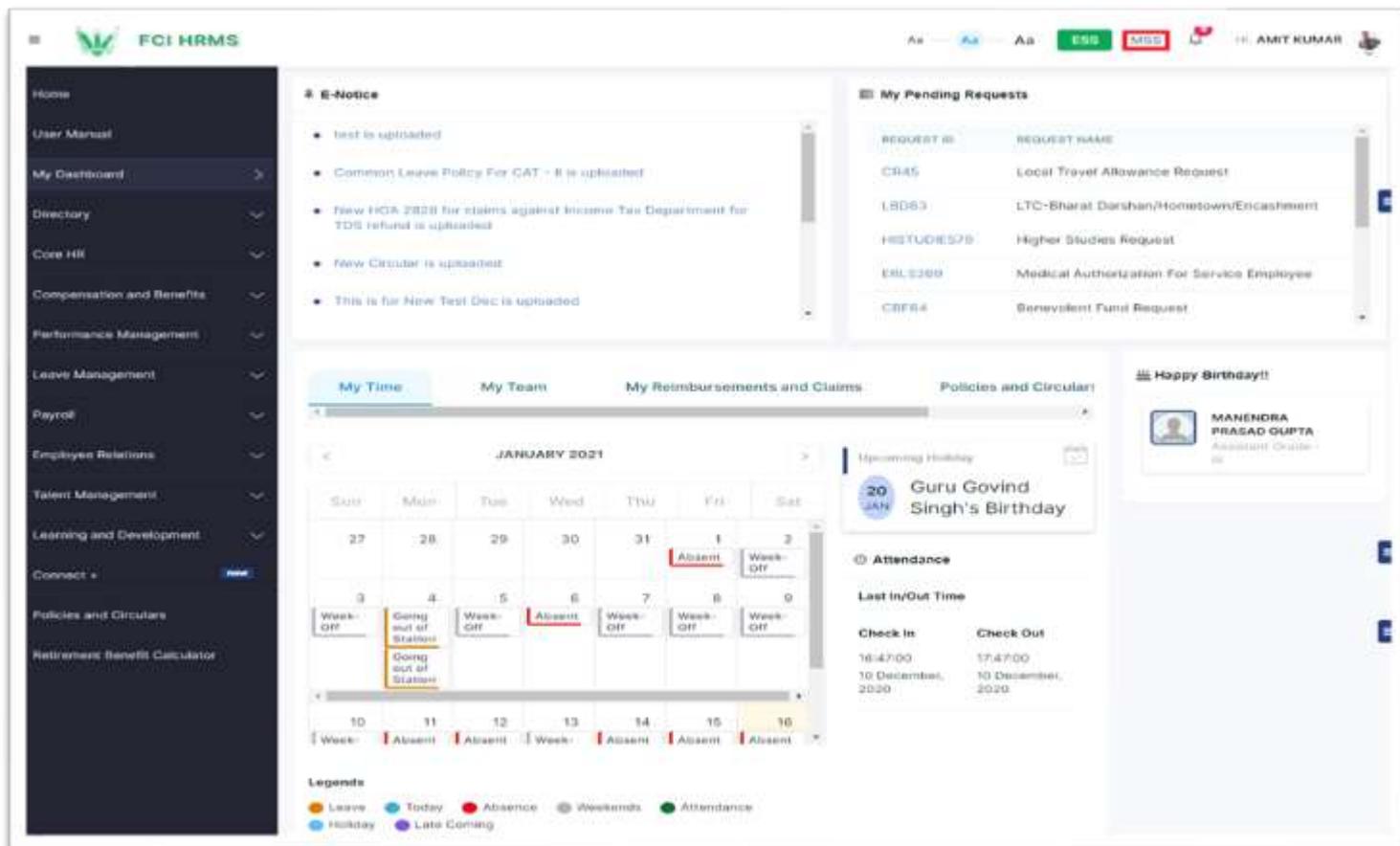


Figure 3-3 ESS - Employee Dashboard

- 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.

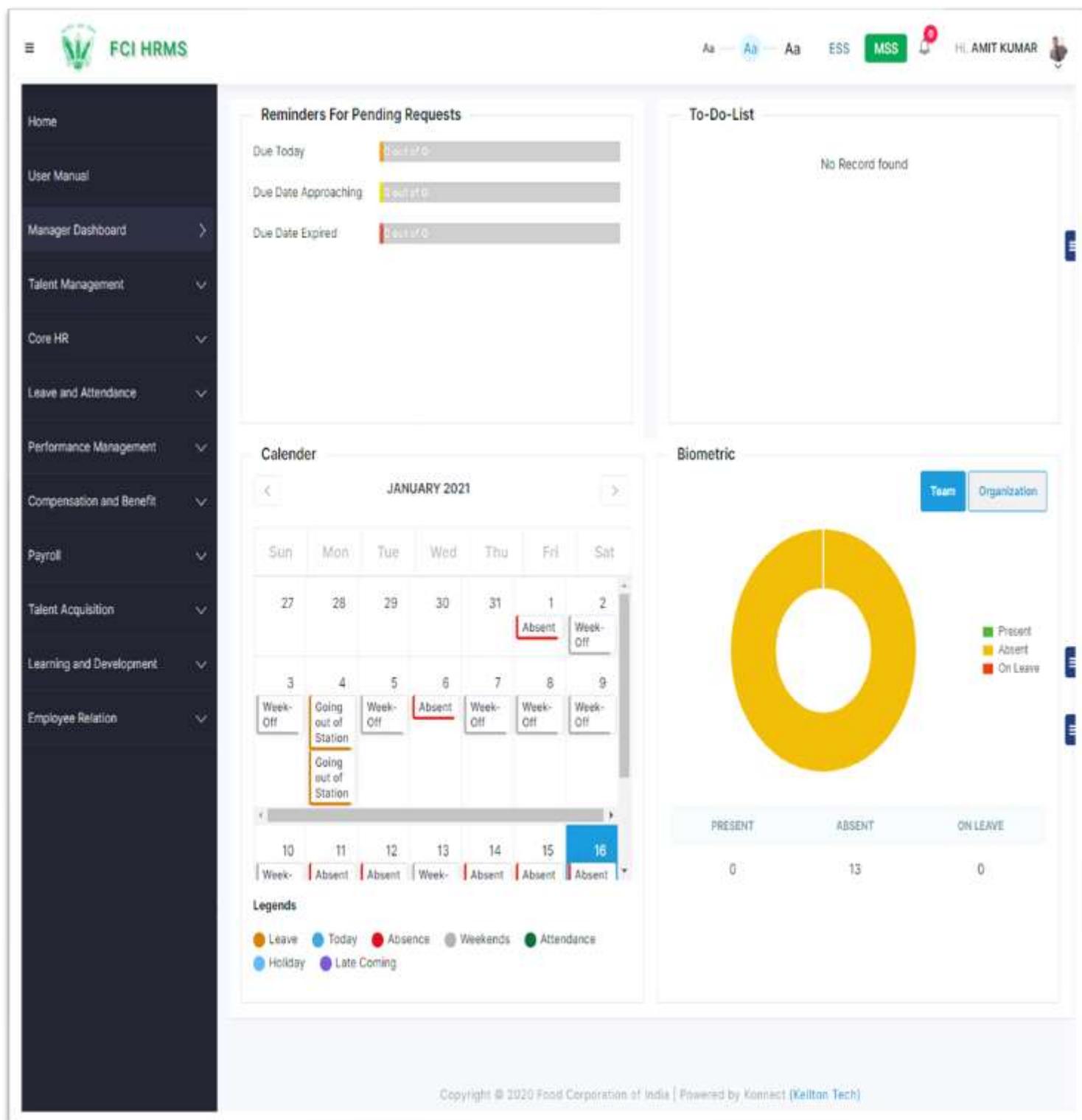


Figure 3-4 MSS - Manager Dashboard

3.5 Exiting the System

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

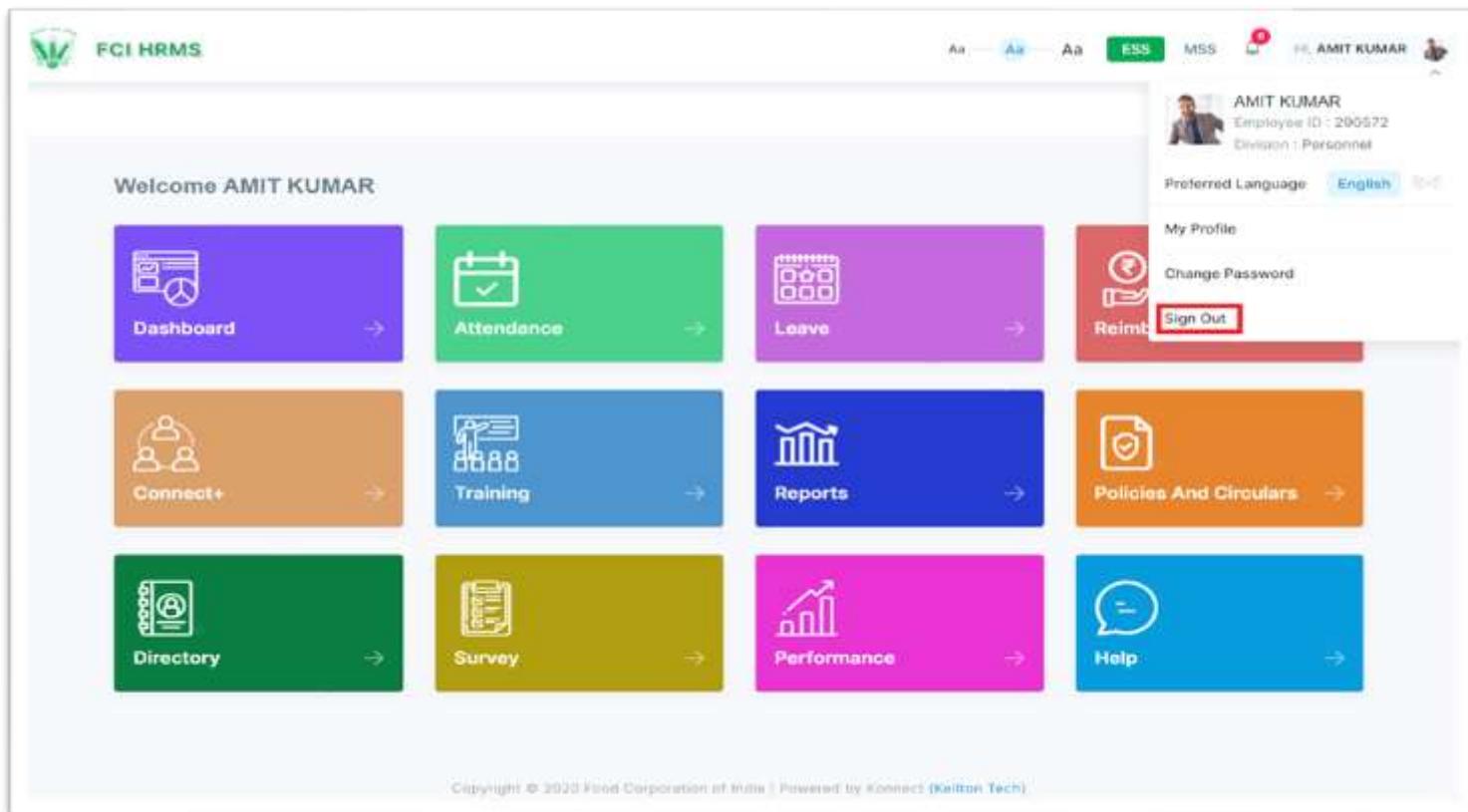


Figure 3-5 : Sign Out

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

3.6 HRMS Login Configuration

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

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

These are timeout settings implemented at Key cloak IAM interface.

4 Using the System

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



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

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



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

4.1 Organization Management

4.1.1 Country Master

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

4.1.1.1 Navigation

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

4.1.1.2 Landing Page

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

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

Figure 4-1: Country Master



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

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

4.1.1.3 Add Country

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

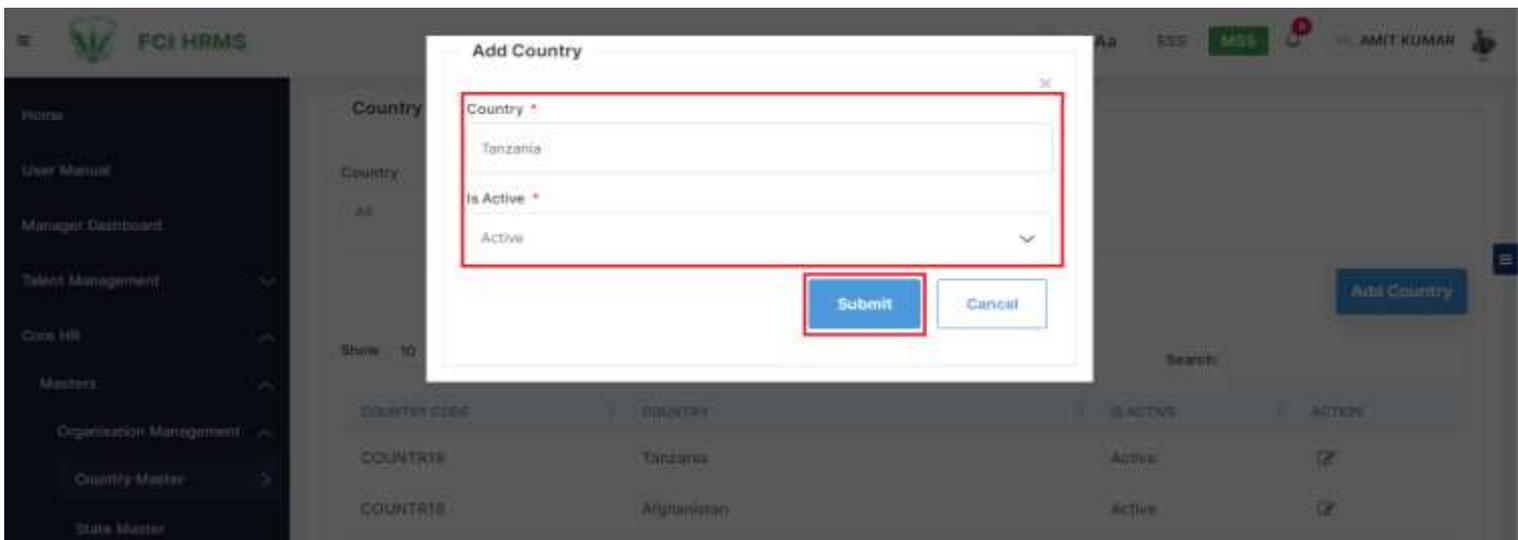


Figure 4-2: Add Country

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

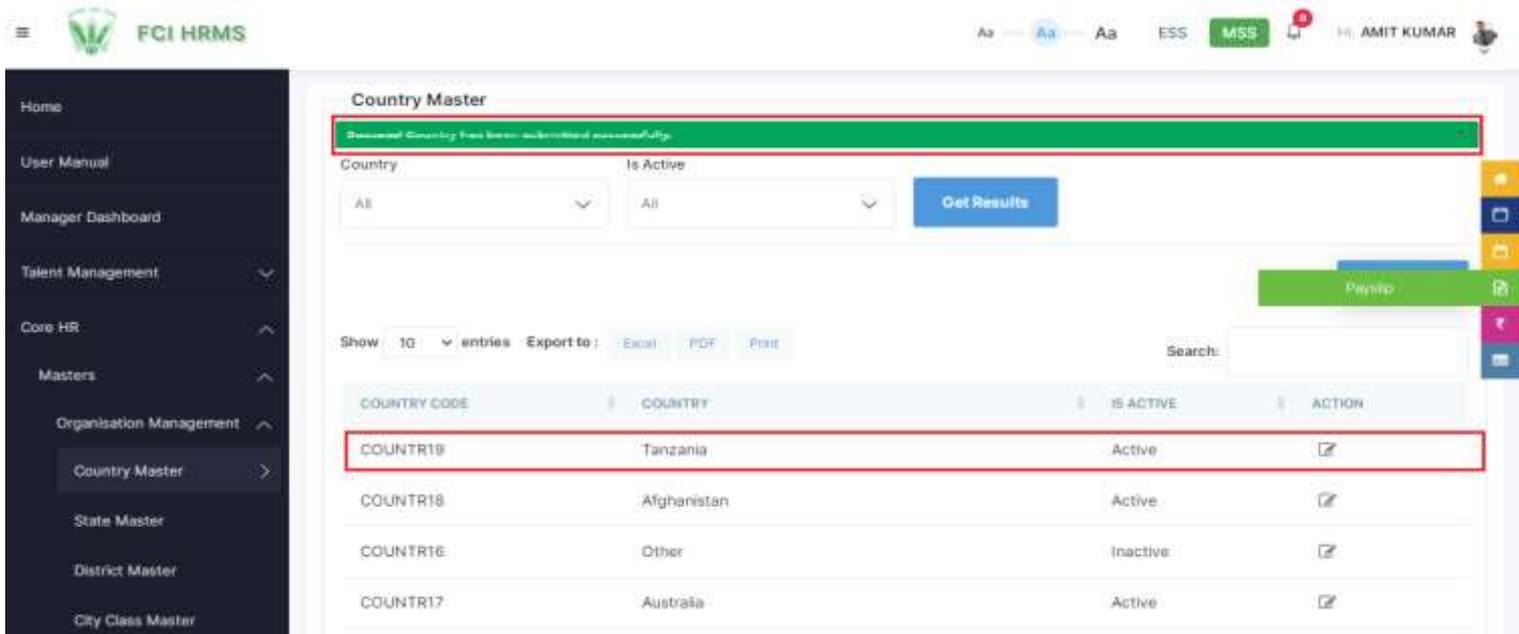


Figure 4-3: New Country Added

4.1.1.4 Edit Country

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

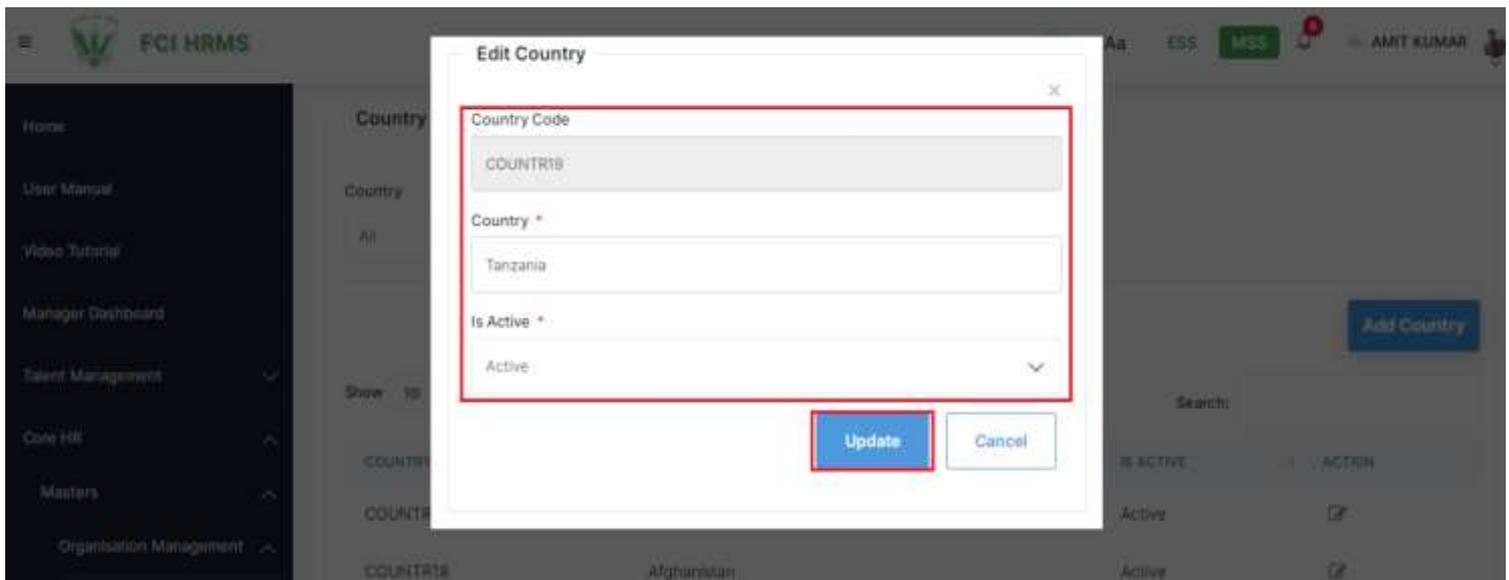


Figure 4-4: Edit Country

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



Figure 4-5: Existing Country Detail Updated



4.1.2 State Master

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

4.1.2.1 Navigation

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

4.1.2.2 Landing Page

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

The screenshot displays the State Master landing page. On the left, a dark navigation menu lists various HRMS modules. The 'State Master' option is highlighted with a red box and the number 4. The main content area features a header with 'State Master' and a search bar. Below the header, there are filters for 'Country' (set to 'All') and 'Is Active' (set to 'All'), with a 'Get Results' button. An 'Add State' button is located in the top right corner. The table below shows a list of states with columns for STATE CODE, COUNTRY, STATE/UT, IS ACTIVE, and ACTION. The table lists 10 states, including Queensland, Rajasthan, Punjab, Sikkim, Tamil Nadu, Telangana, Tripura, Uttar Pradesh, Uttarakhand, and West Bengal. A search bar and export options (Excel, PDF, Print) are also visible.

STATE CODE	COUNTRY	STATE/UT	IS ACTIVE	ACTION
STAT84	Australia	Queensland	Active	✎
STAT21	India	Rajasthan	Active	✎
STAT20	India	Punjab	Active	✎
STAT22	India	Sikkim	Active	✎
STAT23	India	Tamil Nadu	Active	✎
STAT24	India	Telangana	Active	✎
STAT25	India	Tripura	Active	✎
STAT26	India	Uttar Pradesh	Active	✎
STAT27	India	Uttarakhand	Active	✎
STAT28	India	West Bengal	Active	✎

Figure 4-6: State Master

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

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



- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to add a new state in the table as mentioned in Section 4.1.2.3 – Add State.
- Click on to edit an existing state in the table as mentioned in Section 4.1.2.4 – Edit State.

4.1.2.3 Add State

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

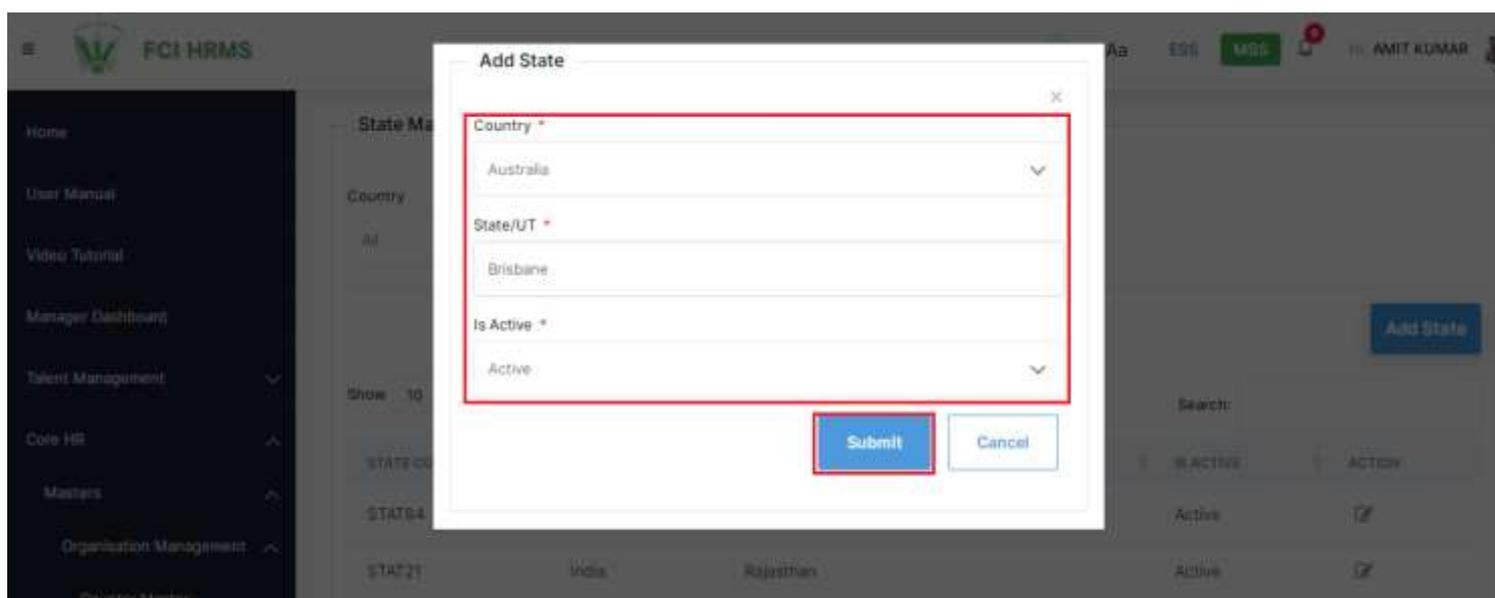


Figure 4-7: Add State

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

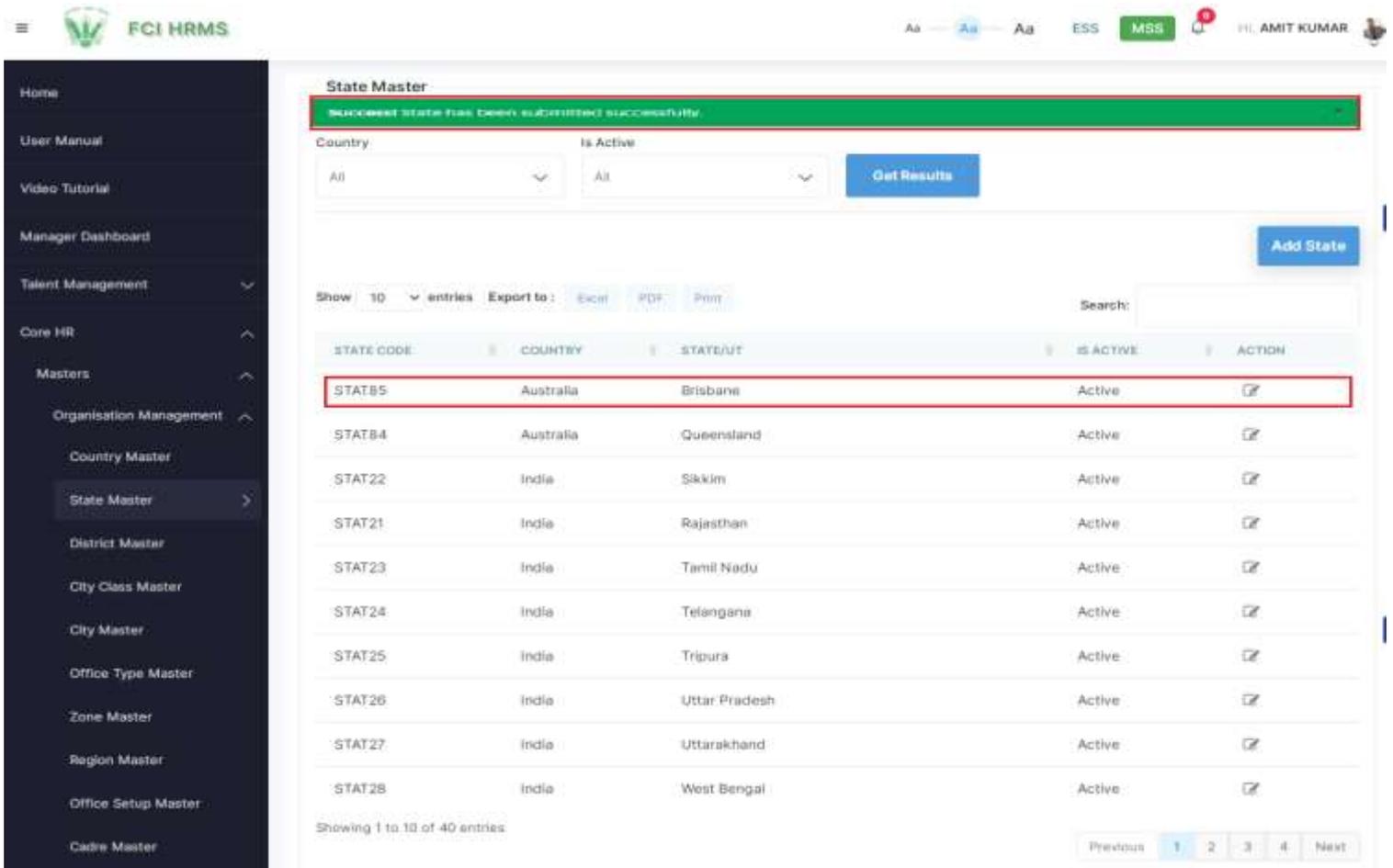


Figure 4-8: New State Added

4.1.2.4 Edit State

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

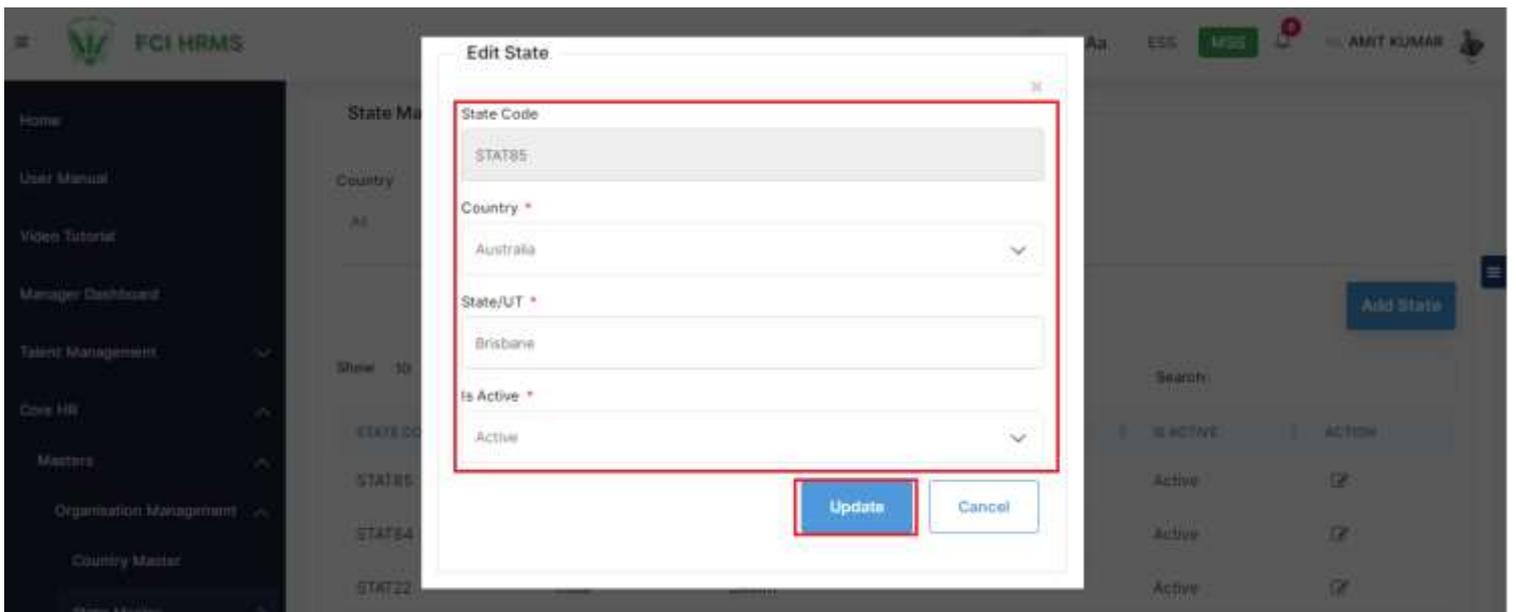


Figure 4-9: Edit State



Update

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

The screenshot shows the 'State Master' landing page in the FCI HRMS system. At the top, there is a green success message banner that reads 'Successful State File Upload Submitted successfully'. Below this, there are filters for 'Country' (set to 'All') and 'Is Active' (set to 'All'), along with a 'Get Results' button. On the right side, there is an 'Add State' button. The main content is a table with the following columns: STATE CODE, COUNTRY, STATE/UT, IS ACTIVE, and ACTION. The first row of the table is highlighted with a red border, indicating it has been updated. The table contains 10 entries, showing 1 to 10 of 40 total entries. The bottom of the page has pagination controls for 'Previous', '1', '2', '3', '4', and 'Next'.

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

Figure 4-10: Existing State Detail Updated

4.1.3 District Master

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

4.1.3.1 Navigation

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

4.1.3.2 Landing Page

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



The screenshot displays the District Master interface. On the left is a dark sidebar menu with 'Core HR' selected. The main content area features a table with columns: DISTRICT CODE, STATE/UT, DISTRICT, IS ACTIVE, IS SENSITIVE, and ACTION. Above the table are filters for State/UT, District, Is Active, and Is Sensitive, along with a 'Get Results' button. Below the table are export options (Excel, PDF, Print), a search box, and a pagination control. An 'Add District' button is located in the top right corner. The table shows 10 entries, with the first one being 'DIS740' for 'Andaman And Nicobar Islands'.

DISTRICT CODE	STATE/UT	DISTRICT	IS ACTIVE	IS SENSITIVE	ACTION
DIS740	Andaman And Nicobar Islands	New Andaman	Active	No	
DIS1	Andhra Pradesh	Anantapur	Active	No	
DIS2	Andhra Pradesh	Chittoor	Active	No	
DIS3	Andhra Pradesh	East Godavari	Active	No	
DIS4	Andhra Pradesh	Guntur	Active	No	
DIS5	Andhra Pradesh	Kadapa	Active	No	
DIS6	Andhra Pradesh	Krishna	Active	No	
DIS7	Andhra Pradesh	Kurnool	Active	No	
DIS8	Andhra Pradesh	Prakasam	Active	No	
DIS9	Andhra Pradesh	Sri Potti Srinamulu Nellore	Active	No	

Figure 4-11: District Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **2**, **Next** to navigate table records
- Click on **Add District** to add a new district in the table as mentioned in Section 4.1.3.3 – Add District
- Click on to edit an existing district in the table as mentioned in Section 4.1.3.4 – Edit District.



4.1.3.3 Add District

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

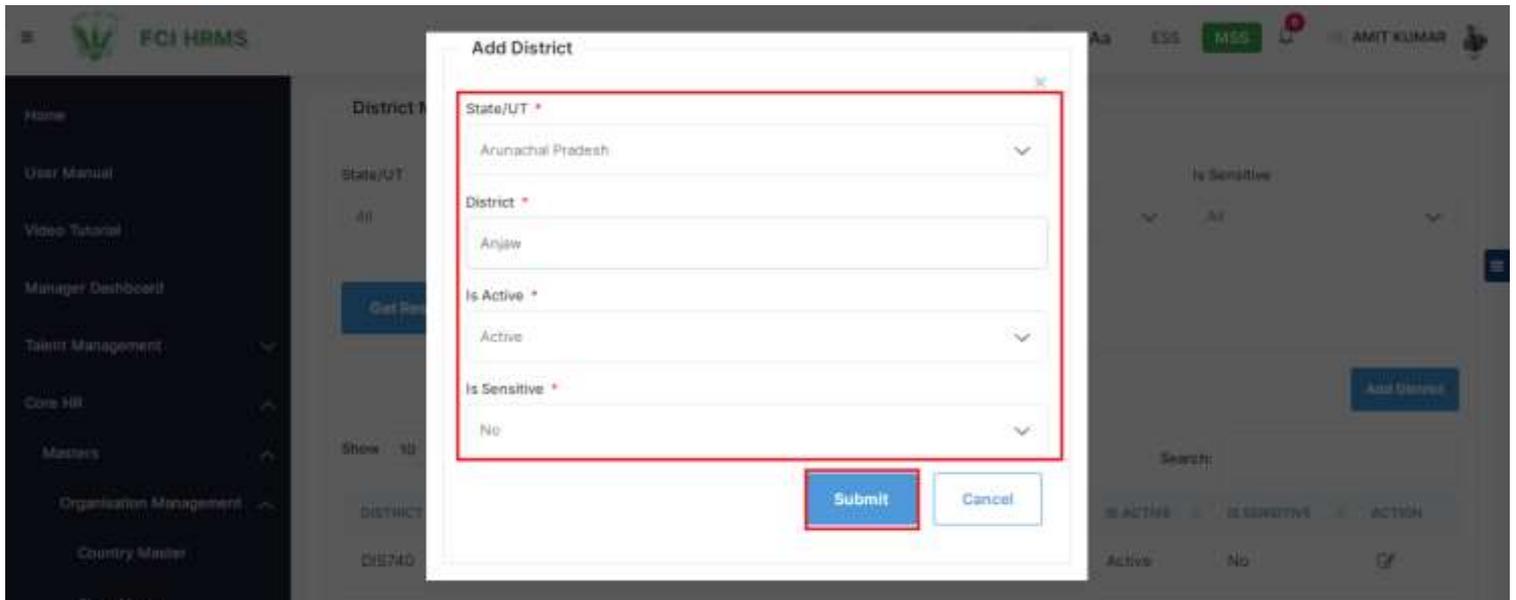


Figure 4-12: Add District

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



District Master

Management Controls from System Administrator Inaccessibility

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

Get Results

Add District

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

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

Showing 1 to 10 of 739 entries

Previous 1 2 3 4 5 ... 74 Next

Figure 4-13: New District Added

4.1.3.4 Edit District

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

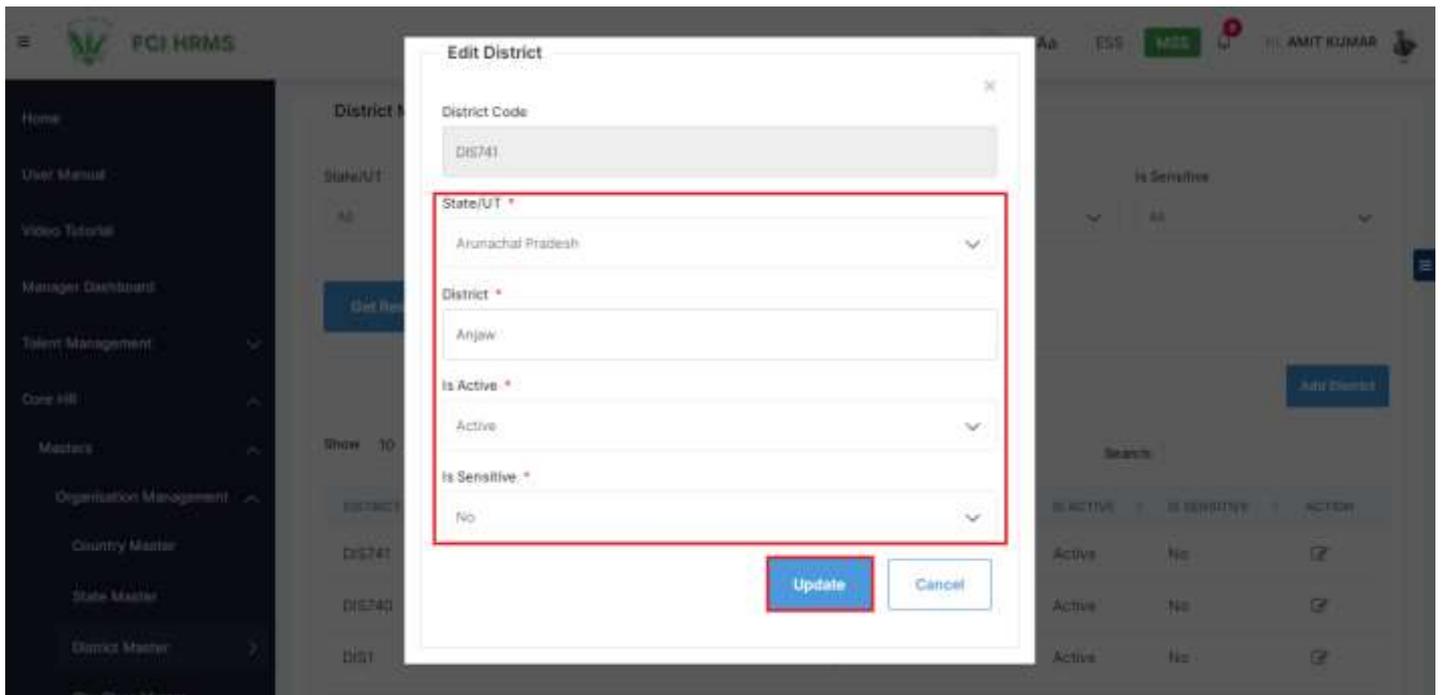


Figure 4-14: Edit District



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



District Master

Successful District has been updated successfully.

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

Get Results

Add District

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

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

Showing 1 to 10 of 739 entries

Previous 1 2 3 4 5 ... 74 Next

Figure 4-15: Existing District Updated

4.1.4 City Class Master

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

4.1.4.1 Navigation

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

4.1.4.2 Landing Page

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



Figure 4-16: City Class Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records
- Click on **Add City Class** to add a new city class in the table as mentioned in Section 4.1.4.3 – Add City Class
- Click on to edit an existing city class in the table as mentioned in Section 4.1.4.4 – Edit City Class

4.1.4.3 Add City Class

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

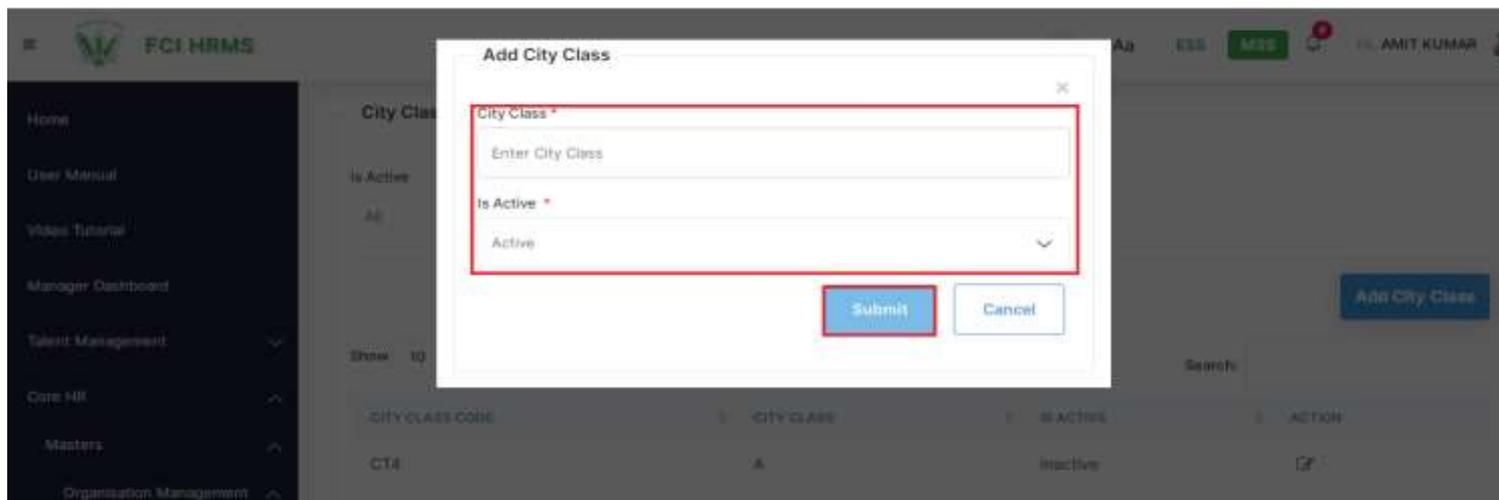


Figure 4-17: Add City Class

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

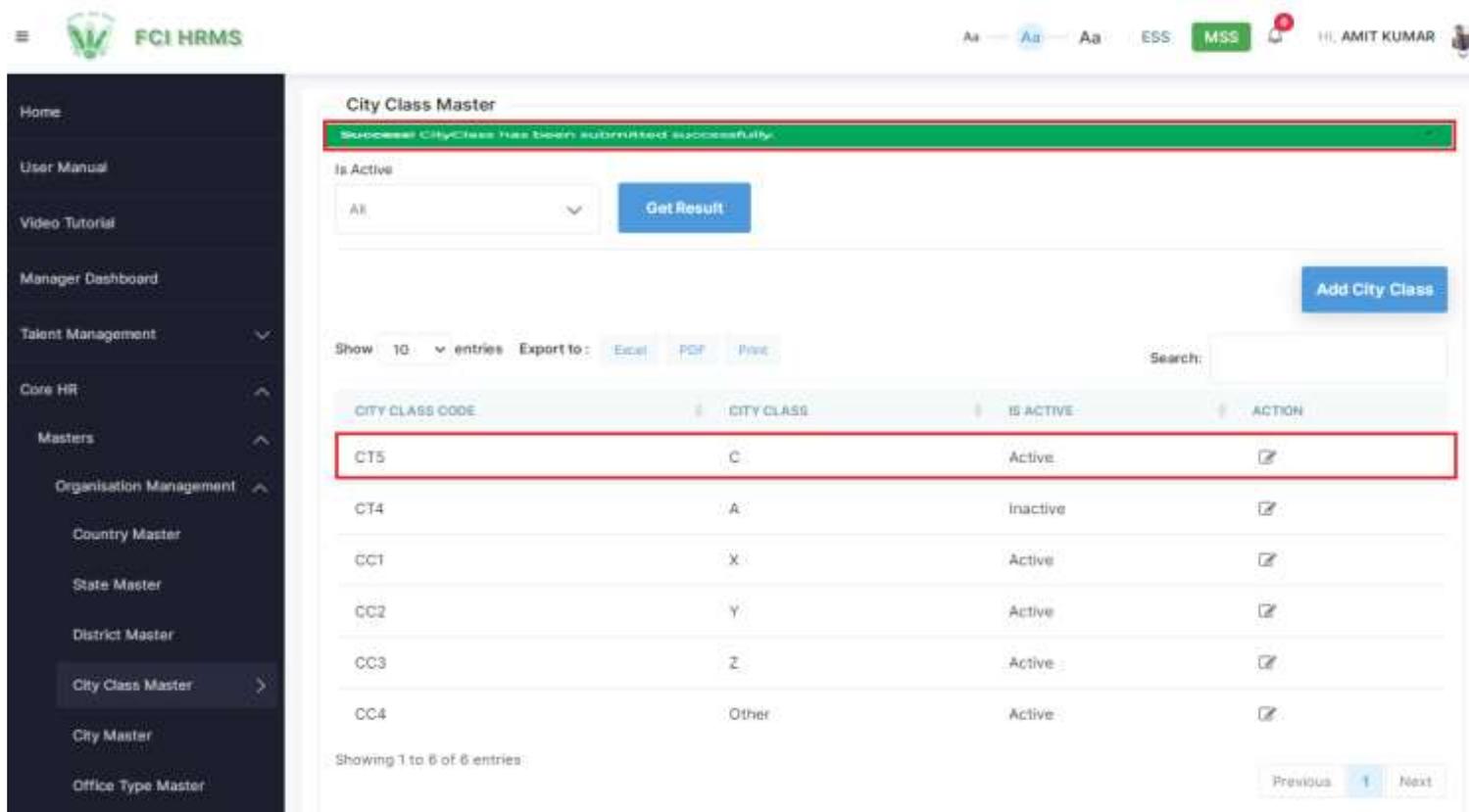


Figure 4-18: New City Class Added

4.1.4.4 Edit City Class

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

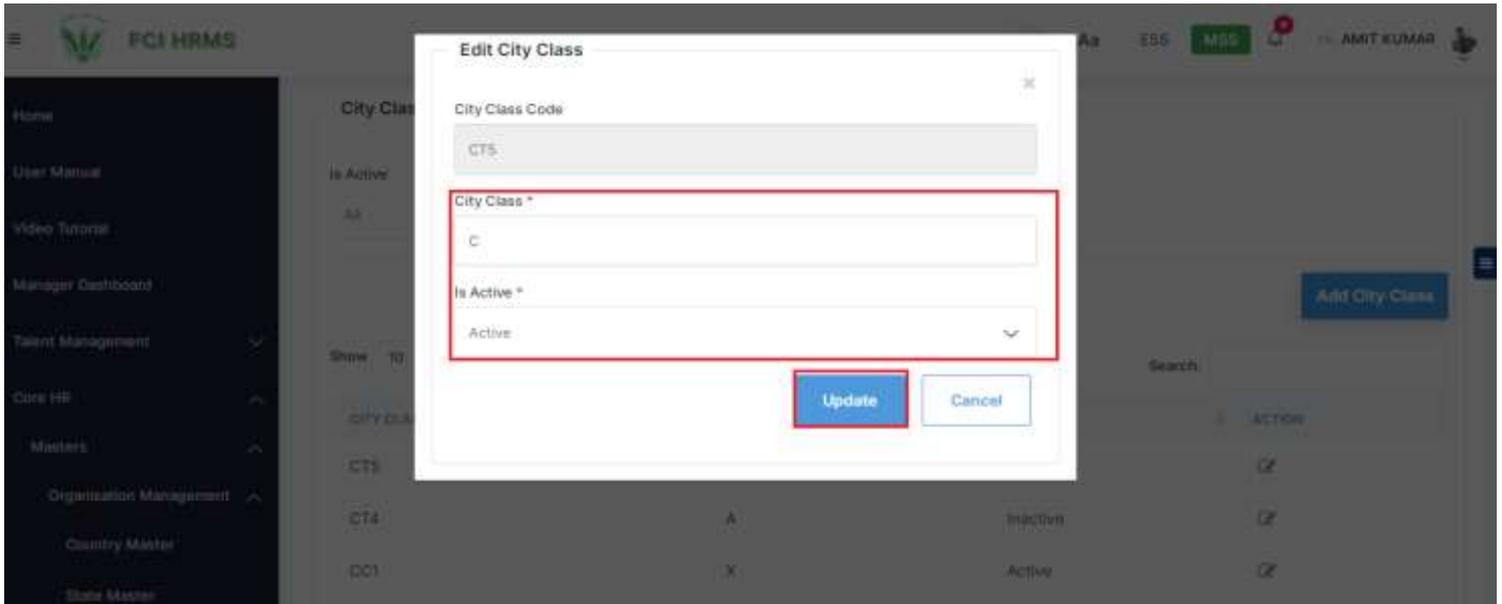


Figure 4-19: Edit City Class

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

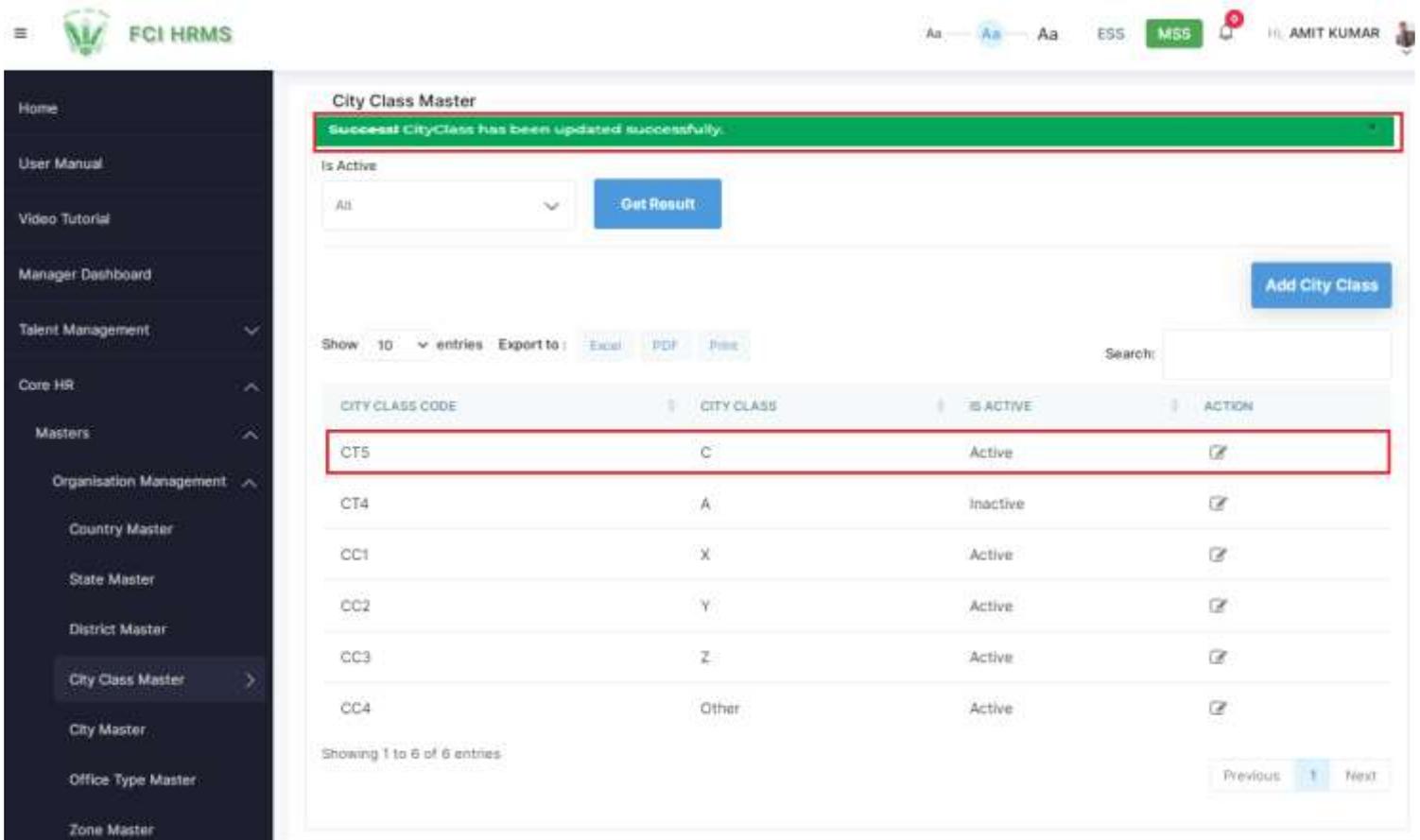


Figure 4-20: Existing City Class Updated



4.1.5 City Master

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

4.1.5.1 Navigation

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

4.1.5.2 Landing Page

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

The screenshot displays the 'City Master' interface. On the left, a dark navigation menu lists various master data categories, with 'Core HR' (1), 'Masters' (2), 'Organisation Management' (3), and 'City Master' (4) highlighted. The main area features a filter section with dropdowns for 'State/UT' (All), 'District' (All), 'City' (All), and 'City Class' (All), plus an 'Is Active' dropdown (All) and a blue 'Get Results' button. Below the filters, there are options to 'Show 10 entries' and 'Export to: Excel, PDF, Print', along with a search bar and an 'Add City' button. A table lists city entries with columns: CITY CODE, STATE/UT, DISTRICT, CITY, CITY CLASS, IS ACTIVE, and ACTION. The table contains 10 rows of data, including cities like Kolkata, Andaman City, Ernakulam, Kumbhkot, Kumer, Kuri Bhagtasani, Kushalgarh, Lachhmanagarh, Ladnu, and Lakheri. At the bottom, a pagination bar shows 'Showing 1 to 10 of 7,925 entries' and a 'Previous 1 2 3 4 5 ... 793 Next' navigation.

Figure 4-21: City Master

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

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



- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records
- Click on **Add City** to add a new city in the table as mentioned in Section 4.1.5.3 – Add City
- Click on  to edit an existing city class in the table as mentioned in Section 4.1.5.4 – Edit City

4.1.5.3 Add City

Click on **Add City** to open the Add City Class popup as shown in Figure 4-22

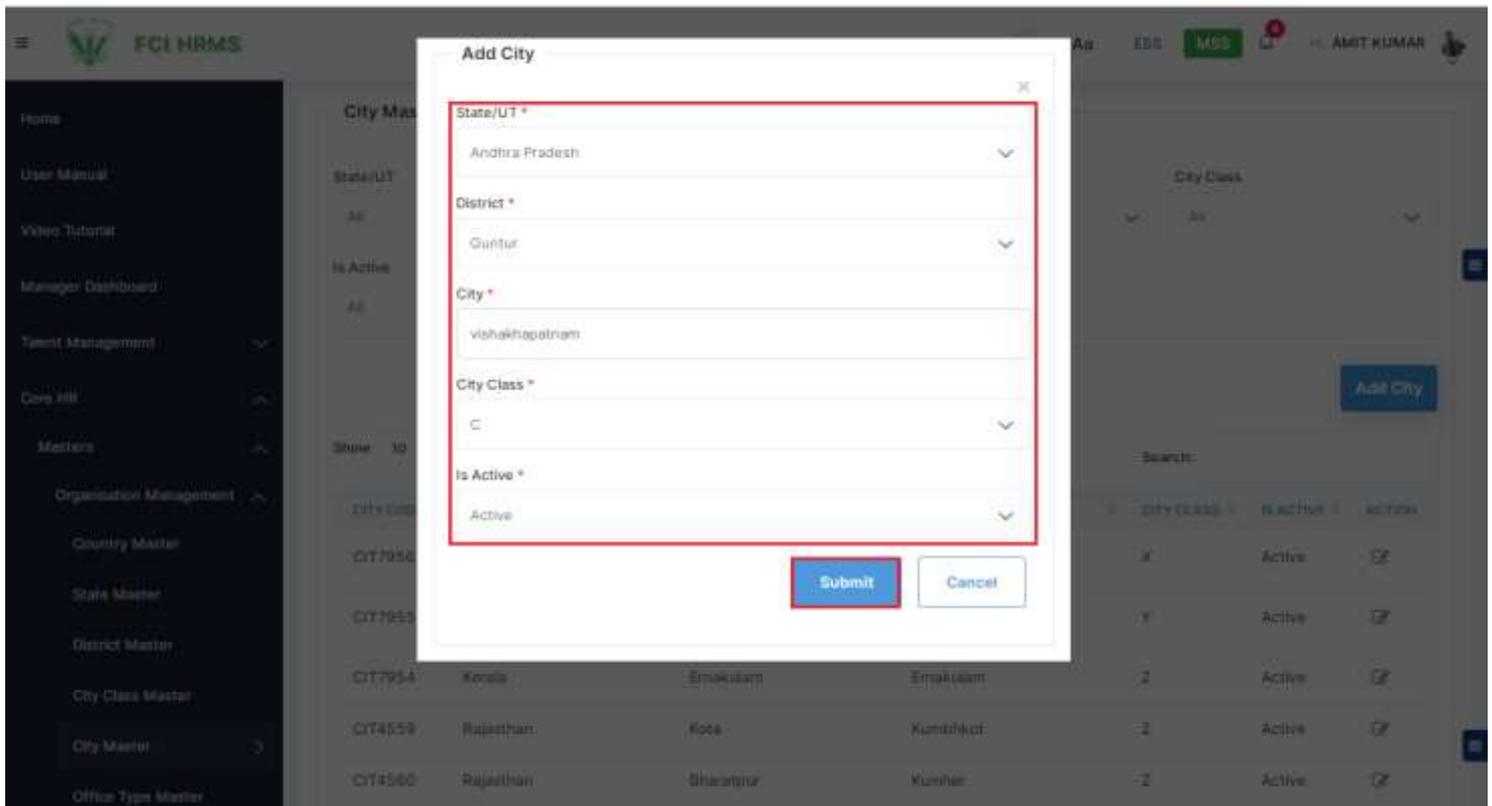


Figure 4-22: Add City

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



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

City Master

Success! City has been submitted successfully.

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

Is Active: All [Get Results](#)

[Add City](#)

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

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

Showing 1 to 10 of 7926 entries: [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) ... [791](#) [Next](#)

Figure 4-23: New City Added

4.1.5.4 Edit City

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

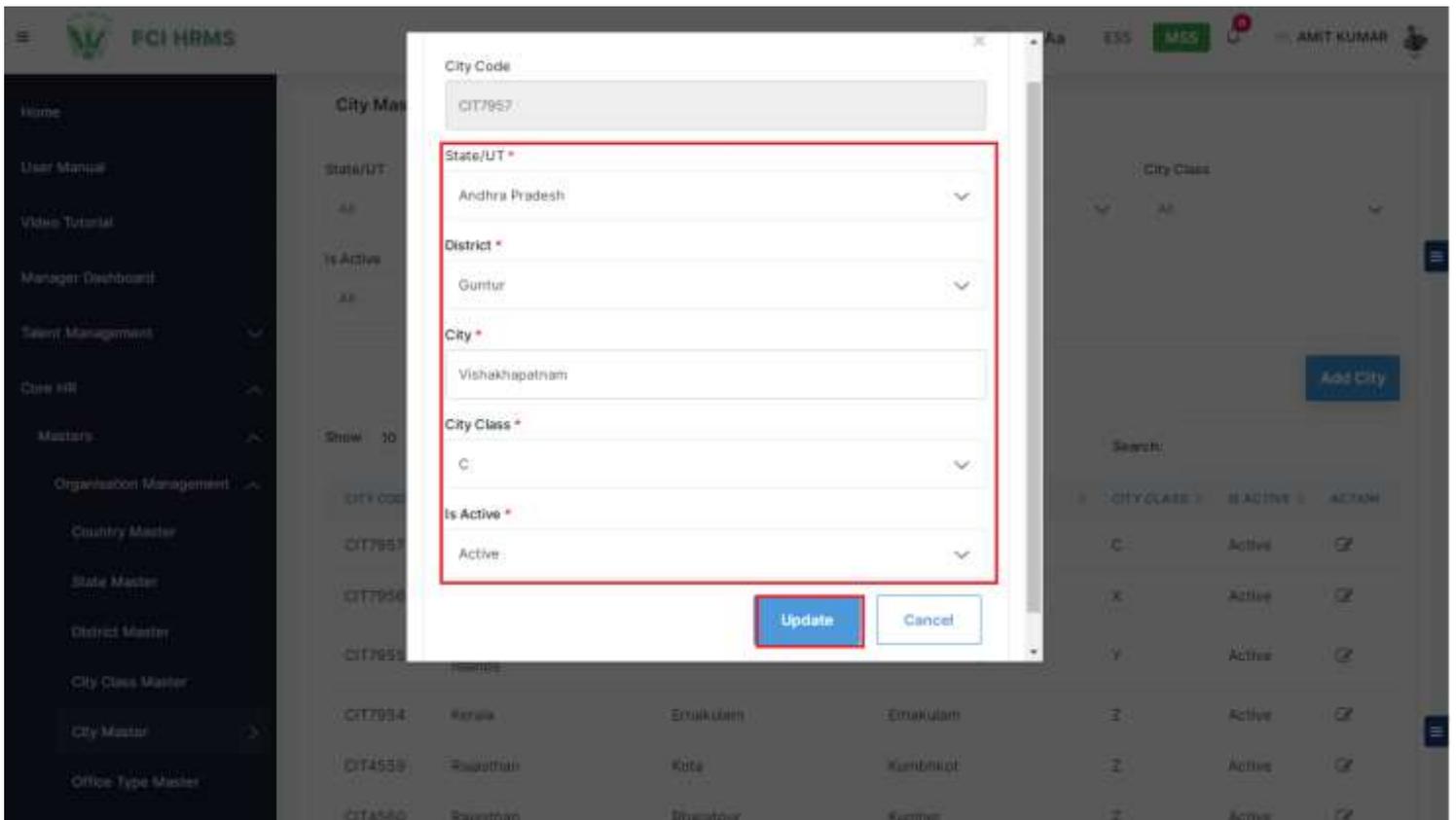


Figure 4-24: Edit City

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



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

Figure 4-25: Existing City Updated

4.1.6 Zone Master

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

4.1.6.1 Navigation

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

4.1.6.2 Landing Page

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



Figure 4-26: Zone Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records
- Click on **Add Zone** to add a new zone in the table as mentioned in Section 4.1.6.3 – Add Zone
- Click on  to edit an existing city class in the table as mentioned in Section 4.1.6.4 – Edit Zone



4.1.6.3 Add Zone

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

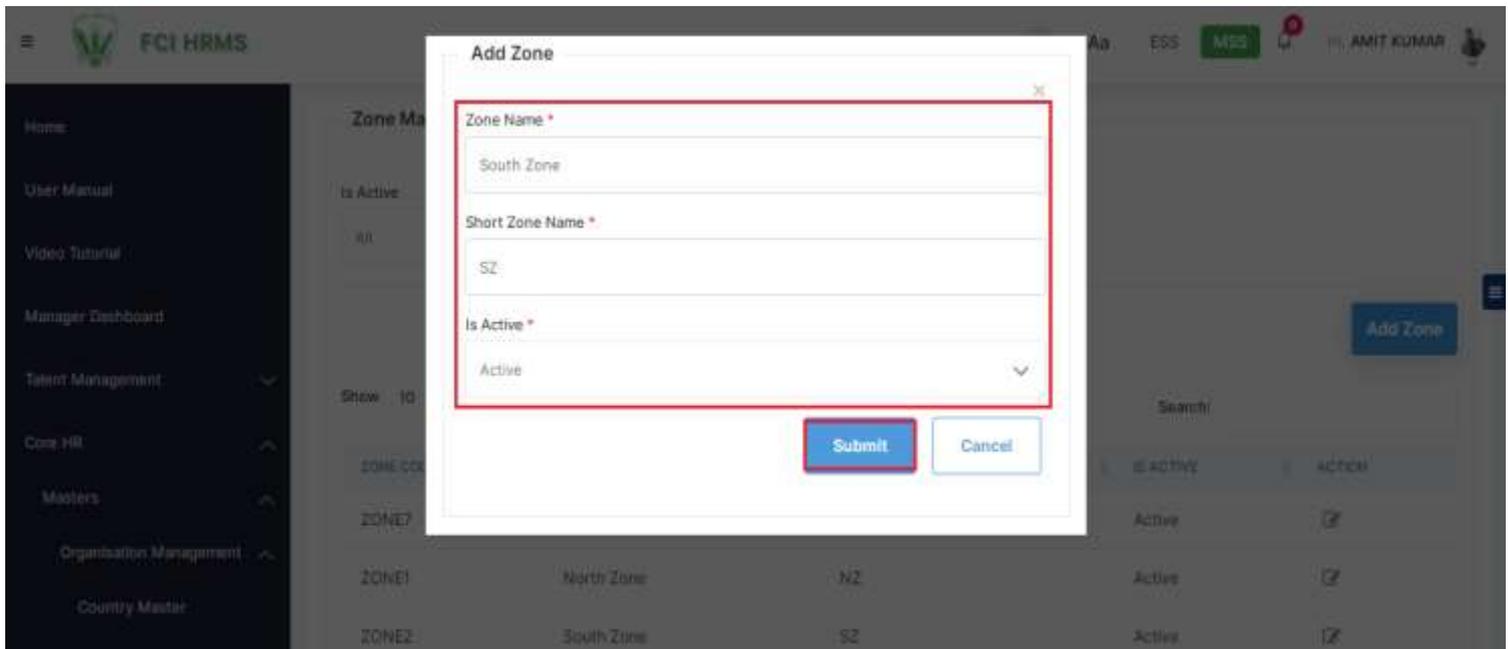


Figure 4-27: Add Zone

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

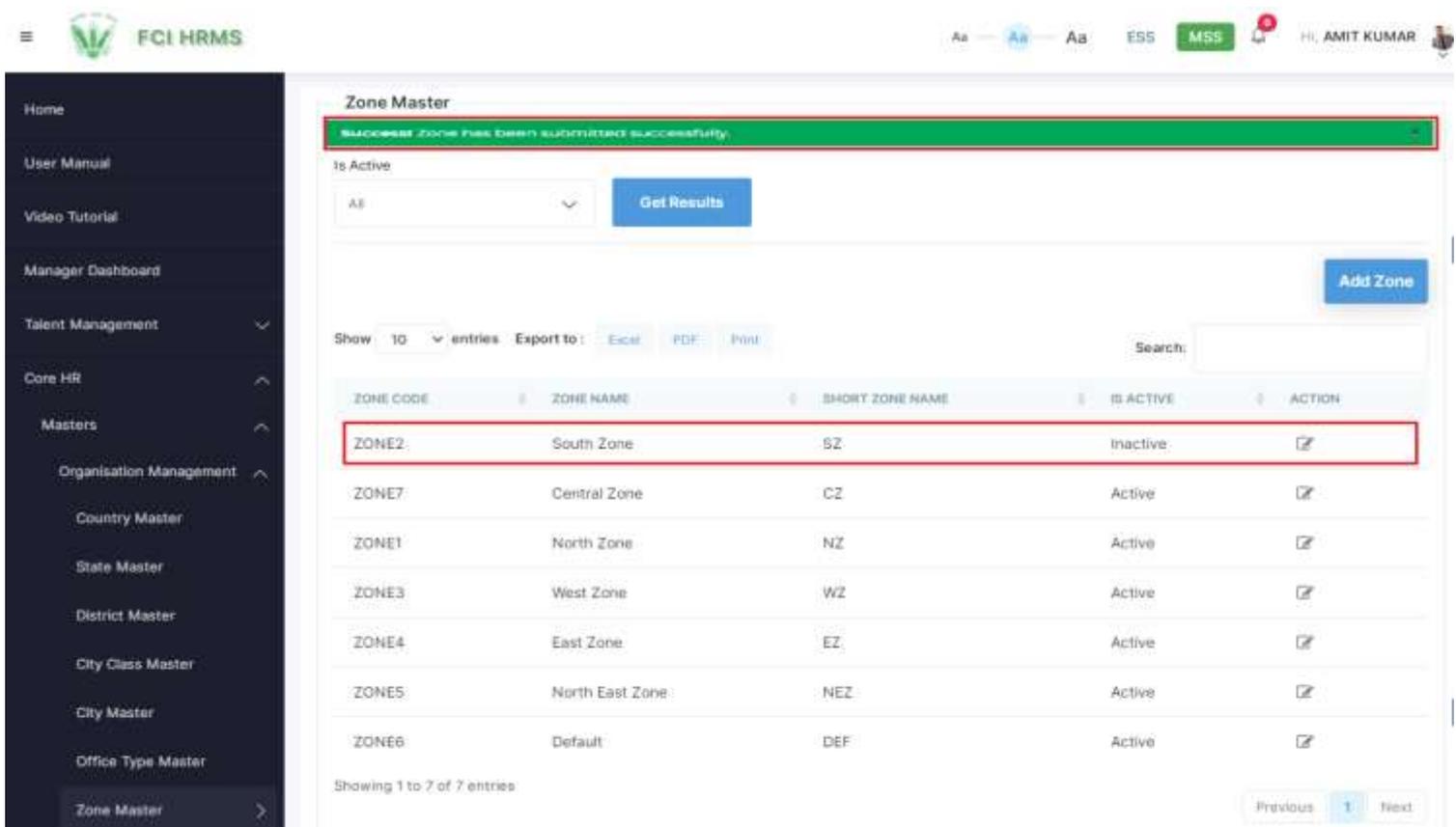




Figure 4-28: New Zone Added

4.1.6.4 Edit Zone

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

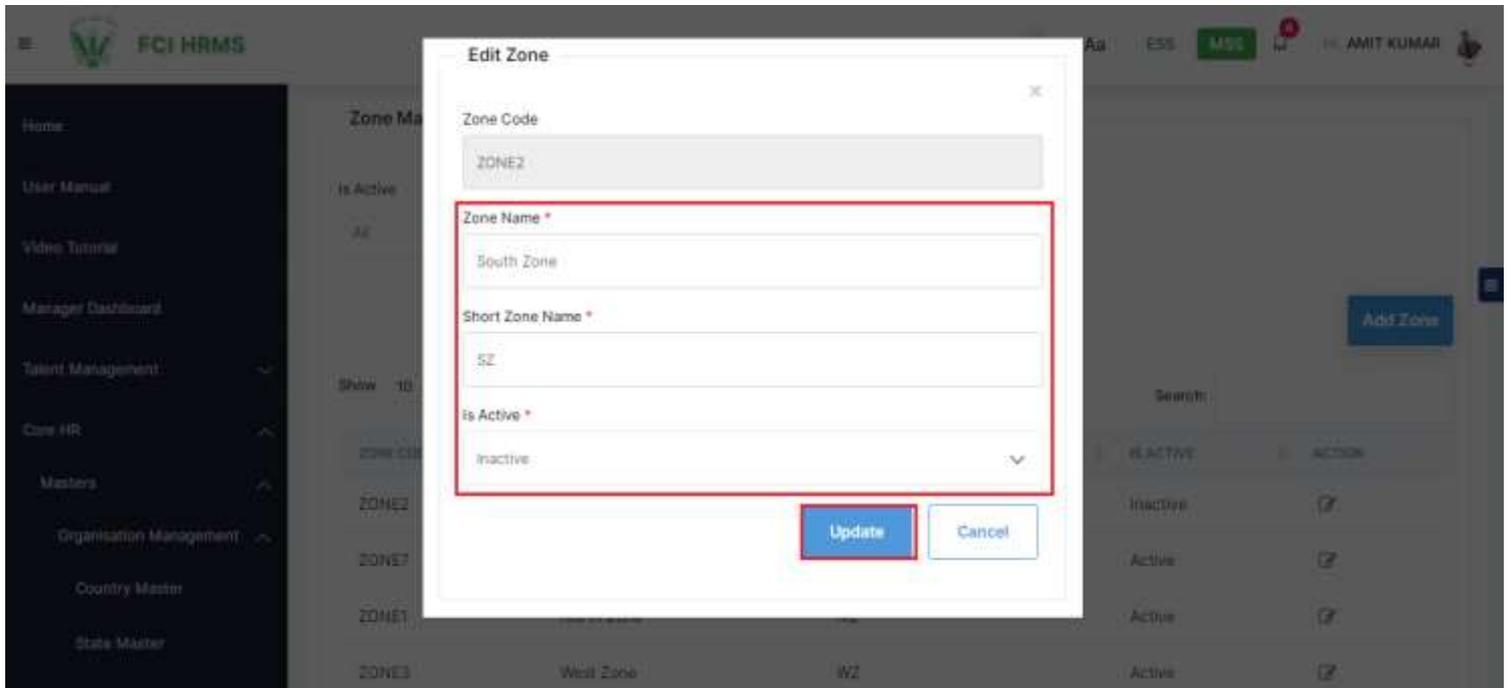


Figure 4-29: Edit Zone

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



The screenshot displays the 'Zone Master' page in the FCI HRMS system. A green notification bar at the top indicates a successful update: "Successful Zone has been updated successfully." Below this, there is a filter for 'Is Active' set to 'All' and a 'Get Results' button. A table lists the zones, with 'ZONE2 South Zone' highlighted in red. The table has the following data:

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

At the bottom of the table, it says "Showing 1 to 7 of 7 entries" and includes 'Previous' and 'Next' navigation buttons. The left sidebar shows the navigation menu with 'Zone Master' selected. The top right shows user information: 'AMIT KUMAR' and system status 'ESS MSS'.

Figure 4-30: Existing Zone Updated

4.1.7 Region Master

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

4.1.7.1 Navigation

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

4.1.7.2 Landing Page

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



The screenshot shows the 'Region Master' page. On the left is a dark sidebar with navigation items: Home, User Manual, Video Tutorial, Manager Dashboard, Talent Management, Core HR (1), Masters (2), Organisation Management (3), Country Master, State Master, District Master, City Class Master, City Master, Office Type Master, Zone Master, Region Master (4), Office Setup Master, and Cadre Master. The main area has filters for Zone (All), Region (All), and Is Active (All), with a 'Get Results' button. Below filters are 'Show 10 entries', 'Export to: Excel PDF Print', and a 'Search:' field. A table lists regions with columns: REGION CODE, ZONE, REGION, IS ACTIVE, and ACTION. The table contains 10 rows of data. At the bottom right is a pagination control with 'Previous', '1', '2', '3', and 'Next' buttons. An 'Add Region' button is located at the top right of the table area.

Figure 4-31: Region Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **3** **Next** to navigate table records
- Click on **Add Region** to add a new region in the table as mentioned in Section 4.1.7.3 – Add Region



- Click on  to edit an existing city class in the table as mentioned in Section 4.1.7.4 – Edit Region

4.1.7.3 Add Region

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

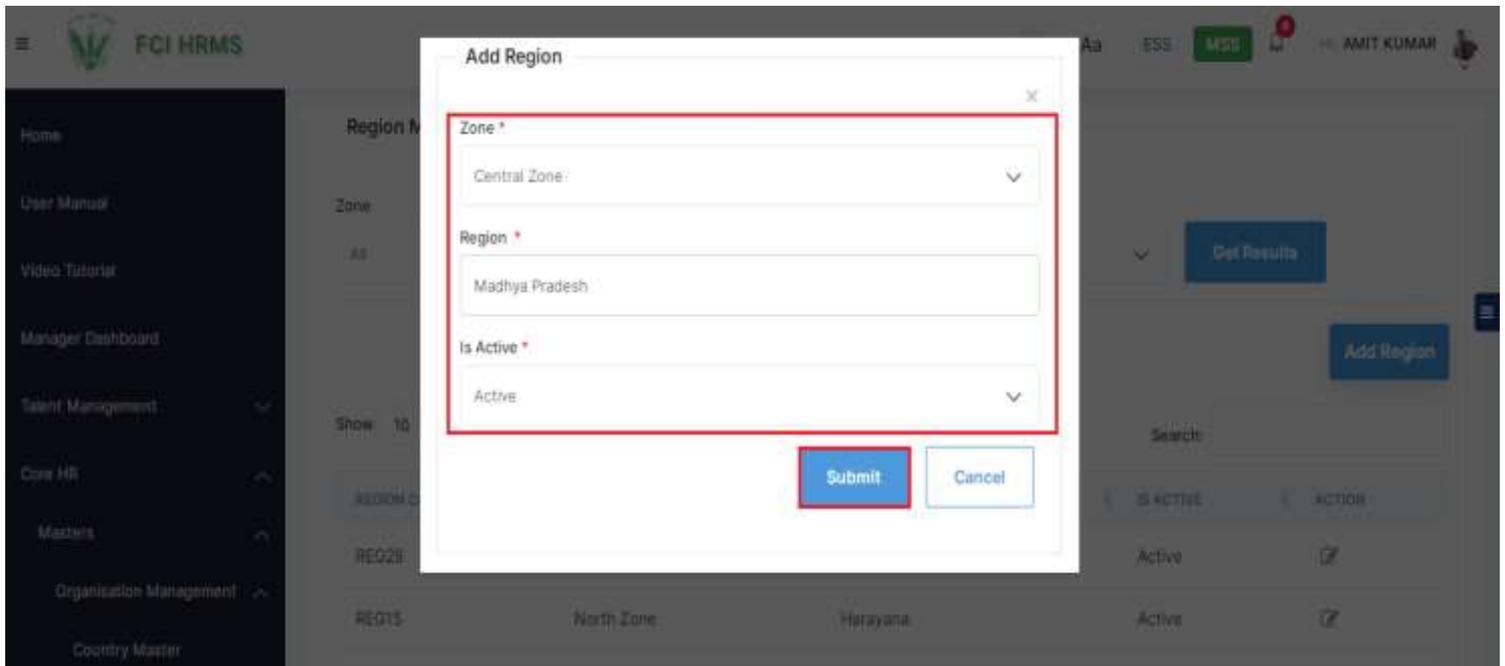


Figure 4-32: Add Region

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



Figure 4-33: New Region Added

4.1.7.4 Edit Region

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

Figure 4-34: Edit Region



Update

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

4.1.8 Office Type Master

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

4.1.8.1 Navigation

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

4.1.8.2 Landing Page

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

The screenshot displays the 'Office Type Master' interface. At the top, there's a header with 'FCI HRMS' and user information 'AMIT KUMAR'. The main content area features a table with the following data:

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

Additional UI elements include a search bar, 'Export to' options (Excel, PDF, Print), a 'Get Results' button, and a 'Showing 1 to 6 of 6 entries' indicator at the bottom of the table.

Figure 4-35: Office Type Master

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

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



- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **3** **4** **5** **...** **20** **Next** to navigate table records
- Click on **Add Office Type** to add a new Office Type in the table as mentioned in Section 4.1.8.3 – Add Office Type
- Click on  to edit an existing Office Type in the table as mentioned in Section 4.1.8.4 – Edit Office Type

4.1.8.3 Add Office Type

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

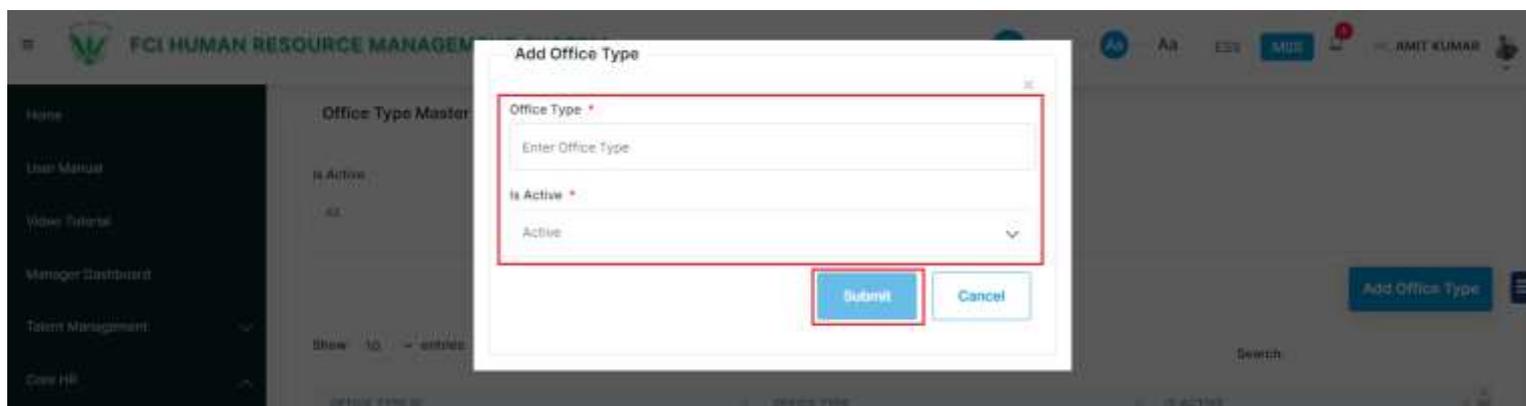


Figure 4-36: Add Office Type

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

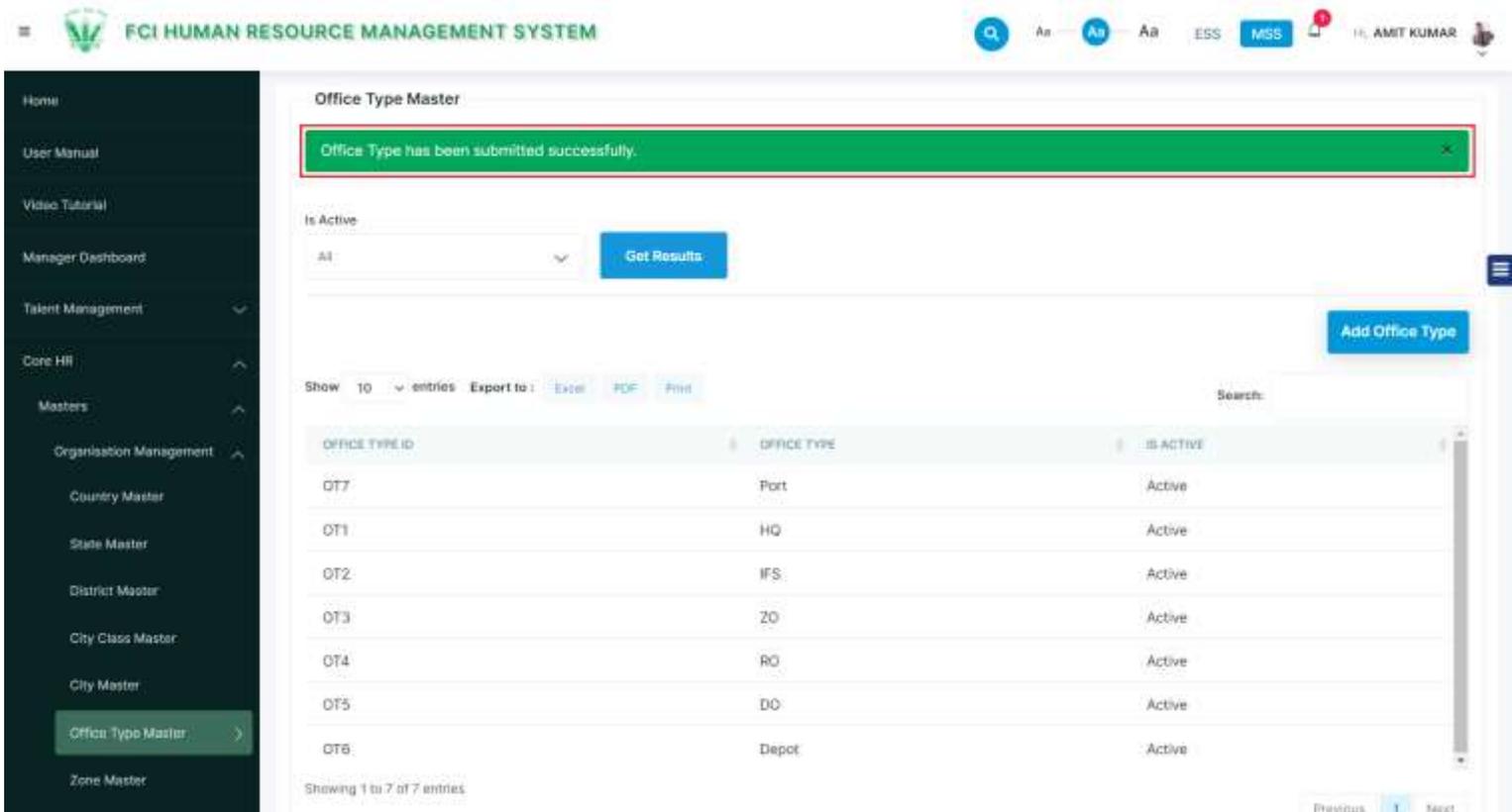


Figure 4-37: Office Type Master

4.1.8.4 Edit Office Type

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

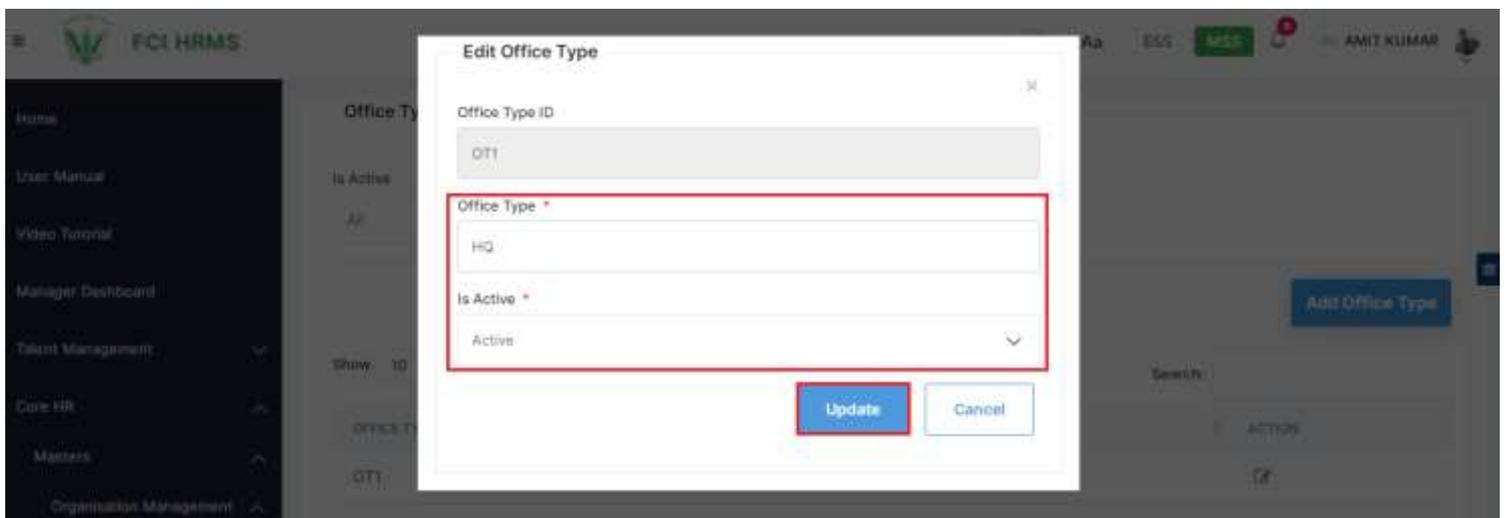


Figure 4-38: Edit Office Type

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

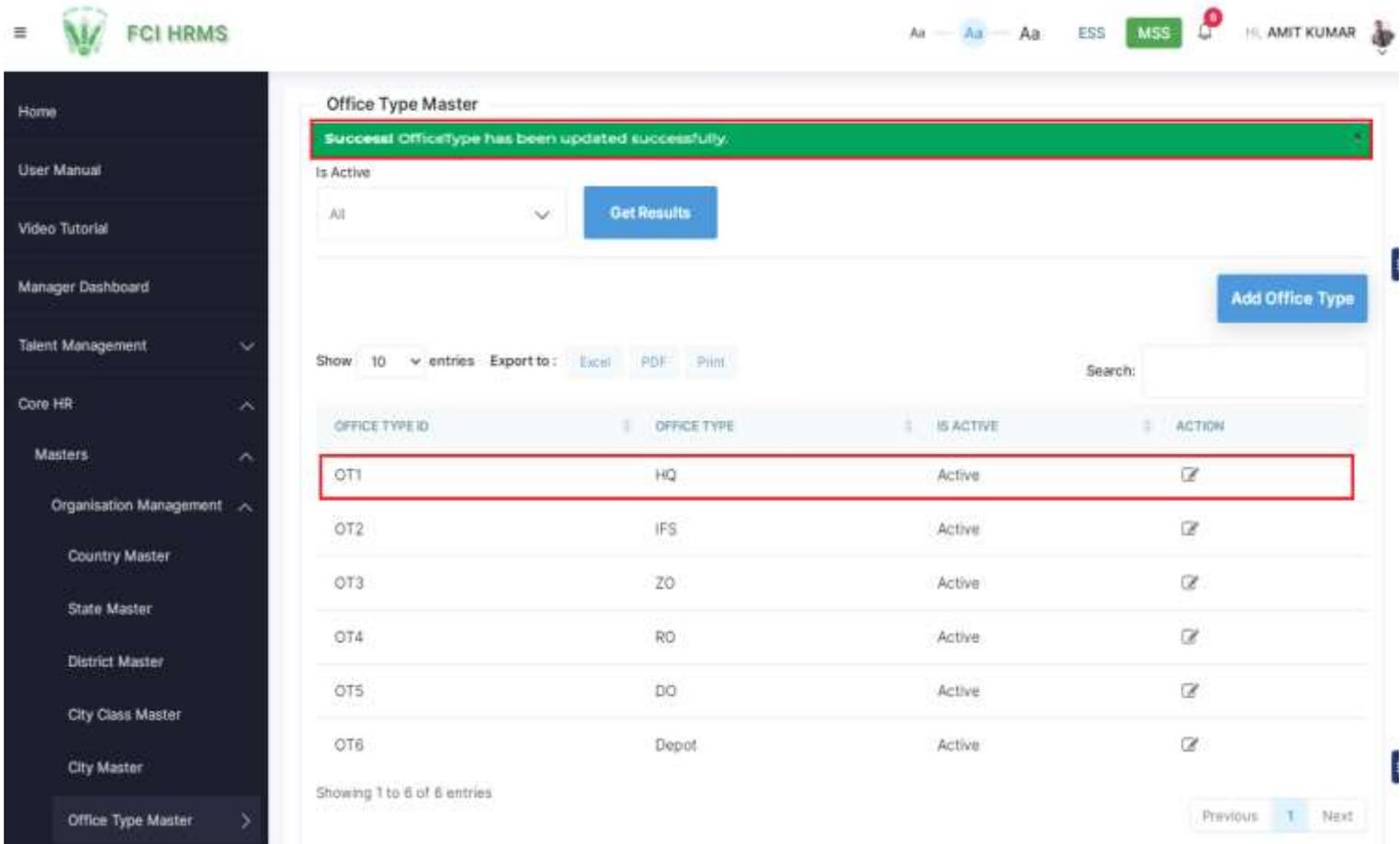


Figure 4-39: Existing Office Type Updated

4.1.9 Office Setup Master

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

4.1.9.1 Navigation

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

4.1.9.2 SLA

1 Day

4.1.9.3 Landing Page

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

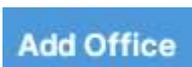


Figure 4-40: Office Setup Master

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

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



- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on  to navigate table records
- Click on  to add a new office in the table as mentioned in Section 4.1.9.4– Add Office Detail
- Click on  to edit an existing office in the table as mentioned in Section 4.1.9.5 – Edit Office Detail
- Click on  to view an existing office details in the table as mentioned in Section 4.1.9.6 – View Office Detail

4.1.9.4 Add Office Details

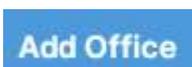
Click onto  open the add a new office form as shown in Figure 4-41



Figure 4-41: Add Office Detail

Please ensure the following before creating a new office:

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

Submit

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



Office Setup Master

Successful Officetype has been submitted successfully.

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

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

Get Results

Add Office

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

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

Figure 4-42: New Office Added

4.1.9.5 Edit Office Detail

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

Click on to open Edit Office detail form as shown in Figure 4-43



Edit Office Details

Office ID: OFF202 Office Code: guna

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

Zone *: West Zone Address *: abcd

Region *: Chhattisgarh

Reporting Office *: DO RAIPUR Postal Code *: 473001

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

State *: Madhya Pradesh Office Order *: View Attachment

District *: Guna Registration Details View Attachment

City *: Guna City Class: Z Is Active Is Difficult Is Sensitive

Update Cancel

Figure 4-43: Edit Office Detail



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



Office Setup Master

Success! Office has been saved successfully.

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

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

Get Results

Add Office

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

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

Figure 4-44: Existing Office Detail Updated for Approval

4.1.9.6 Office Setup - View

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

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

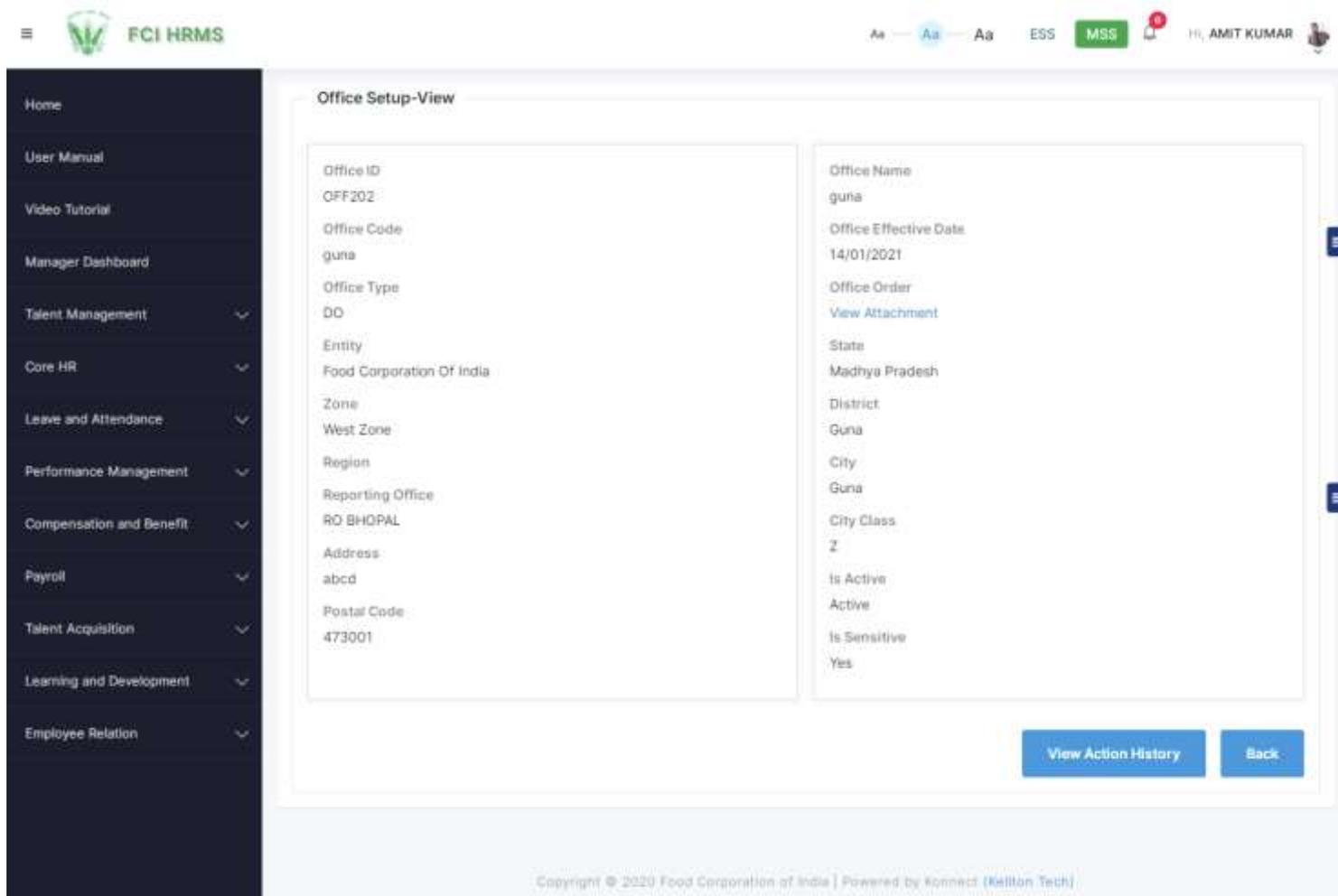


Figure 4-45: Office Setup - View

4.1.10 Division Master

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

4.1.10.1 Navigation

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

4.1.10.2 SLA

1 Day

4.1.10.3 Landing Page

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



Figure 4-46: Division Master

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

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



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



- Click on  to navigate table records

Add Division Detail

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

4.1.10.4 Add Division Detail

Add Division Detail

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

The screenshot shows the 'Add Division Master' form in the FCI HRMS system. The form is titled 'Add Division Master' and is located in the 'Core HR' section of the application. The form contains the following fields and controls:

- Request Date:** A text input field containing '19/01/2021'.
- Applicable Office *:** A dropdown menu with 'Select' as the current value.
- Division *:** A text input field containing 'Enter Division'.
- Division HOD *:** A dropdown menu with 'Select' as the current value.
- Effective Date *:** A text input field containing 'DD/MM/YYYY' and a calendar icon.
- Office Order *:** A text input field containing 'Upload Document' and an 'Upload' button.
- Submit and Cancel buttons:** Two buttons at the bottom right of the form.

Figure 4-47: Add Division Master

Please ensure the following before creating a new division:

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

Submit

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



Division Master

Successful Division has been saved successfully.

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

Get Results

Add Division Detail

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

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

Figure 4-48: New Division Added

4.1.10.5 Edit Division Master

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

Edit Division Master

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

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

Office Order: View Order | Upload Document | Upload

Update | Cancel

Figure 4-49: Edit Division Master

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



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

Division Master

Successful Division has been saved successfully.

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

[Get Results](#)

[Add Division Detail](#)

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

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

Figure 4-50: Existing Office Detail Updated for Approval

4.1.10.6 View Division Master

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

View Division Master

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

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

Figure 4-51: View Division Master



View Action History

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

Back

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

4.1.11 Section Master

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

4.1.11.1 Navigation

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

4.1.11.2 Landing Page

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

The screenshot displays the 'Section Master' interface. On the left, a dark navigation menu lists various HRMS modules, with 'Section Master' at the bottom, highlighted with a red box and the number '4'. The main content area features a header with the title 'Section Master'. Below the header are four dropdown filters: 'Office Type' (All), 'Office' (All), 'Division' (All), and 'Section' (All). An 'Is Active' dropdown is set to 'All', followed by a blue 'Get Results' button. In the top right corner, there is a blue 'Add Section' button. Below the filters, there is a 'Show 10 entries' dropdown, an 'Export to:' dropdown with options 'Excel', 'PDF', and 'Print', and a search bar. The main data area contains a table with the following columns: OFFICE TYPE, OFFICE, SECTION NUMBER, DIVISION, SECTION NAME, IS ACTIVE, and ACTION. The table lists 10 entries, each with a red box around the 'ACTION' column icon. At the bottom of the table, it says 'Showing 1 to 10 of 4,547 entries' and a pagination control with 'Previous', '1', '2', '3', '4', '5', '455', and 'Next'.

Figure 4-52: Section Master



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

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, or **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **two**, **3**, **4**, **5**, **...**, **416**, **Next** to navigate table records
- Click on **Add Section** to add a new section in the table as mentioned in Section 4.1.11.3 – Add Section
- Click on  to edit an existing section in the table as mentioned in Section 4.1.11.4 – Edit Section

4.1.11.3 Add Section

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

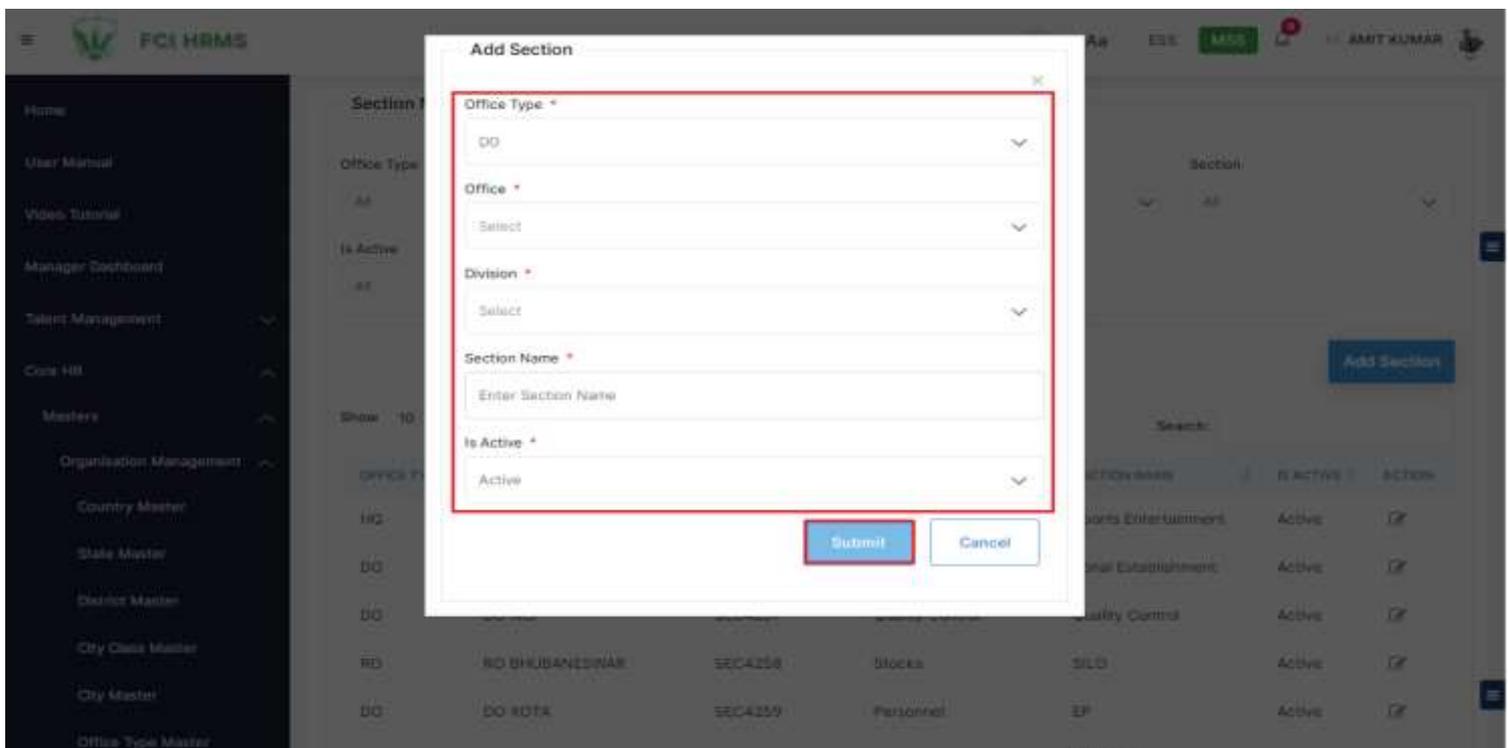


Figure 4-53: Add Section



Submit

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

Section Master

Successful Section has been submitted successfully

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

Is Active: All **Get Results**

Add Section

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

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

Showing 1 to 10 of 4547 entries

Figure 4-54: New Section Added

4.1.11.4 Edit Section

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

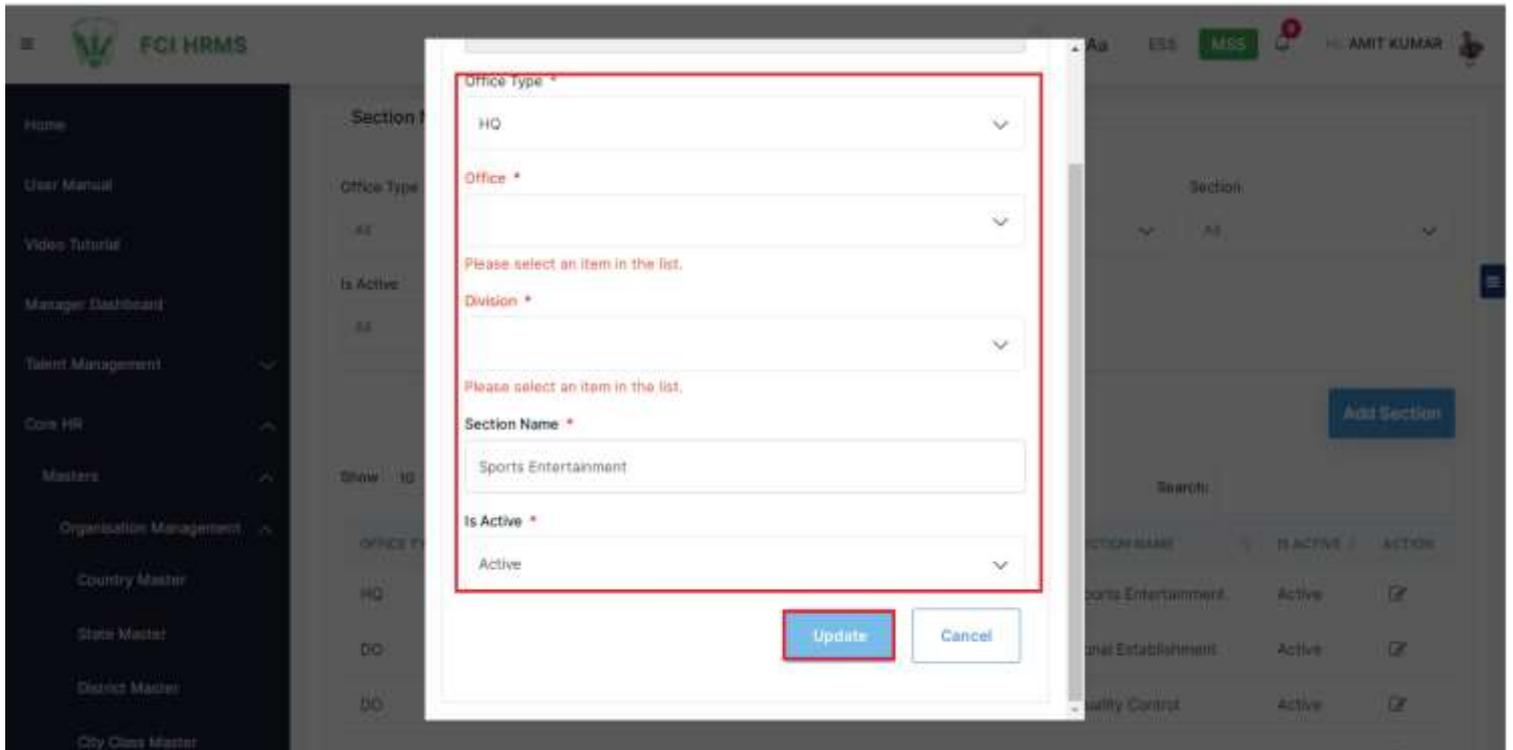


Figure 4-55: Edit Section Master

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

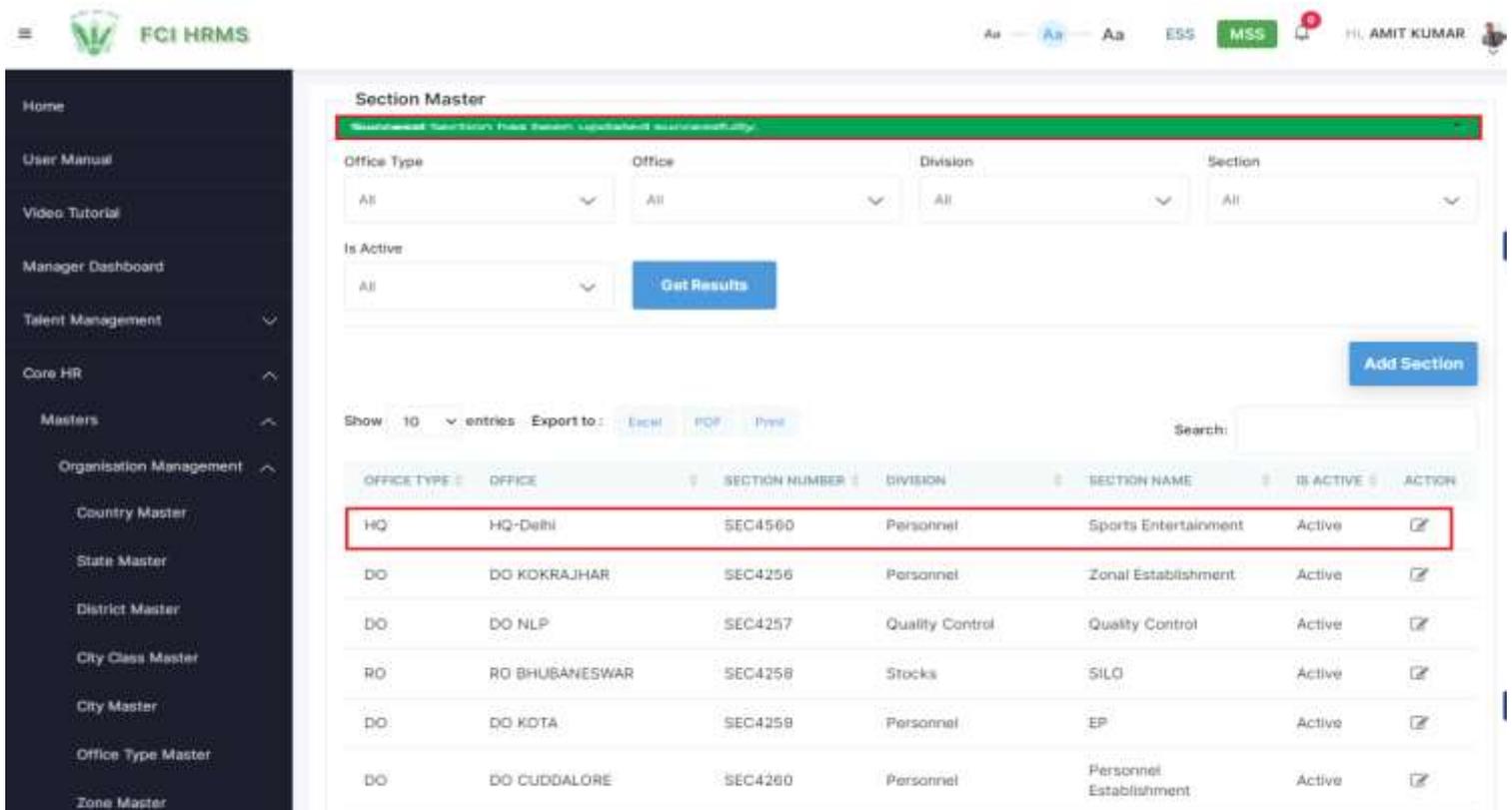


Figure 4-56: Existing Section Updated



4.1.12 Cell Master

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

4.1.12.1 Navigation

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

4.1.12.2 Landing Page

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

Figure 4-57: Cell Master

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

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



- Click on **Excel** **PDF** **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **3** **4** **5** **...** **472** **Next** to navigate table records
- Click on **Add Cell** to add a new Cell in the table as mentioned in Section 4.1.12.3 – Add Cell
- Click on to edit an existing Cell in the table as mentioned in Section 4.1.12.4 – Edit Cell

4.1.12.3 Add Cell

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

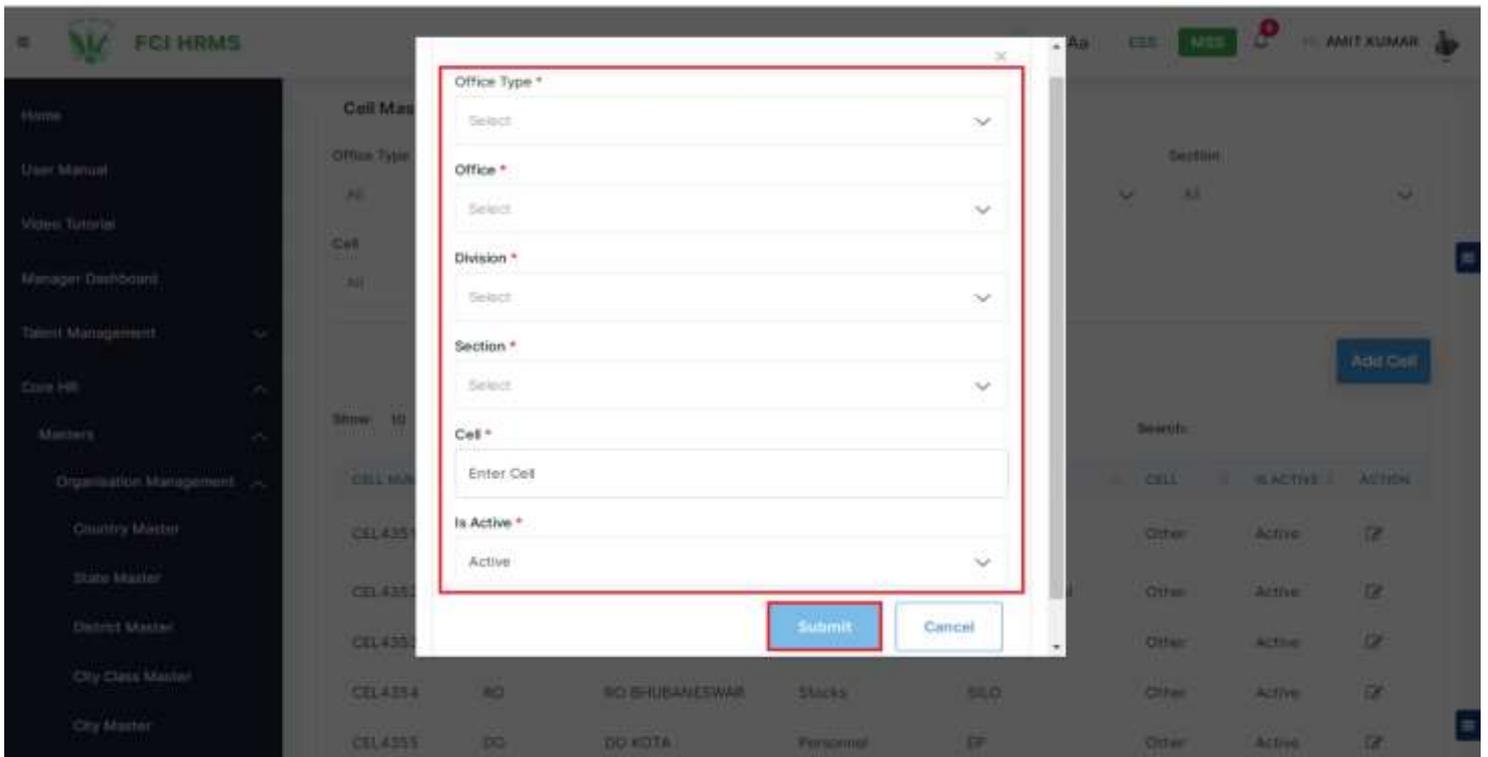


Figure 4-58: Add Cell

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

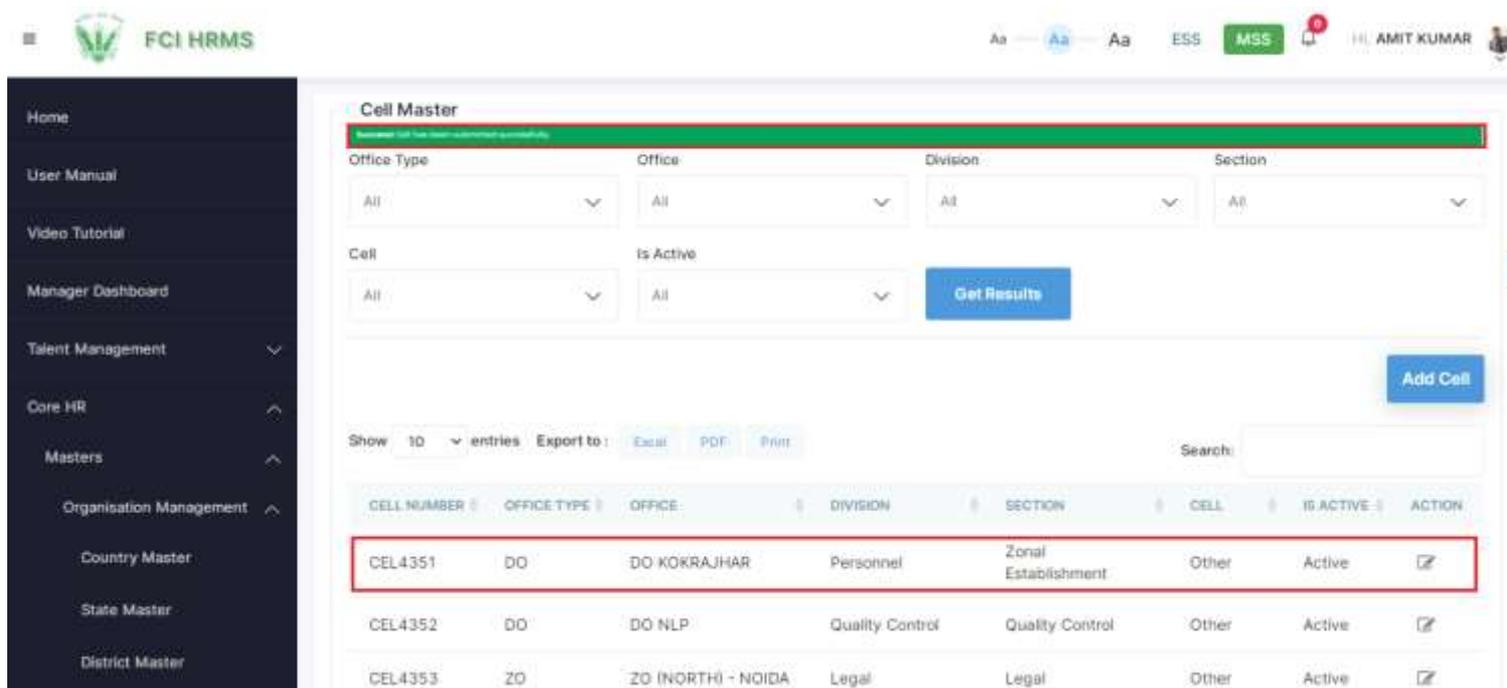


Figure 4-59: New Cell Added

4.1.12.4 Edit Cell

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

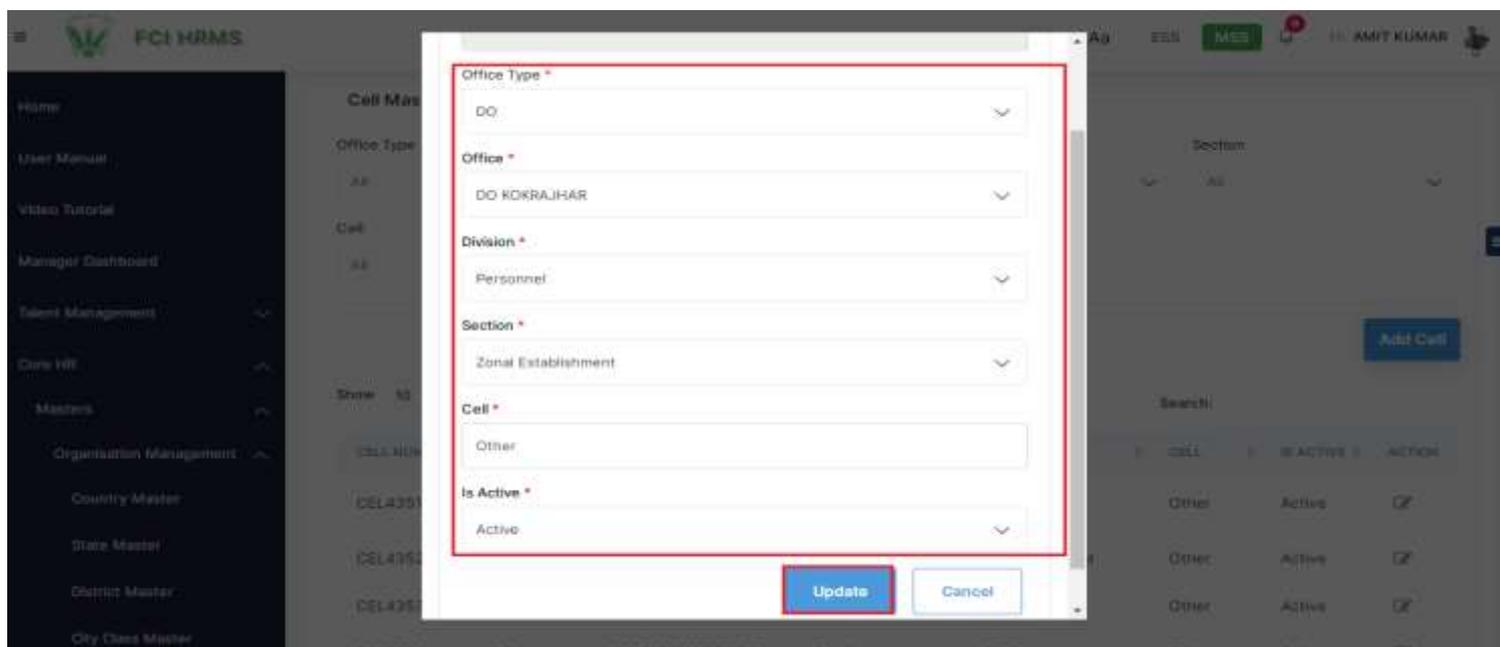


Figure 4-60: Edit Cell Master



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



Cell Master

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

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

Add Cell

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

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

Figure 4-61: Existing Cell Updated

4.1.13 Cadre Master

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

4.1.13.1 Navigation

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

4.1.13.2 Landing Page

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



Figure 4-62: Cadre Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **2**, **Next** to navigate table records
- Click on **Add Cadre** to add a new Cadre in the table as mentioned in Section 4.1.13.3 – Add Cadre



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

4.1.13.3 Add Cadre

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

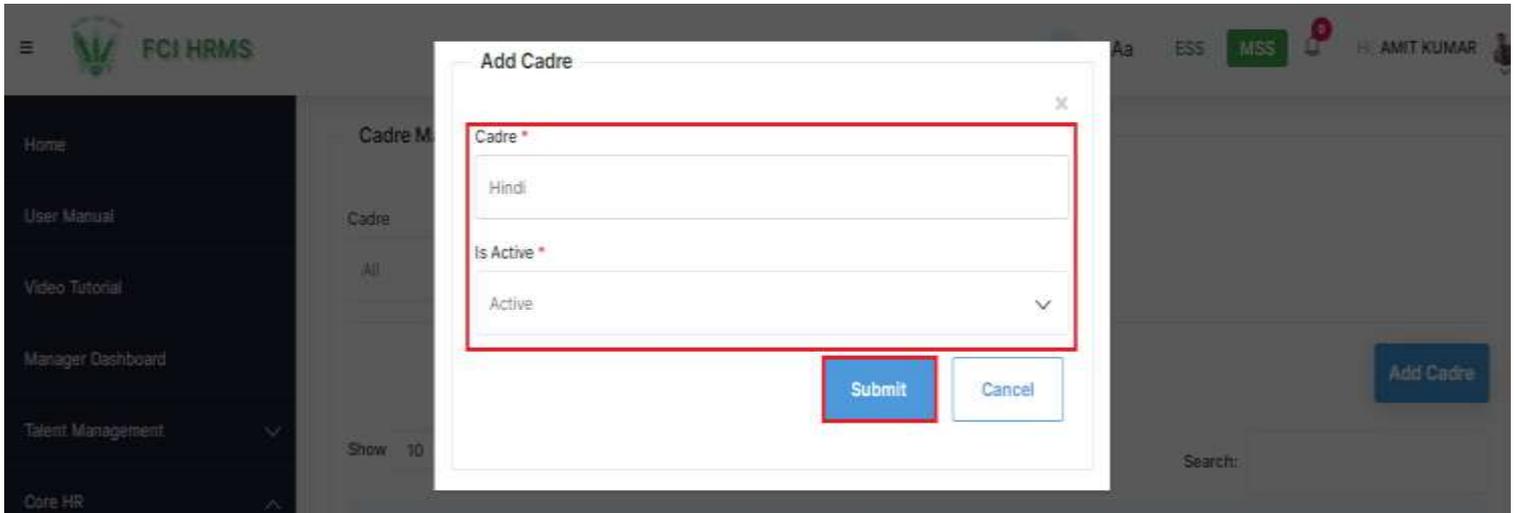


Figure 4-63: Add Cadre

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

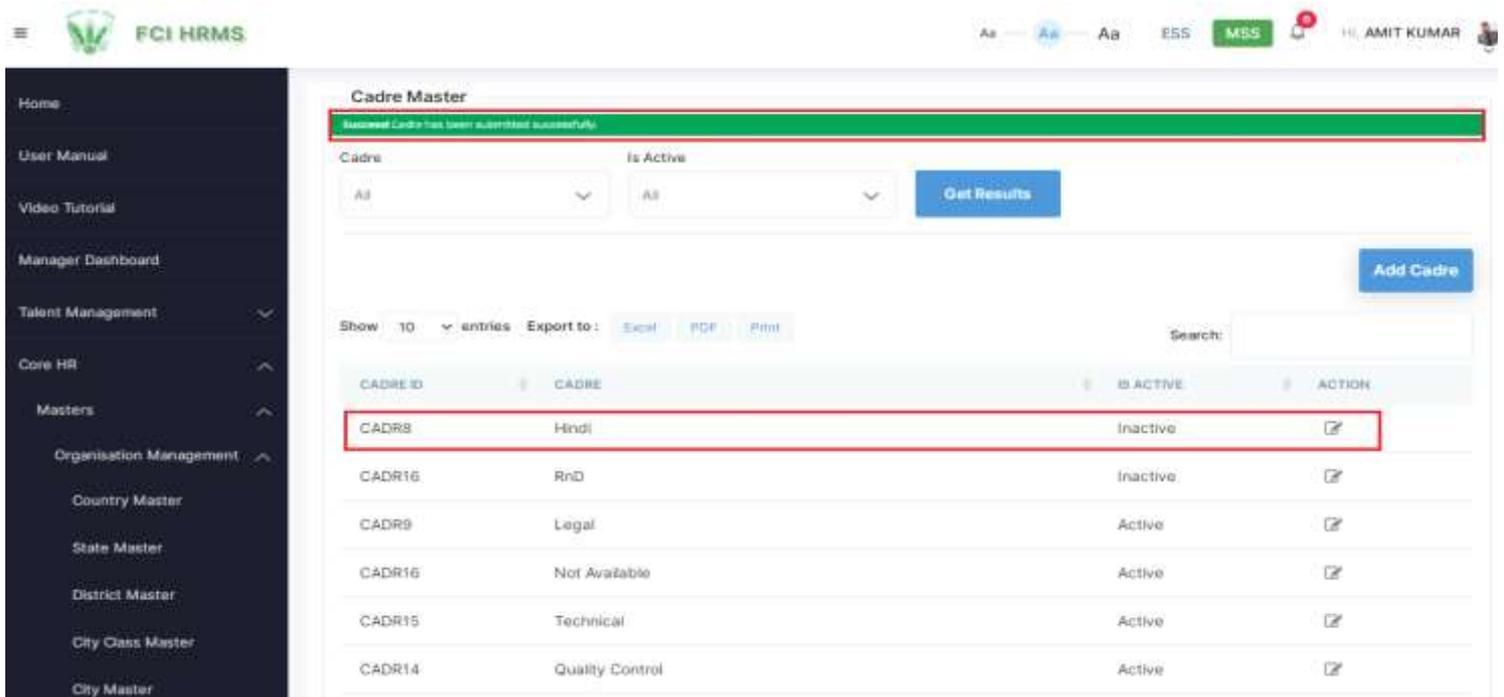


Figure 4-64: New Cadre Added



4.1.13.4 Edit Cadre

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

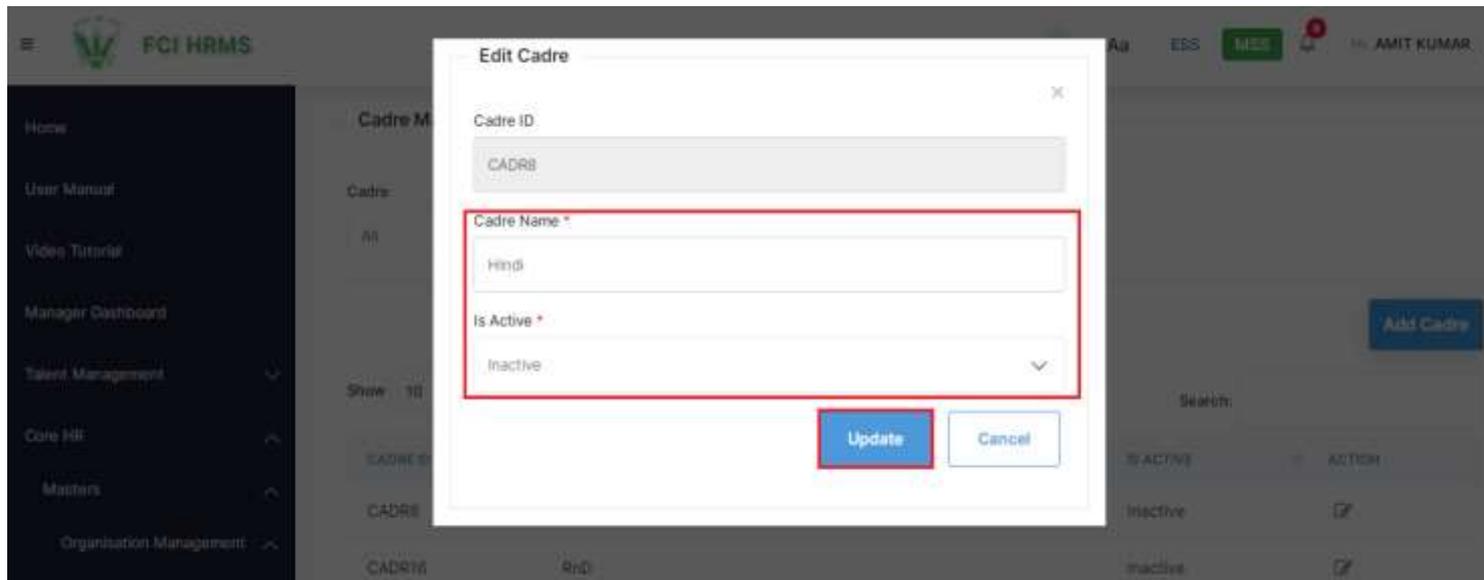


Figure 4-65: Edit Cadre Master



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

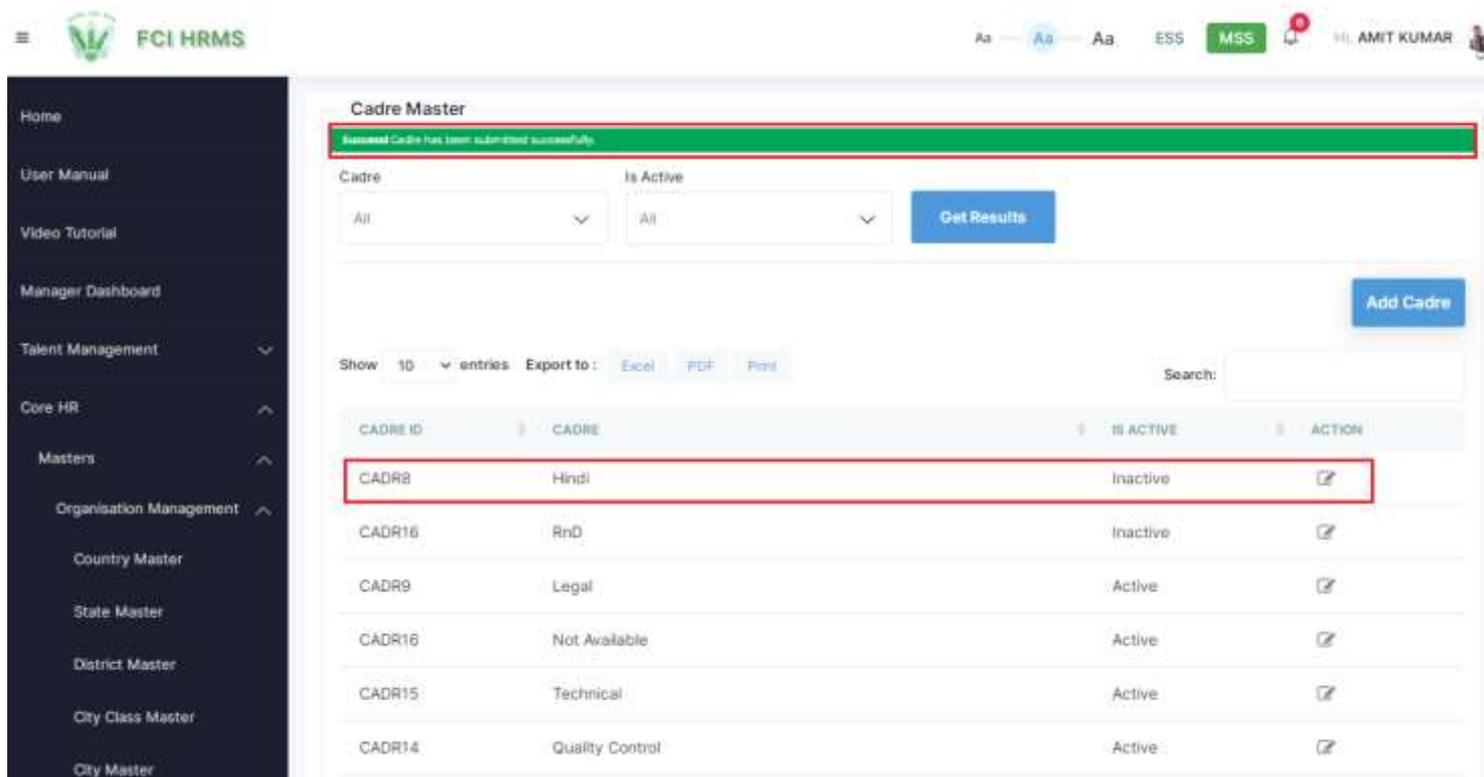


Figure 4-66: Existing Cadre Updated



4.1.14 Category Master

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

4.1.14.1 Navigation

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

4.1.14.2 Landing Page

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

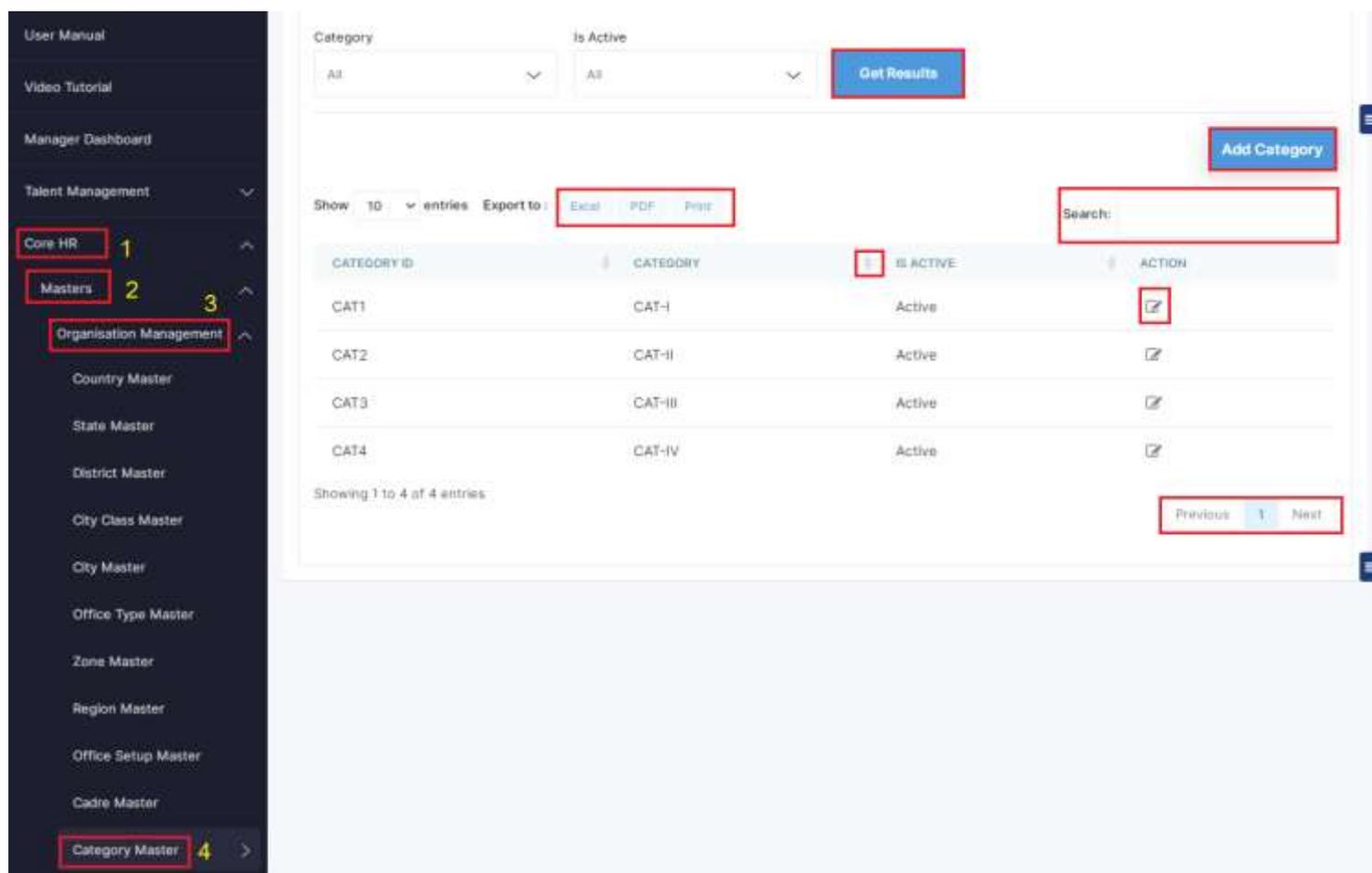


Figure 4-67: Category Master

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

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



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

4.1.14.3 Add Category

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

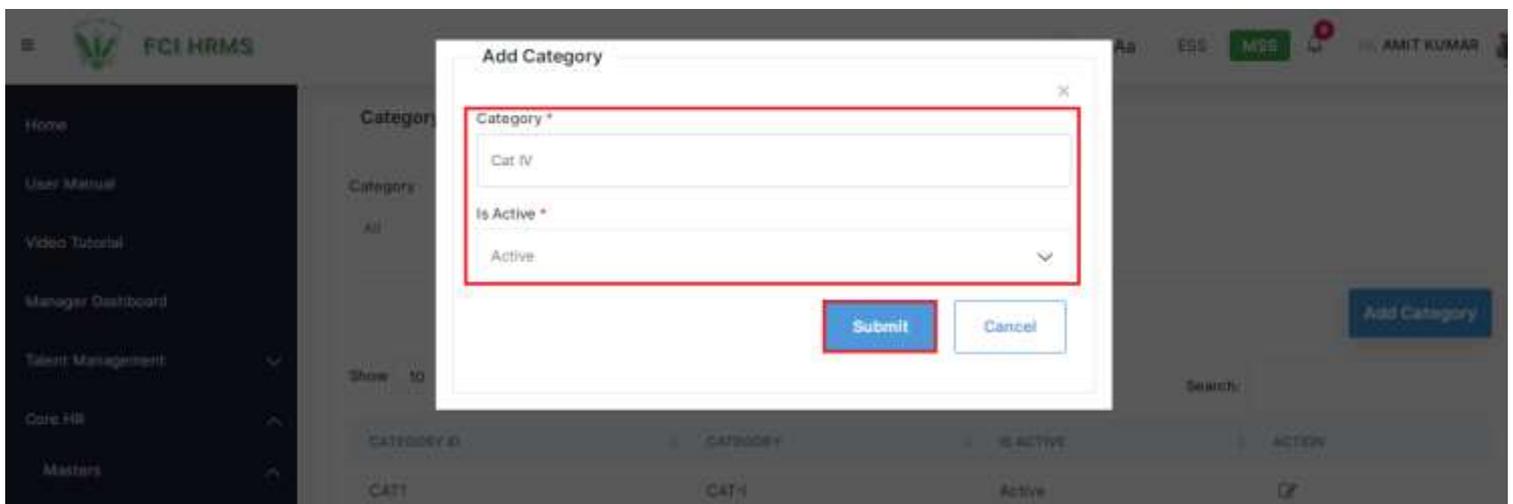


Figure 4-68: Add Category

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

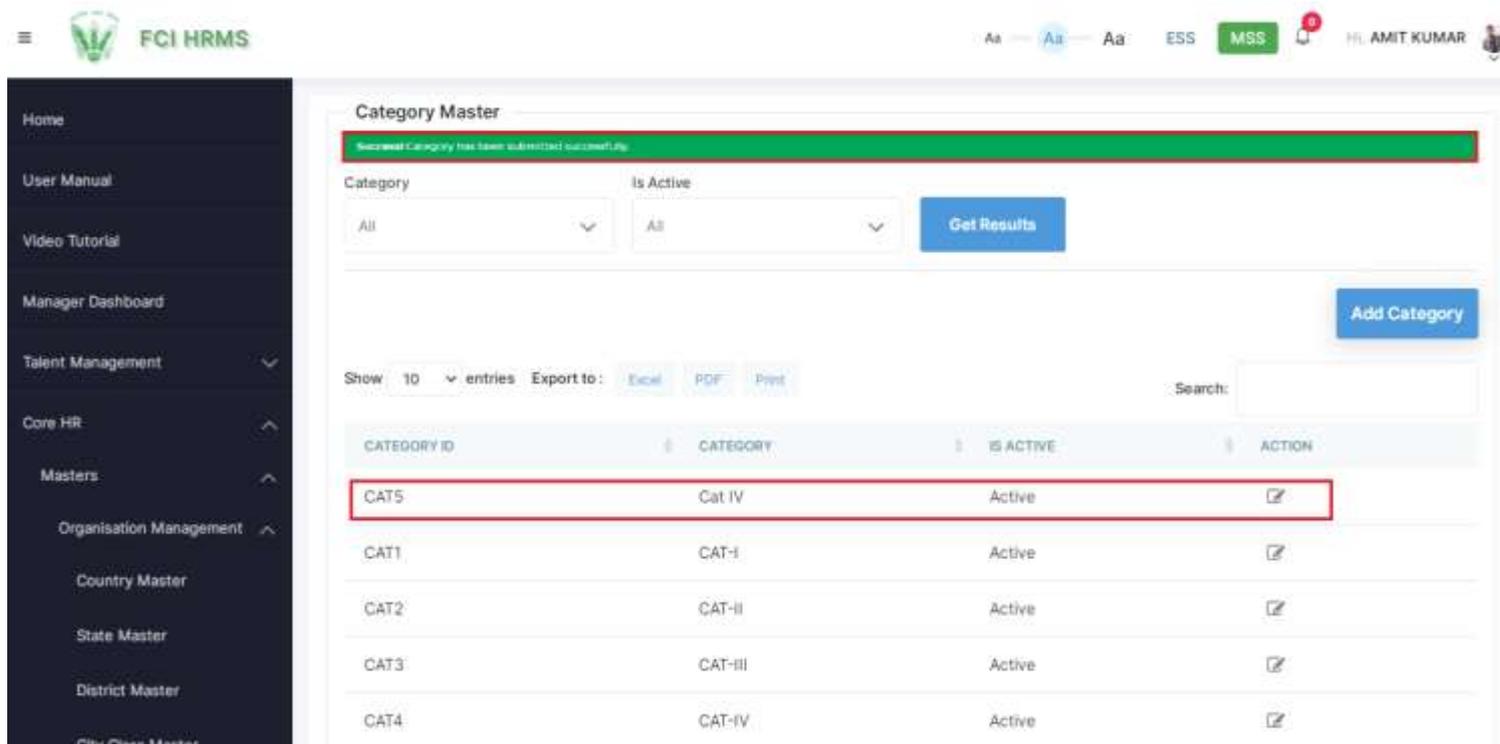


Figure 4-69: New Category Added

4.1.14.4 Edit Category

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

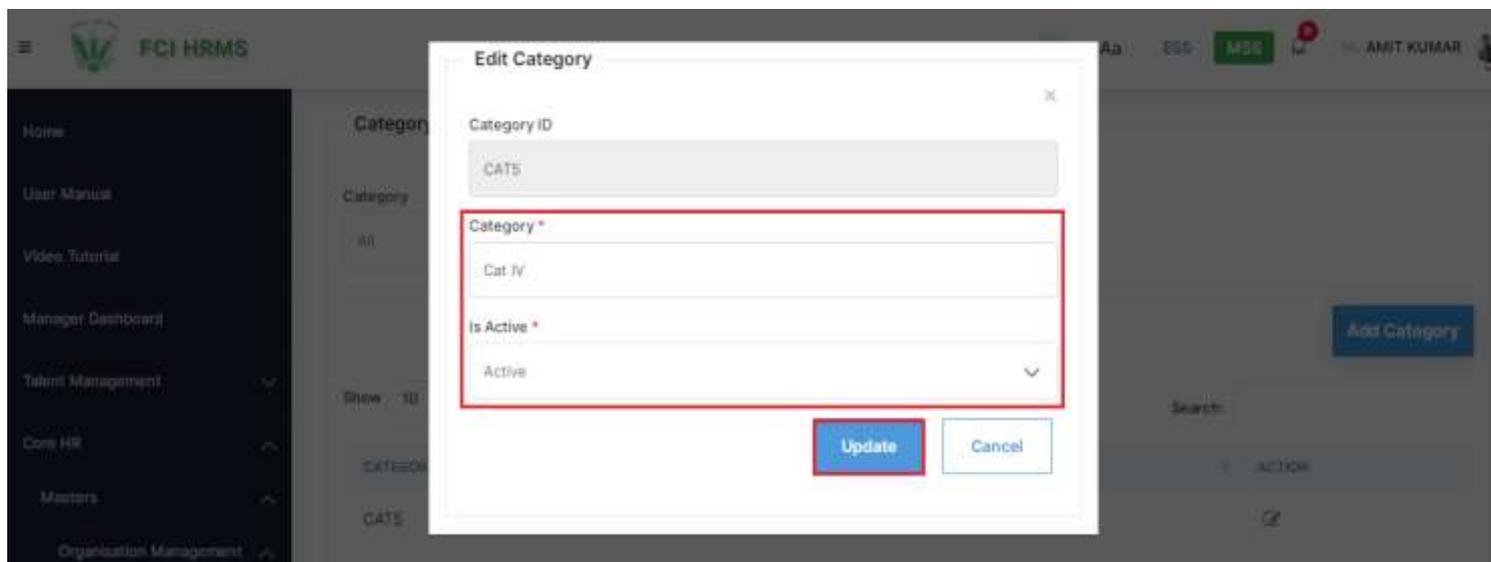


Figure 4-70: Edit Category Master

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



Category Master

Success! Category has been submitted successfully.

Category: All Is Active: All [Get Results](#)

[Add Category](#)

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

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

Figure 4-71: Existing Category Updated

4.1.15 Pay Grade Master

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

4.1.15.1 Navigation

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

4.1.15.2 Landing Page

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



Figure 4-72: Pay Grade Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **2**, **3**, **4**, **5**, **Next** to navigate table records



- Click on **Add Pay Grade** to add a new Pay Grade in the table as mentioned in Section 4.1.15.3 – Add Pay Grade
- Click on  to edit an existing Pay Grade in the table as mentioned in Section 4.1.15.4 – Edit Pay Grade

4.1.15.3 Add Pay Grade

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

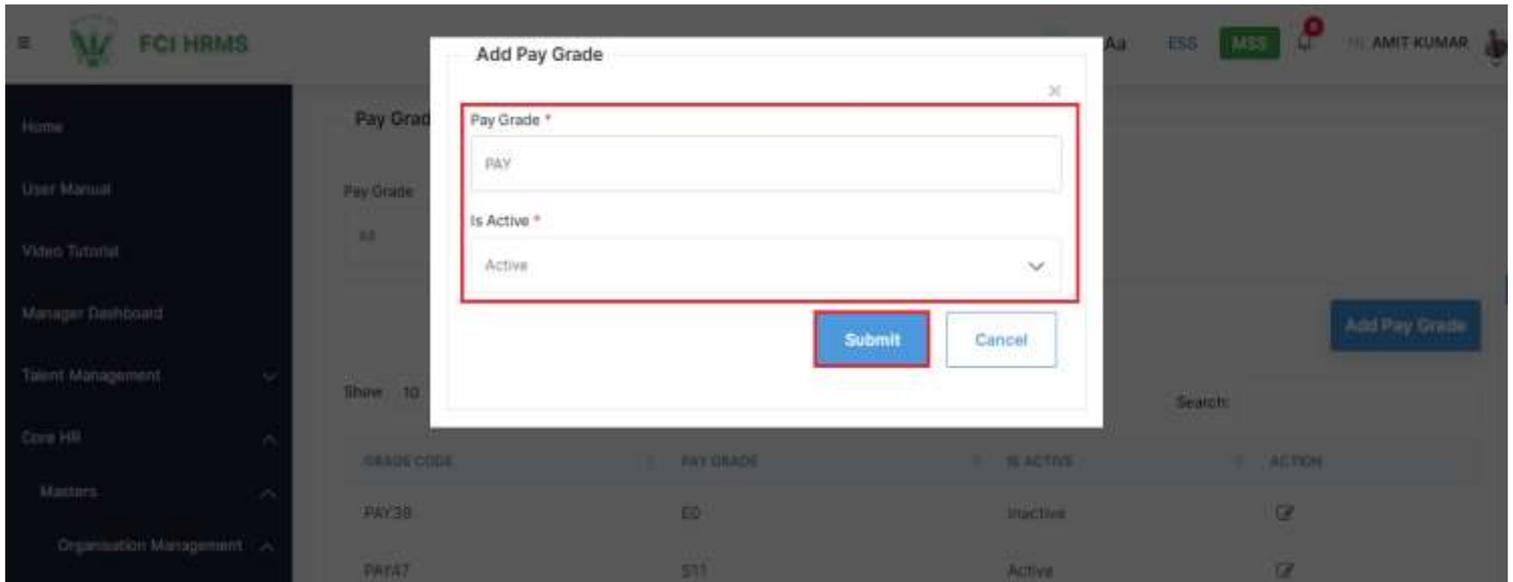


Figure 4-73: Add Pay Grade

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



Pay Grade Master

Success! Pay Grade has been submitted successfully.

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

Add Pay Grade

Show 10 entries Export to: Excel PDF Print Search:

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

Figure 4-74: New Pay Grade Added

4.1.15.4 Edit Pay Grade

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

Pay Grade Master

Success! Pay Grade has been submitted successfully.

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

Add Pay Grade

Show 10 entries Export to: Excel PDF Print Search:

GRADE CODE	PAY GRADE	IS ACTIVE	ACTION
PAY46	PAY	Active	
PAY39	ED	Inactive	
PAY47	S11	Active	
PAY25	LD-9	Active	
PAY24	LD-8	Active	

Edit Pay Grade

Grade Code: PAY46

Pay Grade * PAY

Is Active * Active

Update **Cancel**

Figure 4-75: Edit Pay Grade Master



Update

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

Figure 4-76: Existing Pay Grade Updated

4.1.16 Item Master

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

4.1.16.1 Navigation

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

4.1.16.2 Landing Page

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



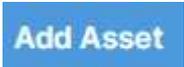
The screenshot displays the 'Item Master' page in the FCI HRMS system. On the left is a dark sidebar with navigation links. The top header shows the user's name 'AMIT KUMAR' and roles 'ESS' and 'MSS'. The main area features filter dropdowns for 'Office', 'Division', and 'Division HOD', all set to 'All'. A 'Get Results' button is to the right. Below the filters are 'Show 10 entries', 'Export to' options (Excel, PDF, Print), and a 'Search' input field. A table lists 10 asset records (CIM1 to CIM10) with columns for Asset ID, Division, Division HOD, Item Count, and Action. A pagination bar at the bottom shows 'Showing 1 to 10 of 148 entries' and navigation buttons for 'Previous', '1', '2', '3', '4', '5', '15', and 'Next'.

Figure 4-77: Item Master

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

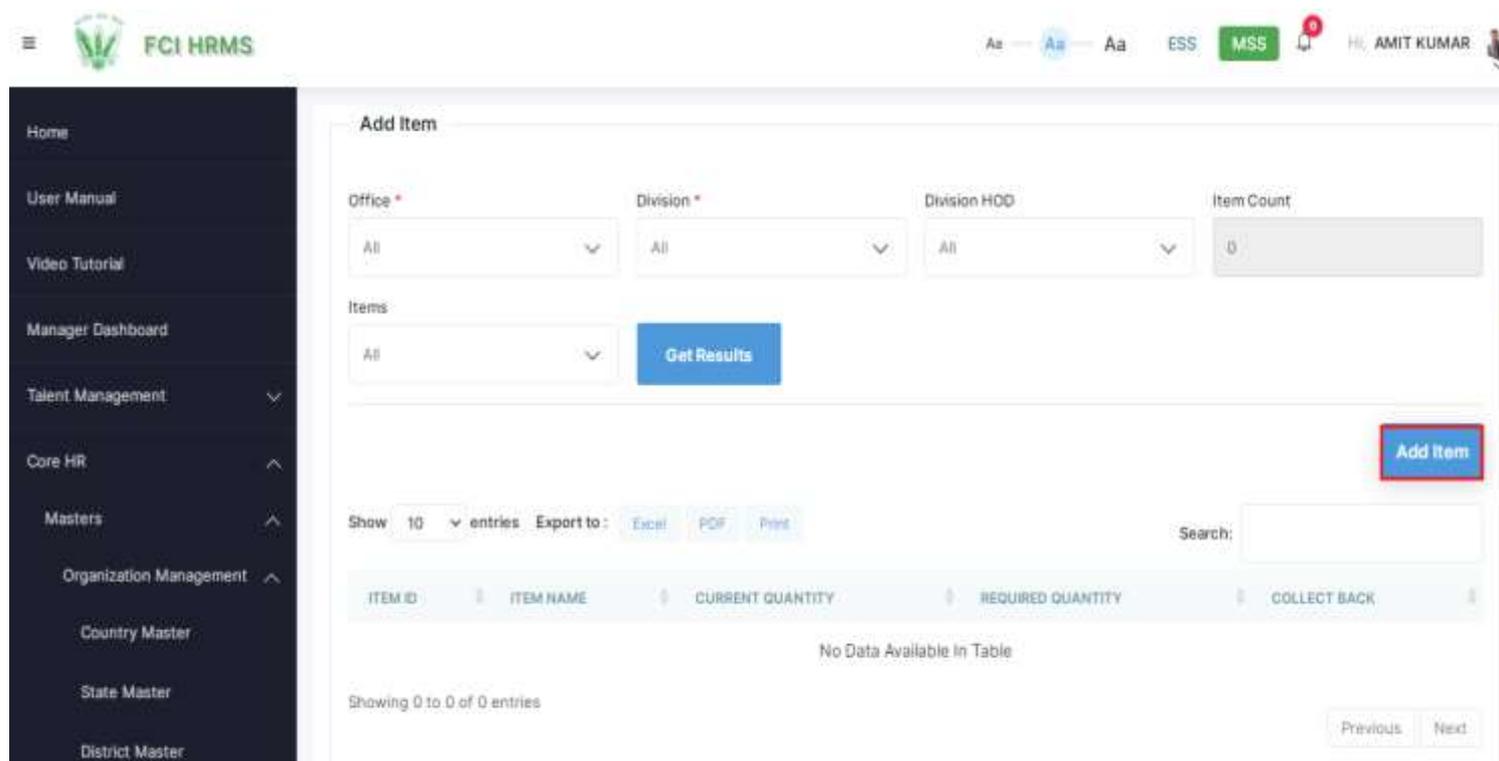
- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.



- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  then on  to add a new Item in the table as mentioned in Section 4.1.16.3 – Add Item
- Click on  to view the items as mentioned in 4.1.16.4 – View Item

4.1.16.3 Add Item

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



The screenshot shows the 'Add Item' popup in the FCI HRMS system. The interface includes a sidebar with navigation options like Home, User Manual, Video Tutorial, Manager Dashboard, Talent Management, Core HR, Masters, Organization Management, Country Master, State Master, and District Master. The main content area has fields for Office, Division, Division HOD, and Item Count. Below these are 'Items' and 'Get Results' buttons. A table with columns ITEM ID, ITEM NAME, CURRENT QUANTITY, REQUIRED QUANTITY, and COLLECT BACK is shown with 'No Data Available in Table'. An 'Add Item' button is highlighted with a red box.

Figure 4-78: Add Asset



Figure 4-79: Add Item

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

ITEM ID	ITEM NAME	CURRENT QUANTITY	REQUIRED QUANTITY	COLLECT BACK
C-001	pen	5	5	Yes

Figure 4-80: New Item Added

4.1.16.4 View Item Master

Click on  in figure 4-79 to open Item details shown in Figure 4-81:



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

View Item Master

Item ID: CRAS
Division: General
System HOD: G.V. PRASAD
Base Cost: 22000

ITEM ID	ITEM NAME	CURRENT QUANTITY	REQUIRED QUANTITY	COLLECT BACK
CI0001	Pen Bottle	5000	5000	Yes
CI0001	Pen Ordinary	5000	5000	Yes
CI0002	Pen Gel Ink	5000	5000	Yes
CI0003	Marker Color	5000	5000	Yes
CI0004	Paper Weight	5000	5000	Yes
CI0005	Pen Stip	5000	5000	Yes
CI0006	Pen Sharpener	5000	5000	Yes
CI0007	Pen Sharp	5000	5000	Yes
CI0008	Pen Rough	5000	5000	Yes
CI0009	Pen Fossil - IT 3x5	5000	5000	Yes
CI0010	Pen Fossil - IT 3x3	5000	5000	Yes
CI0011	Pen Ball	5000	5000	Yes
CI0012	Pen Gel	5000	5000	Yes
CI0013	Pen Ink - Sheet	5000	5000	Yes
CI0014	Letter Head	5000	5000	Yes
CI0015	Jug (Water)	5000	5000	Yes
CI0000	Paper Pilot V3	5000	5000	Yes
CI0017	Pen Cap	5000	5000	Yes
CI0018	Pen Stick	5000	5000	Yes
CI0019	Pen Board	5000	5000	Yes
CI0020	Pen Cover	5000	5000	Yes
CI0021	Envelope Small	5000	5000	Yes
CI0022	Envelope A4	5000	5000	Yes
CI0023	Envelope F3	5000	5000	Yes
CI0024	Folder	5000	5000	Yes
CI0025	Desk Calendar Stand	5000	5000	Yes
CI0026	Desk Calendar Refill	5000	5000	Yes
CI0027	Folder	5000	5000	Yes
CI0028	Folder	5000	5000	Yes
CI0029	Cell AA	5000	5000	Yes
CI0030	Attendance Register	5000	5000	Yes
CI0041	A4 Pin	5000	5000	Yes
CI0044	Register 2 Quire	5000	5000	Yes
CI0045	Pen Board 3	5000	5000	Yes

Figure 4-81: View Item Master

4.1.17 Designation Master

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

4.1.17.1 Navigation

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

4.1.17.2 SLA

1 Day

4.1.17.3 Landing Page

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



Figure 4-82: Designation Master

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

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



- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on  to navigate table records
- Click on  to add a new designation in the table as mentioned in Section 4.1.17.4– Add Designation
- Click on  to edit an existing designation in the table as mentioned in Section 4.1.17.5 – Edit Designation

4.1.17.4 Add Designation Master

Click onto  open the add designation form as shown in Figure 4-83

Please ensure the following before creating a new designation:

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



Home

User Manual

Video Tutorial

Manager Dashboard

Talent Management

Core HR

Masters

Organisation Management

Country Master

State Master

District Master

City Class Master

City Master

Office Type Master

Zone Master

Region Master

Office Setup Master

Cadre Master

Category Master

Division Master

Section Master

Cell Master

Add Designation Master

Full Designation *
Enter Full Designation

Office Name *
Select

Reporting Designation *
Select

Applicable Division *
Select

Applicable Section
Select

Job Description *
Eligibility

Abbreviated Designation *
Enter Abbreviated Designation

Office Order *
Upload Document

Cadre *
Select

Is Active *
Inactive

Is Sensitive

Category *
Select

Effective Date *
DD/MM/YYYY

Designation Email *
.fci@gov.in

Pay Grade *
Select

Pay Scale *
Select

Start Basic

End Basic

Salary Type *
Select

Selection Method *
Select

Figure 4-83: Add Designation Master

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



FCI HRMS

AMIT KUMAR

Designation Master

Successful Designation has been saved successfully.

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

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

[Add Designation](#)

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

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

Figure 4-84: New Designation Added

4.1.17.5 Edit Designation Master

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



The screenshot shows the 'Edit Designation Master' form with the following fields and values:

- Designation ID: DES15517
- Full Designation: Assistant Grade - III
- Cadre: General
- Office Name: DO AGRA
- Is Active: Active
- Reporting Designation: Select
- Is Sensitive:
- Applicable Division: Board Cell
- Category: CAT-III
- Applicable Section: Administration
- Effective Date: 01/01/1985
- Job Description: NA
- Designation Email: na@na.com .fci@gov.in
- Pay Grade: S-5
- Pay Scale: PAYS2
- Start Basic: 28200
- End Basic: 79200
- Eligibility: NA
- Abbreviated Designation: Assistant Grade - III
- Salary Type: IDA
- Office Order: Upload Document (with Upload button)
- Selection Method: Direct Recruitment

Buttons: Update, Cancel

Figure 4-85: Edit Designation Master

Update

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



Figure 4-86: Update Designation Message

4.2 User Management

4.2.1 Initiator Access Mapping

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

4.2.1.1 Navigation

For MSS – Manager Dashboard:

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

4.2.1.2 Landing Page

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

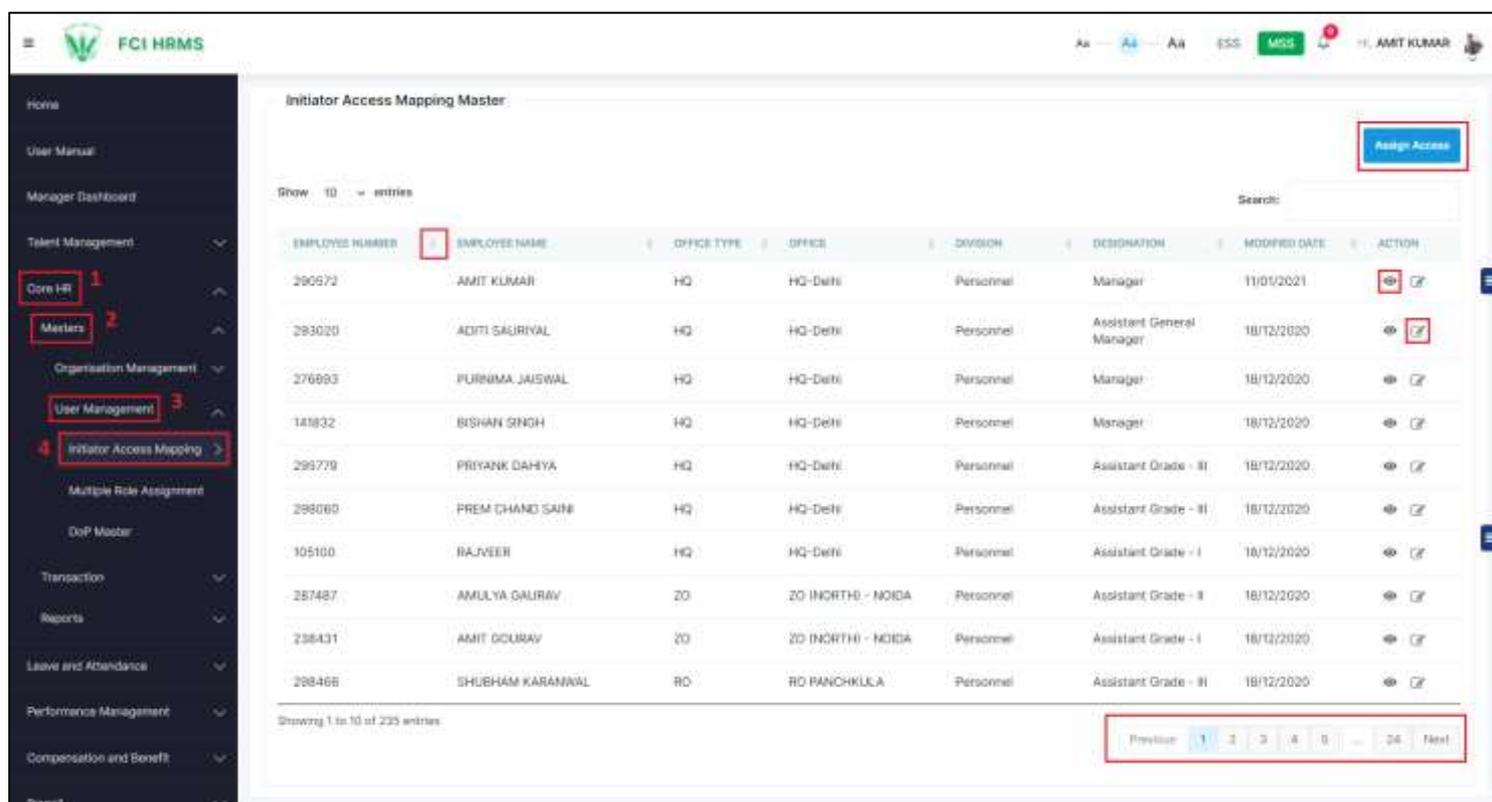


Figure 4-87: Initiator Access Mapping Master

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



- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to assign a new access for MSS.
- Click on  to view existing details in the table.
- Click on  to edit existing detail in the table.

4.2.1.3 Assign Access



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



The screenshot shows the 'Assign Access' interface in the FCI HRMS system. The form contains several input fields: 'Employee Name/Number' (with a dropdown menu open showing a list of users including 'Kailton Admin (17)', 'DISPATCHER (20)', 'FCI ADMIN (30)', 'SATISH KUMAR (172568)', 'SATENDRA SINGH (170908)', 'JYOTSNA BARUAH (124558)', and 'ANAR JYOTI DODDI (276173)'); 'Office', 'Office Type', 'Division', 'Date of Joining FCI', 'DOB', and 'Section'. There are also 'Valid From' and 'Valid Till' fields. Below the form is a table with columns for 'PROCESS ID', 'MODULE NAME', 'PROCESS NAME', and 'Action'. The table lists various HR processes like 'Employee Biometric Detail', 'Office Setup Master', 'Division Master', etc. At the bottom, there is a 'Supportive Document' section with an 'Enter Document Name' field and a 'Submit' button.

Figure 4-88: Assign Access

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



The screenshot displays the 'Initiator Access Mapping Master' interface. At the top, a green notification bar indicates 'Employee Access has been submitted successfully.' Below this, there is a search bar and a table listing employee access mappings. The table has the following columns: EMPLOYEE NUMBER, EMPLOYEE NAME, OFFICE TYPE, OFFICE, DIVISION, DESIGNATION, MODIFIED DATE, and ACTION. The table contains 10 rows of data, each with an edit icon in the ACTION column. A blue 'Assign Access' button is located in the top right corner of the table area. The page footer shows 'Showing 1 to 10 of 236 entries' and a pagination control with 'Previous', '1', '2', '3', '4', '5', '24', and 'Next'.

EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE TYPE	OFFICE	DIVISION	DESIGNATION	MODIFIED DATE	ACTION
290572	AMIT KUMAR	HQ	HQ-Delhi	Personnel	Manager	11/01/2021	
293020	ADITI SAURIYAL	HQ	HQ-Delhi	Personnel	Assistant General Manager	18/12/2020	
276893	PURNMA JAISWAL	HQ	HQ-Delhi	Personnel	Manager	18/12/2020	
143532	BISHAN SINGH	HQ	HQ-Delhi	Personnel	Manager	18/12/2020	
295779	PRYANK DAHIYA	HQ	HQ-Delhi	Personnel	Assistant Grade - III	18/12/2020	
298060	PREM CHAND SAINI	HQ	HQ-Delhi	Personnel	Assistant Grade - II	18/12/2020	
105100	RAJVEER	HQ	HQ-Delhi	Personnel	Assistant Grade - I	18/12/2020	
287487	ANJULYA GAURAV	ZO	ZO (NORTH) - NOIDA	Personnel	Assistant Grade - II	18/12/2020	
238431	AMIT GOURAV	ZO	ZO (NORTH) - NOIDA	Personnel	Assistant Grade - I	18/12/2020	
298486	SHUBHAM KARANWAL	RO	RO PANCHKULA	Personnel	Assistant Grade - III	18/12/2020	

Figure 4-89: New Access Assigned

4.2.1.4 Edit Access

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



The screenshot shows the 'Edit Access' interface in FCI HRMS. It includes a sidebar with navigation options like Home, User Manual, Manager Dashboard, Talent Management, Core HR, Masters, Organisation Management, User Management, Initiator Access Mapping, Multiple Role Assignment, DuP Master, Transaction, Reports, Leave and Attendance, Performance Management, Compensation and Benefit, Payroll, Talent Acquisition, Learning and Development, and Employee Relation.

The main form contains the following fields:

- Employee ID: EMP17009
- Employee Name/Number: AMIT KUMAR (2003/23)
- Office: HQ-Delhi
- Office Type: HQ
- Division: Personnel
- Designation: Manager
- Date of Joining FCI: 09/04/2015
- DOB: 04/04/1989
- Cadre: General
- Category: CAI-E
- Section: General
- Valid From: 01/01/2020

Below the form is a table with the following columns: PROCESS ID, MODULE NAME, PROCESS NAME, and a checkbox column. The table lists various processes such as Employee Biometric Detail, Office Setup Master, Division Master, Section Master, Cell Master, Designation Master, Cadre Master, Country Master, State Master, and District Master.

At the bottom of the form, there is a 'Document Name' field and a 'Supportive Document' section with an 'Update' button. The 'Update' button is highlighted with a red box and labeled '6'.

Figure 4-90: Edit Access

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

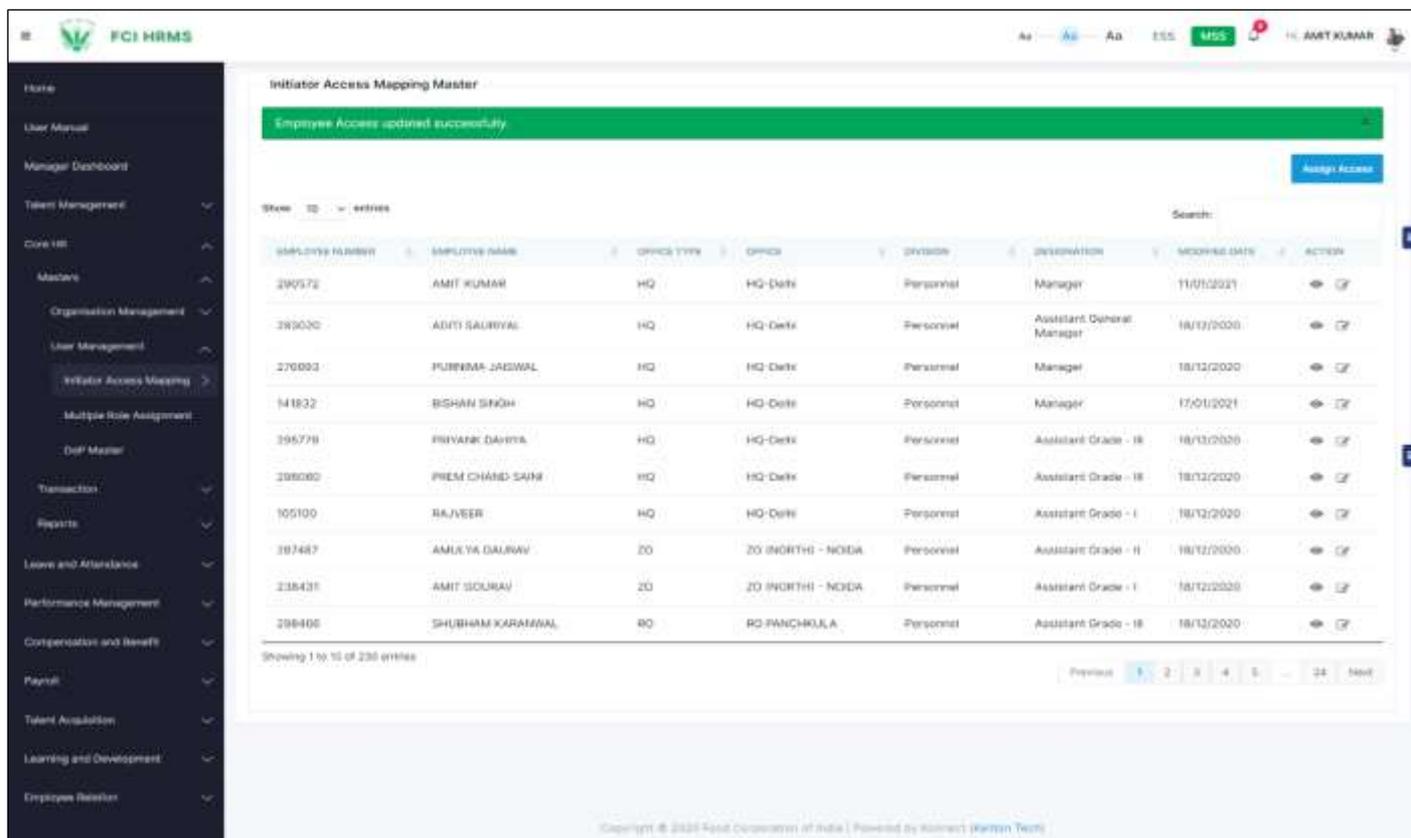


Figure 4-91: Access Updated

4.2.2 Multiple Role Assignment

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

4.2.2.1 Navigation

For MSS – Manager Dashboard:

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

4.2.2.2 Landing Page

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

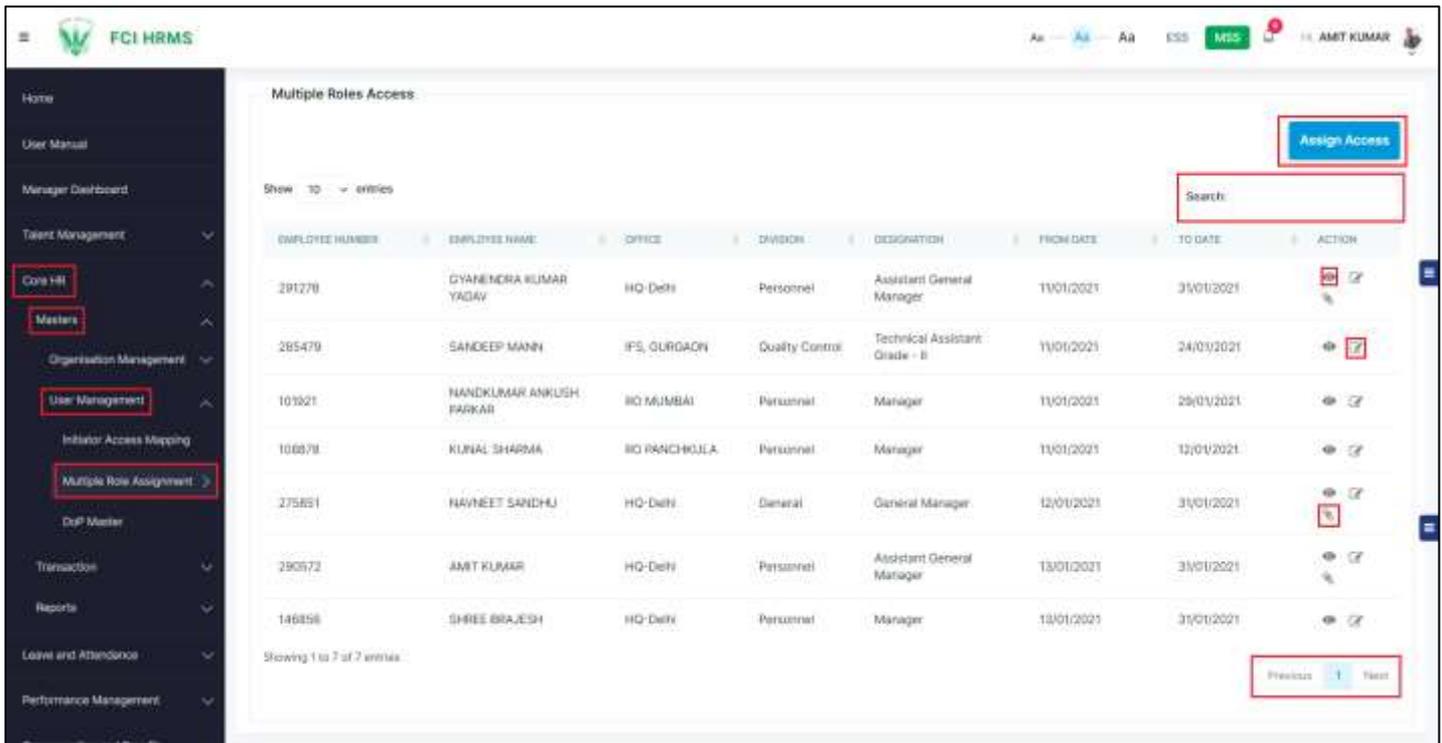


Figure 4-92: Multiple Role Assignment

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

- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to assign a new access for MSS.
- Click on to view existing details in the table.
- Click on to edit existing detail in the table.

4.2.2.3 Assign Multiple Roles

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



Figure 4-93: Assign Multiple Roles

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

EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	DIVISION	DESIGNATION	FROM DATE	TO DATE	ACTION
291278	DIWANINDRA KUMAR KADGU	HQ-Delhi	Personnel	Assistant General Manager	11/01/2021	31/01/2021	
285478	SANDEEP MANNI	IFS, BURGADIN	Quality Control	Technical Assistant Grade - II	10/01/2021	24/01/2021	
101921	RANDEKUMAR ANILDIP RASKALI	RO MUMBAI	Personnel	Manager	11/01/2021	20/01/2021	
103878	KUNAL DHARMA	RO RANCHHULA	Personnel	Manager	11/01/2021	12/01/2021	
275851	NAVNEET SANDHU	HQ-Delhi	General	General Manager	12/01/2021	31/01/2021	
290572	AMIT KUMAR	HQ-Delhi	Personnel	Assistant General Manager	13/01/2021	31/01/2021	
149456	SHREE BRAJESH	HQ-Delhi	Personnel	Manager	13/01/2021	31/01/2021	
279390	AMIT KODHAR	HQ-Delhi	Finance	Manager	17/01/2021	31/01/2021	

Figure 4-94: Multiple Role Assigned

4.2.2.4 Edit Access

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



Edit Multiple Roles

Employee Name/Number *
DYNENDRA KUMAR YADAV (291278)

Office Type *
HQ

Office *
HQ-Delhi

Division *
Personnel

Section *
Personnel Establishment

Grade *
General

Category *
CAT-I

Secondary Designation *
Assistant General Manager

Effective From Date *
01-01-2021

Effective To Date *
25/01/2021

Upload Document:
Upload Document

Buttons: Upload, Update, Cancel

Figure 4-95: Edit Multiple Roles

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

Multiple Roles Access

Role has been submitted successfully.

Assign Access

Show: 10 entries

EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	DIVISION	DESIGNATION	FROM DATE	TO DATE	ACTION
291278	DYNENDRA KUMAR YADAV	HQ-Delhi	Personnel	Assistant General Manager	11/01/2021	25/01/2021	
285479	SANDEEP MANN	IFS, GURGAON	Quality Control	Technical Assistant Grade - II	11/01/2021	31/01/2021	
101821	HANDEKUMAR ANKUSH HADKASS	RO MUMBAI	Personnel	Manager	11/01/2021	29/01/2021	
108878	KUNAL SHARMA	RO RANCHHOLA	Personnel	Manager	11/01/2021	12/01/2021	
275881	NAVNEET SANDHU	HQ-Delhi	General	General Manager	12/01/2021	31/01/2021	
290512	AMIT KUMAR	HQ-Delhi	Personnel	Assistant General Manager	13/01/2021	31/01/2021	
146856	SHREE BRAJESH	HQ-Delhi	Personnel	Manager	13/01/2021	31/01/2021	
276390	AMIT KOHAR	HQ-Delhi	Finance	Manager	17/01/2021	31/01/2021	

Showing 1 to 8 of 8 entries

Previous 1 Next

Figure 4-96: Multiple Roles Updated



4.2.3 DoP Master

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

4.2.3.1 Navigation

For MSS – Manager Dashboard:

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

4.2.3.2 Landing Page

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

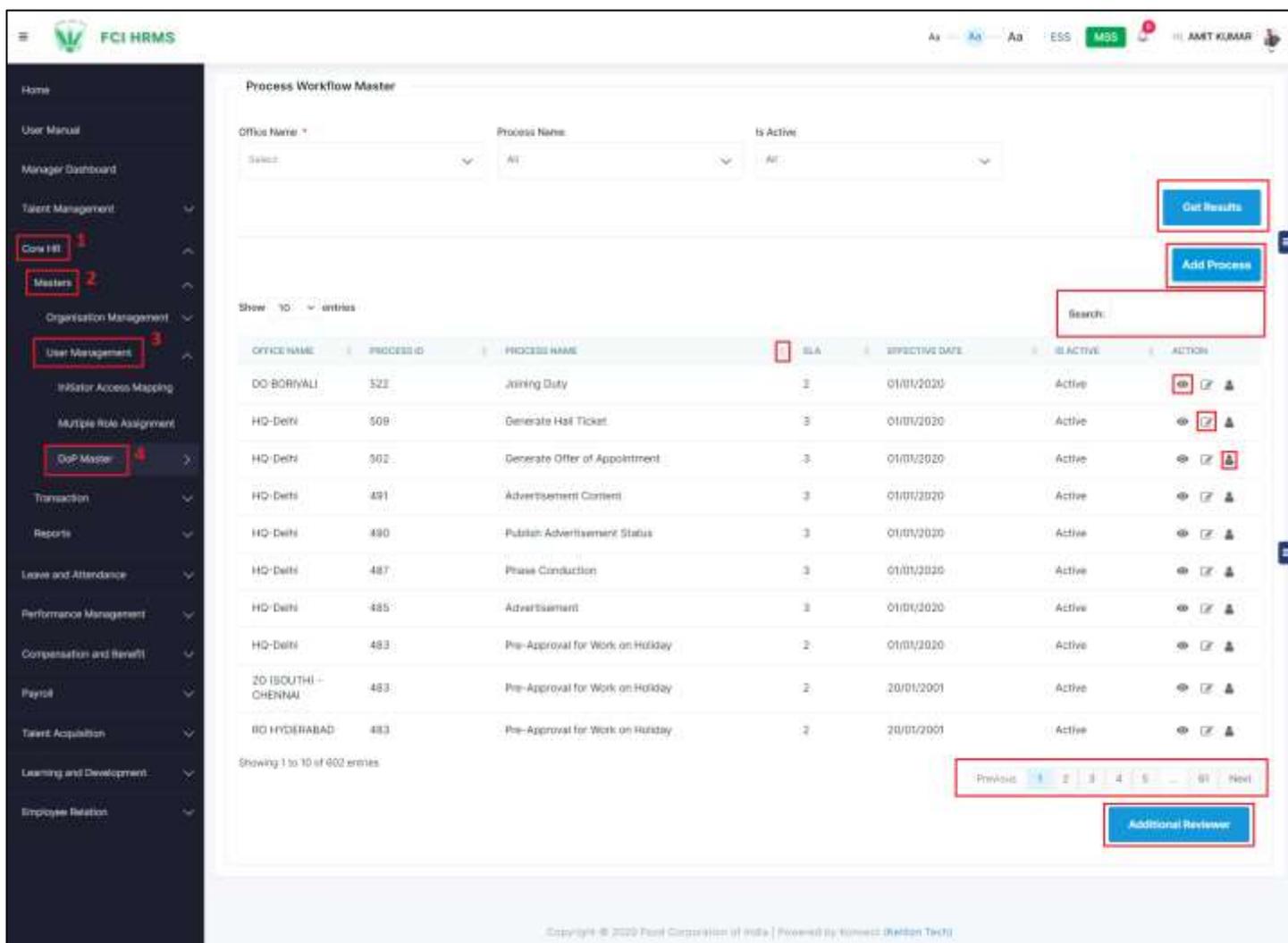


Figure 4-97: DoP Master

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

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



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

4.2.3.3 Add Process Workflow Configuration

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

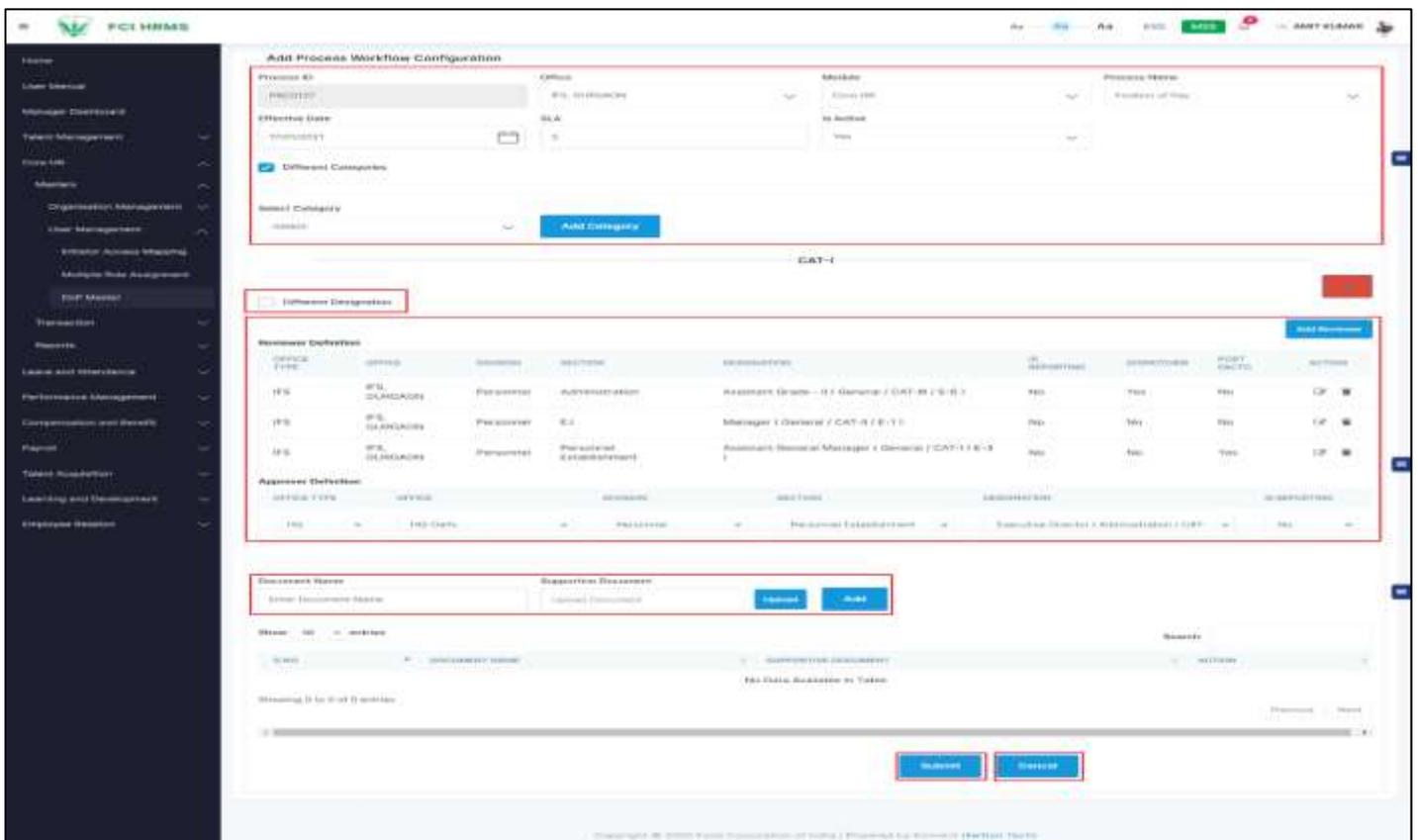


Figure 4-98: Add Process Workflow Configuration



Submit

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

The screenshot displays the 'Process Workflow Master' interface. At the top, a green banner indicates 'Workflow updated successfully.' Below this, there are filter dropdowns for 'Office Name', 'Process Name', and 'Is Active'. A 'Get Results' button is positioned to the right of these filters. Below the filters, there is an 'Add Process' button and a 'Show 10 entries' control. A table lists various workflow processes with columns for Office Name, Process ID, Process Name, SLA, Effective Date, and Is Active. Each row includes an 'Action' column with icons for view, edit, and delete. A search bar is located to the right of the table. At the bottom of the table, there is a pagination control showing 'Showing 1 to 10 of 603 entries' and a page navigation bar with buttons for 'Previous', '1', '2', '3', '4', '5', '61', and 'Next'. An 'Additional Reviewer' button is located at the bottom right of the table area.

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

Figure 4-99: Process Workflow Created

4.2.3.4 Edit Process Workflow Configuration

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

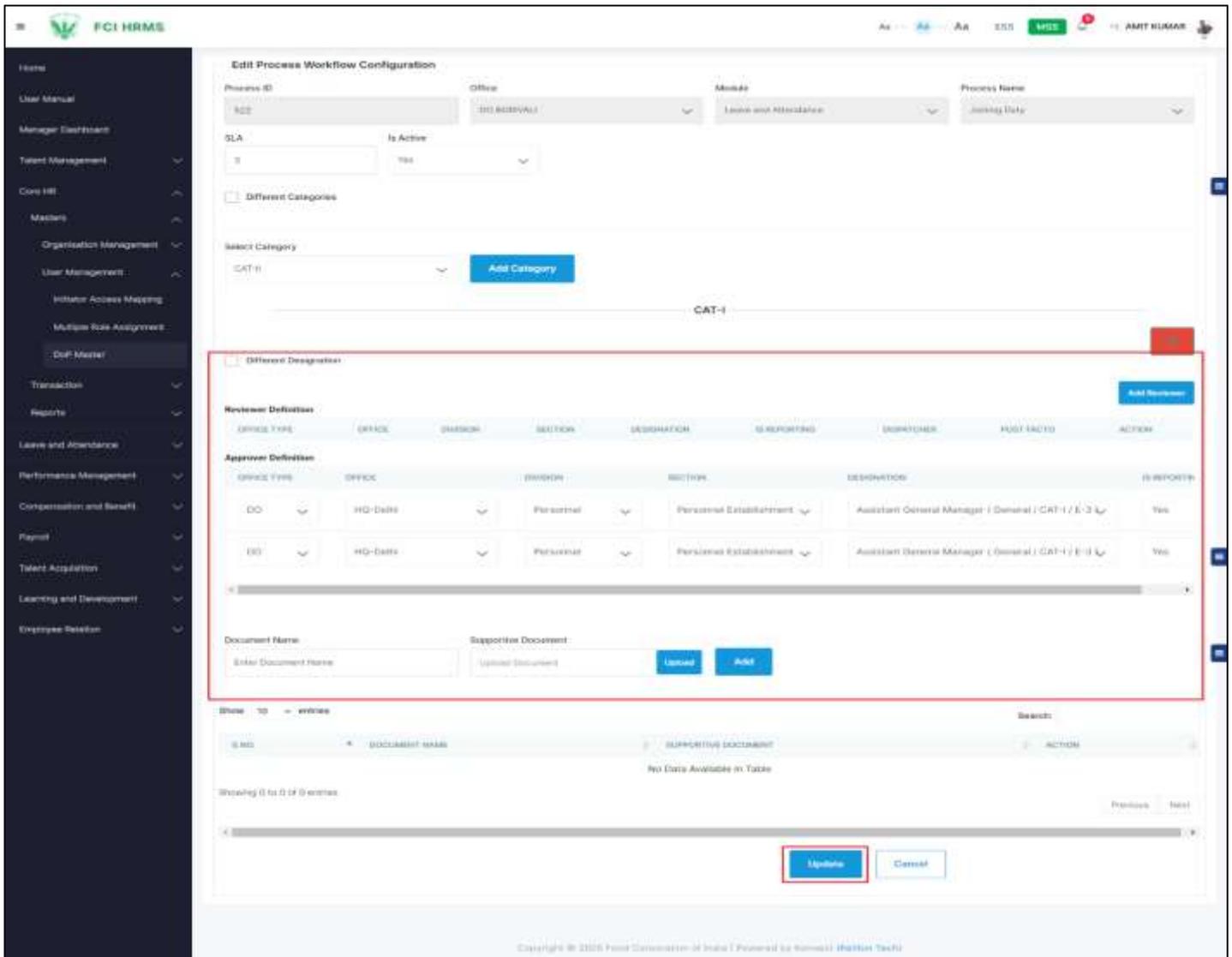


Figure 4-100: Edit Process Workflow Configuration

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



File has been submitted successfully.

[Assign Access](#)

Show 10 entries

EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	Division	DESIGNATION	FROM DATE	TO DATE	ACTION
291278	DIYANENDRA KUMAR YADAV	HQ Delhi	Personnel	Assistant General Manager	11/01/2021	25/01/2021	
285479	SANDEEP MANN	IFS, GURGAON	Quality Control	Technical Assistant Grade - B	11/01/2021	24/01/2021	
101921	NANDKUMAR ANKUSH PAREEK	RO MUMBAI	Personnel	Manager	11/01/2021	28/01/2021	
108878	KUNAL SHARMA	RO PANCHKULA	Personnel	Manager	11/01/2021	12/01/2021	
275851	NAVHEET SANDHU	HQ Delhi	General	General Manager	12/01/2021	31/01/2021	
290572	AMIT KUMAR	HQ Delhi	Personnel	Assistant General Manager	13/01/2021	31/01/2021	
140856	SHREE BRAJESH	HQ Delhi	Personnel	Manager	13/01/2021	31/01/2021	
276590	AMIT KOHAR	HQ Delhi	Finance	Manager	17/01/2021	31/01/2021	

Showing 1 to 8 of 8 entries

Previous 1 Next

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Figure 4-101: Process Workflow Updated

4.3 Upload Policy

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

4.3.1.1 Navigation

For MSS – Manager Dashboard:

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

4.3.1.2 Landing Page

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

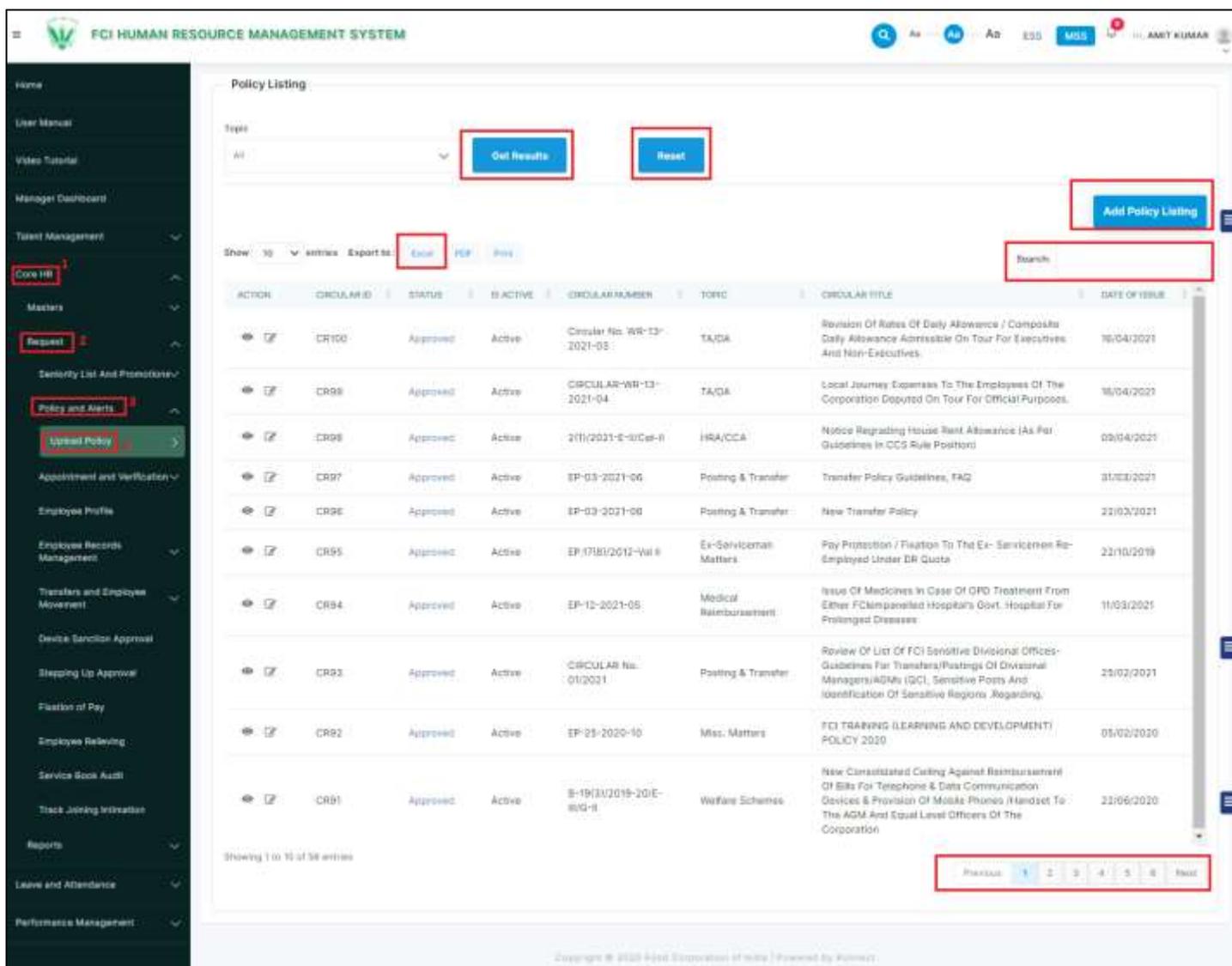


Figure 4-102: Policy Listing

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

- Click on **Get Results** to apply the available filters.
- Click on **Reset** to reset the applied filters.
- Click on **Excel** to export the table records in Excel as per table columns.
- Click on **Add Policy Listing** to generate new request.
- Click on **Search:** to enter a search query that shall search the table records.

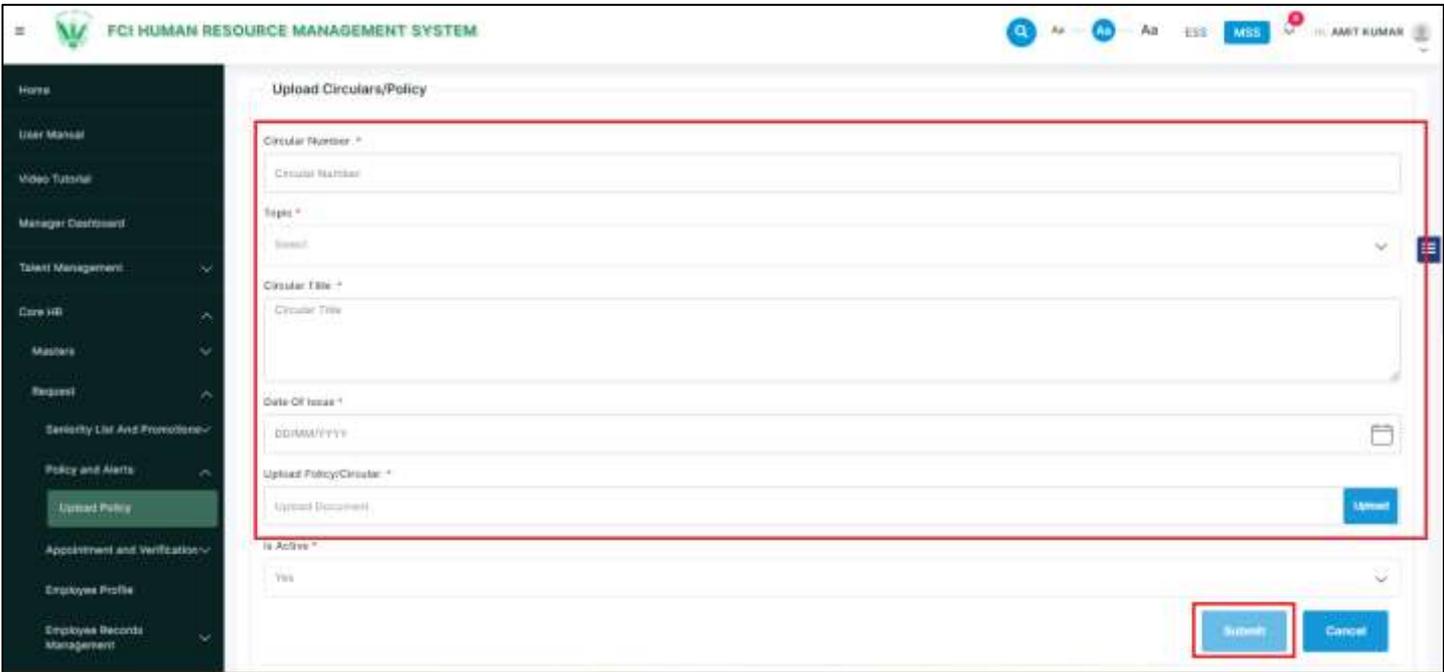


- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to view existing details in the table.
- Click on  to edit existing detail in the table.
- Click on  to navigate table records

4.3.1.3 Upload Circulars/Policy

Add Policy Listing

Click on  to upload a new policy using upload policy form as shown in Figure below:



The screenshot displays the 'Upload Circulars/Policy' form within the FCI Human Resource Management System. The form contains the following fields:

- Circular Number ***: A text input field with the placeholder 'Circular Number'.
- Title ***: A dropdown menu with the placeholder 'Select'.
- Circular Title ***: A text area with the placeholder 'Circular Title'.
- Date Of Issue ***: A date picker field with the placeholder 'DD/MM/YYYY'.
- Upload Policy/Circular ***: A file upload field with the placeholder 'Upload Document' and an 'Upload' button.
- Is Active ***: A dropdown menu with the placeholder 'Yes'.

At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel', both highlighted with red boxes.

Figure 4-103: Add Circulars/Policy

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

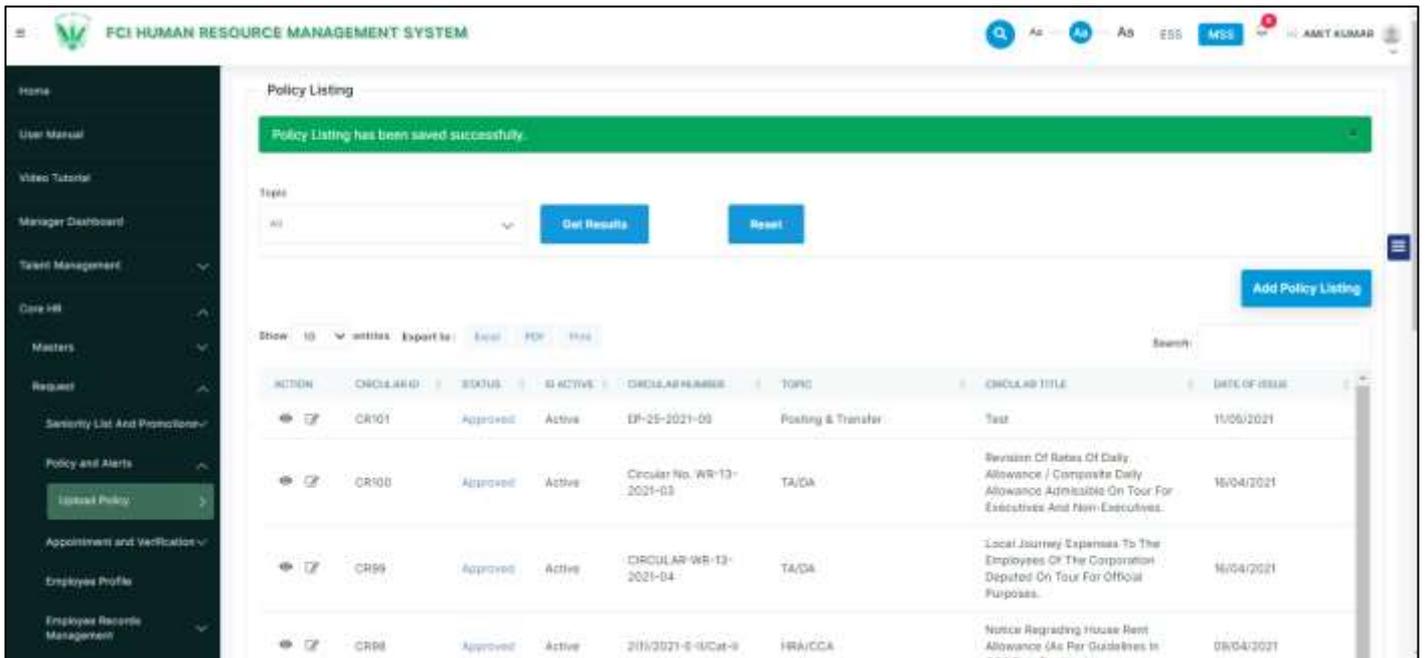


Figure 4-104: Policy Listing – Policy Uploaded

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



Figure 4-105: Policy Notice

4.3.1.4 Edit Policy

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

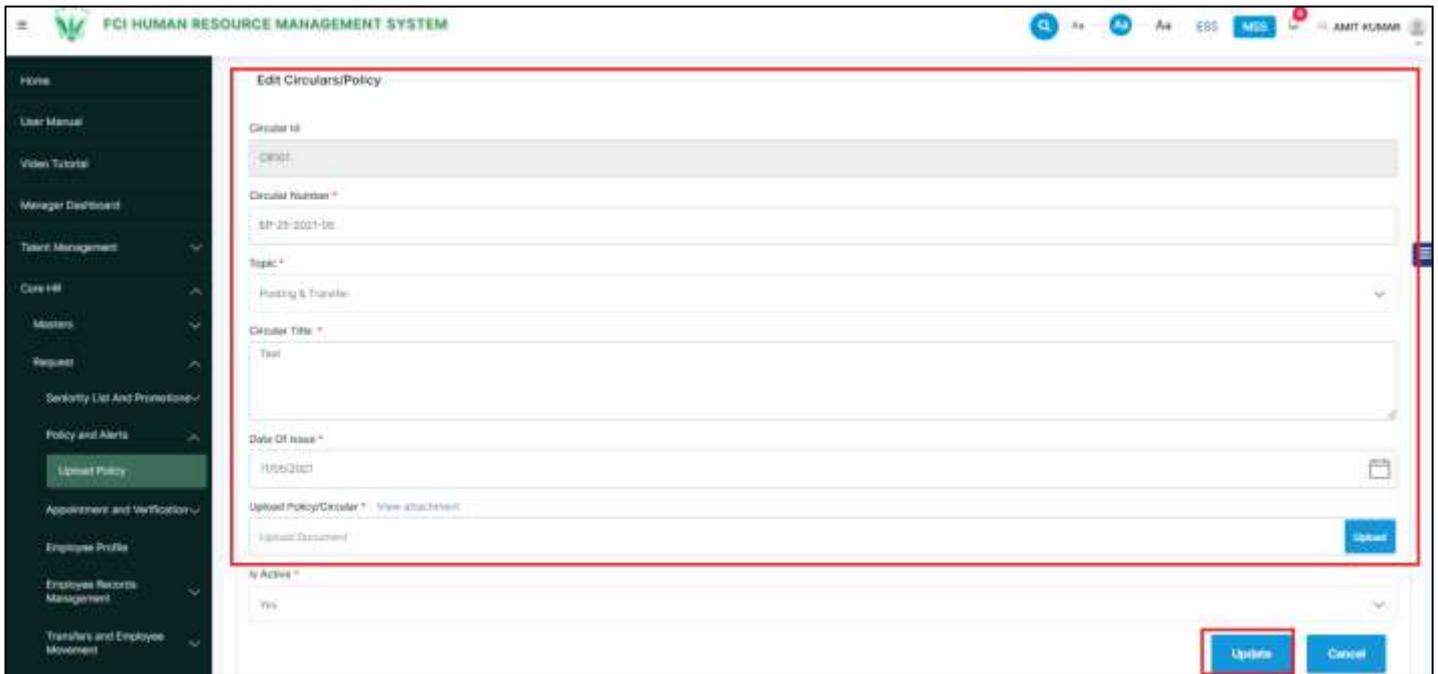


Figure 4-106: Edit Circulars/Policy

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



Policy Listing

Policy Listing updated successfully.

Topic: All [Get Results] [Reset]

[Add Policy Listing]

Show: 10 | Status: Expired | Date: PDF | View

ACTION	CIRCULAR ID	STATUS	REACTION	CIRCULAR NUMBER	TOPIC	CIRCULAR TITLE	DATE OF ISSUE
[Eye] [PDF]	CR101	Approved	Active	EP-25-2021-05	Posting & Transfer	Test	11/05/2021
[Eye] [PDF]	CR100	Approved	Active	Circular No. WR-12-2021-03	TA/DA	Revision Of Rates Of Daily Allowance / Composite Daily Allowance Admissible On Tour For Executives And Non-Executives.	16/04/2021
[Eye] [PDF]	CR99	Approved	Active	CIRCULAR-NR-12-2021-04	TA/DA	Local Journey Expenses To The Employees Of The Corporation Deputed On Tour For Official Purposes.	16/04/2021
[Eye] [PDF]	CR98	Approved	Active	21/11/2021-E-4/Cat-II	HRA/CCA	Notice Regarding House Rent Allowance (As Per Guidelines in CCS Rule Position)	08/04/2021
[Eye] [PDF]	CR97	Approved	Active	EP-03-2021-06	Posting & Transfer	Transfer Policy Guidelines, FAQ	31/03/2021
[Eye] [PDF]	CR96	Approved	Active	EP-03-2021-06	Posting & Transfer	New Transfer Policy	22/03/2021
[Eye] [PDF]	CR95	Approved	Active	EP-17/01/2012-Vol II	Ex-Servicemen Matters	Pay Protection / Fixation To The Ex-Servicemen Re-Employed Under DR Quota	22/10/2018
[Eye] [PDF]	CR94	Approved	Active	EP-12-2021-05	Medical Reimbursement	Issue Of Medicines In Case Of OPD Treatment From Either FC (Companied) Hospital's Govt. Hospital For Prolonged Diseases	11/03/2021
[Eye] [PDF]	CR93	Approved	Active	CIRCULAR No. 01/2021	Posting & Transfer	Review Of List Of FCI Sensitive Divisional Offices-Guidelines For Transfer/Postings Of Divisional Managers/AGMs (JCC), Sensitive Posts And Identification Of Sensitive Regions .Regarding	25/12/2021
[Eye] [PDF]	CR92	Approved	Active	EP-25-2020-10	Misc. Matters	FD TRAINING (LEARNING AND DEVELOPMENT) POLICY 2020	06/02/2020

Showing 1 to 10 of 81 entries

Previous 1 2 3 4 5 6 Next

Figure 4-107: Policy Updated

4.4 Appointment & Probation

4.4.1 Cardex Assignment

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

4.4.1.1 Navigation

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

4.4.1.2 SLA

2 Days

4.4.1.3 Landing Page

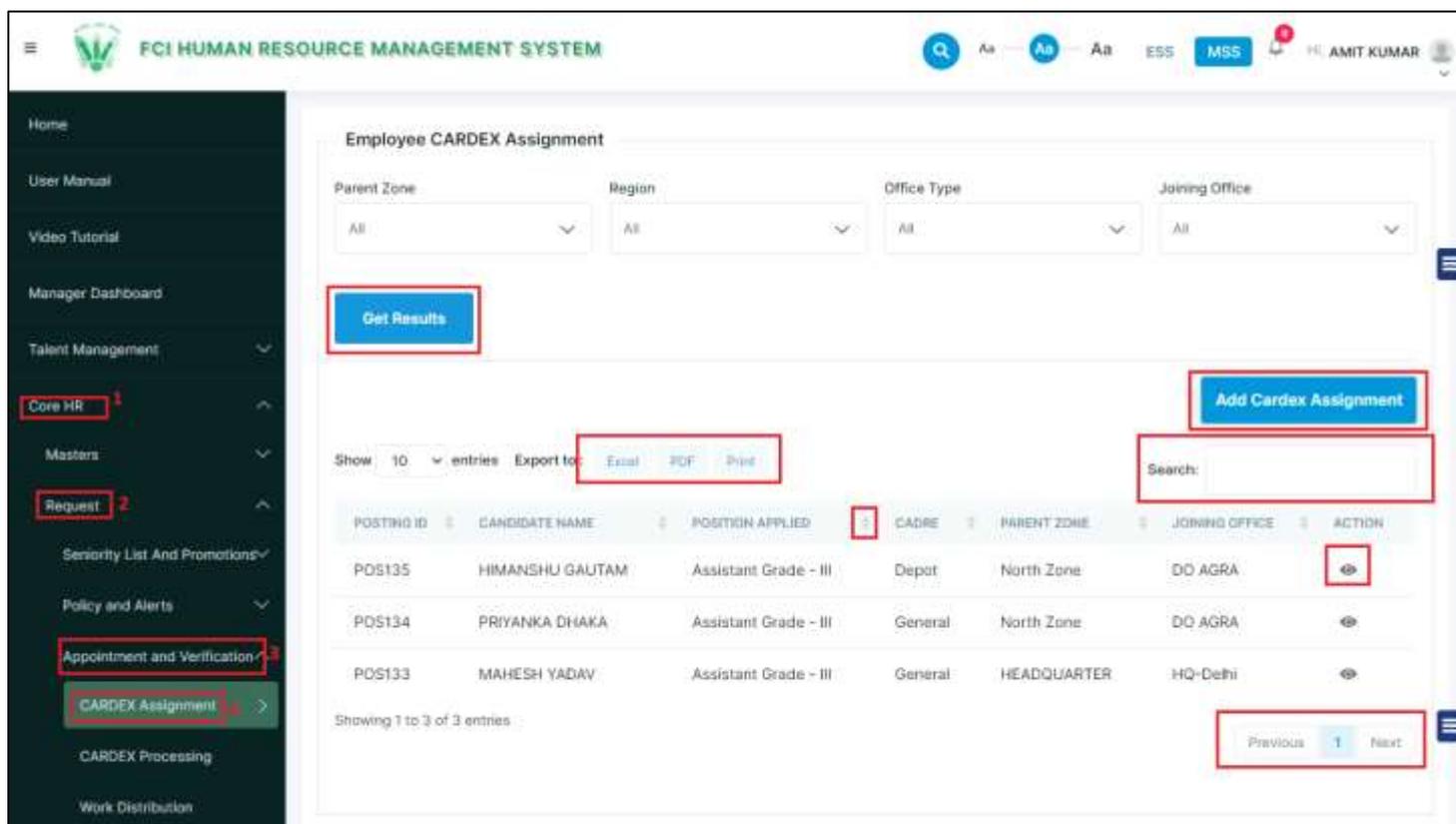


Figure 4-108: Landing Page

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

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

4.4.1.4 New CARDEX Assignment



Add Cardex Assignment

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

New CARDEX Assignment

Parent Zone * Region * Office Type * Joining Office *

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

Offer Of Appointment *

Upload Document **Upload**

Submit **Cancel**

Figure 4-109: New CARDEX Assignment

Submit

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

Employee CARDEX Assignment

Parent Zone: All Region: All Office Type: All Joining Office: All

Get Results **Add Cardex Assignment**

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

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

Showing 1 to 6 of 6 entries

Figure 4-110: Employee CARDEX Listing - Successful Message

4.4.2 CARDEX Processing

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



4.4.2.1 Navigation

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

4.4.2.2 SLA

2 Days

4.4.2.3 Landing Page

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

The screenshot displays the 'Employee Cardex Listing' page in the FCI Human Resource Management System. The interface includes a sidebar on the left with navigation options, a top header with user information (ESS, MSS, HR: PRIYANK DAHIYA), and a main content area. The main content area features a filter section with dropdown menus for Office Type, Zone, Region, Office, Category, Designation, and Status. Below the filters is a 'Get Results' button. To the right, there is an 'Add Cardex Listing' button and a search input field. The main area contains a table with columns: ACTION, STATUS, CARD INDEX ID, EMPLOYEE NUMBER, EMPLOYEE NAME, CATEGORY, DESIGNATION, DATE OF JOINING, and MODE OF JOINING. The table lists five entries with their respective details. At the bottom of the table, there is a 'Showing 1 to 5 of 5 entries' indicator and a pagination control with 'Previous', '1', and 'Next' buttons. An 'Excel' button is located above the table for exporting data.

Figure 4-111: Employee CARDEX Listing

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

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



- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on to navigate table records
- Click on to edit an existing detail in the table.
- Click on to view a detail in the table.

4.4.2.4 Add CARDEX Details



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

The screenshot displays the 'CARDEX Form' interface. Key sections include:

- Posting ID:** Fields for 'posting' and 'Mode Of Joining' (Direct Recruitment) with a 'Get Records' button.
- Candidate Name:** A text field containing 'SOLAR'.
- Official Information:** A table with fields for Zone, Region, Office, Office Code, Cadre, Category, Position Applied, and Date Of Joining FCI.
- Direct Recruitment:** Fields for Official Email ID, Grade, Salary Type, Salary, Fulfillment Date, Reserved Category, and Automatic Confirmation Date.
- Buttons:** 'Save', 'Next', and 'Cancel' buttons at the bottom right.

Figure 4-112: CARDEX Form



Enter the details and click on such that the CARDEX form shall be submitted based on self-approval with a success message as shown below.



View Action History

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

Back

- Click on **Back** to navigate to Landing page.

4.4.2.6 Edit CARDEX Details

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

Figure 4-115: Edit CARDEX Form

Update

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

4.4.3 Work Distribution

This process is used to allocate Work to Employees.



4.4.3.1 Navigation

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

4.4.3.2 SLA

2 Days

4.4.3.3 Landing Page

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

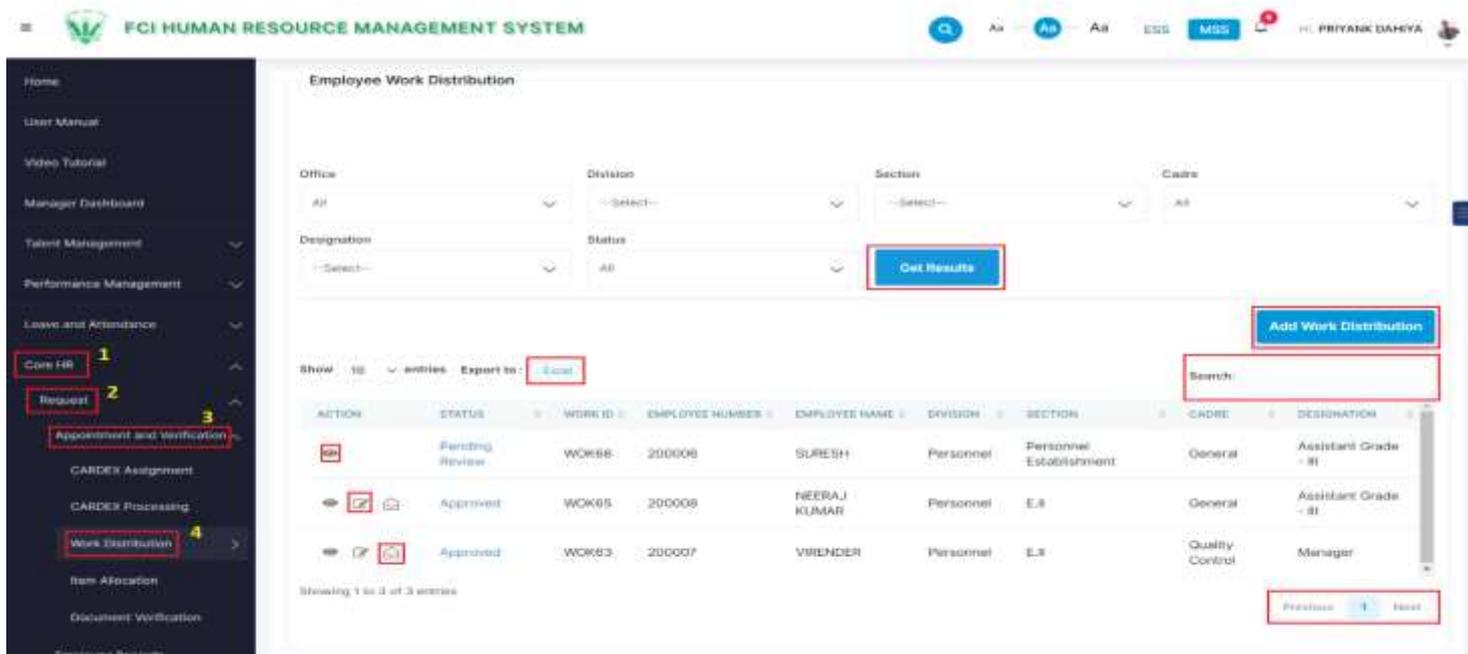


Figure 4-116: Employee Work Distribution

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

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



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

4.4.3.4 Add Work Distribution

Add Work Distribution

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

The screenshot shows the 'Create Work Allocation' form in the FCI Human Resource Management System. The form is divided into several sections:

- Employee Information:** Employee Number (277702), Parent Zone (Default), Region (Default), Office (HQ-Delhi), Office Type (HQ).
- Position and Classification:** Position Applied (Technical Assistant Grade - B), Division (Personnel), Section (Personnel Establishment), Cell (All), Category (CAT-B), Cadre (General), Salary Type (ETA), Pay Level (B-5).
- Joining and Reporting:** Joining Designation (Assistant Grade - B), Primary Reporting Manager (AMITABH KUMAR), Date Of Joining FCI (2012-12-06), Date Of Reporting For Duty (28/02/2021).
- Alternate Reporting Manager:** Select Employee (JYOTSNA BARIJAH(24806)), Select Office (20 INDRTH EAST1 - GUWAHATI), Select Division (Quality Control), Select Designation (Assistant General Manager).
- Controlling Authority:** Select Employee (DEVESH KUMAR YADAV(184667)), Select Office (HQ-Delhi), Select Division (Personnel), Select Designation (General Manager).
- Link Officer I:** Select Employee (PRIYANK DAHYA(296778)), Select Office (HQ-Delhi), Select Division (Personnel), Select Designation (Assistant Grade - B).
- Link Officer II:** Select Employee (SATISH KUMAR(172568)), Select Office (DO HISAR), Select Division (Other), Select Designation (A.M.C.O).
- Job Description:** Not Available.
- Office Order:** A file named 'Schaasamba (2).pdf' is attached, with an 'Upload' button and a red '1' indicating a required field.

At the bottom right of the form, there is a red box around the 'Submit' button, labeled with the number '2'.

Figure 4-117: Add Work Allocation

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

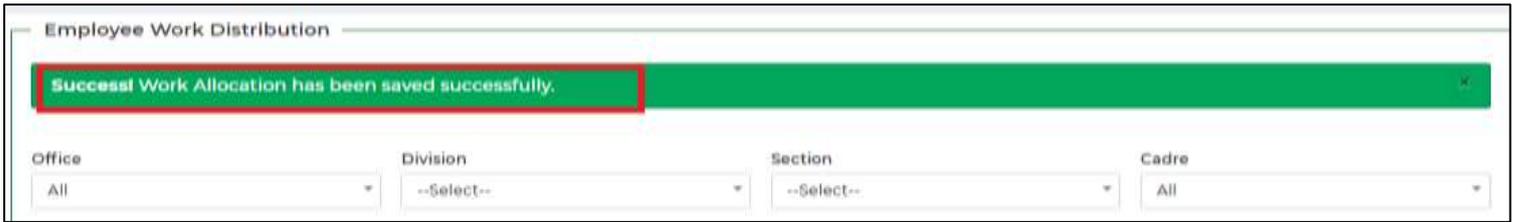


Figure 4-118: Successful Message

4.4.3.5 View Work Distribution

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

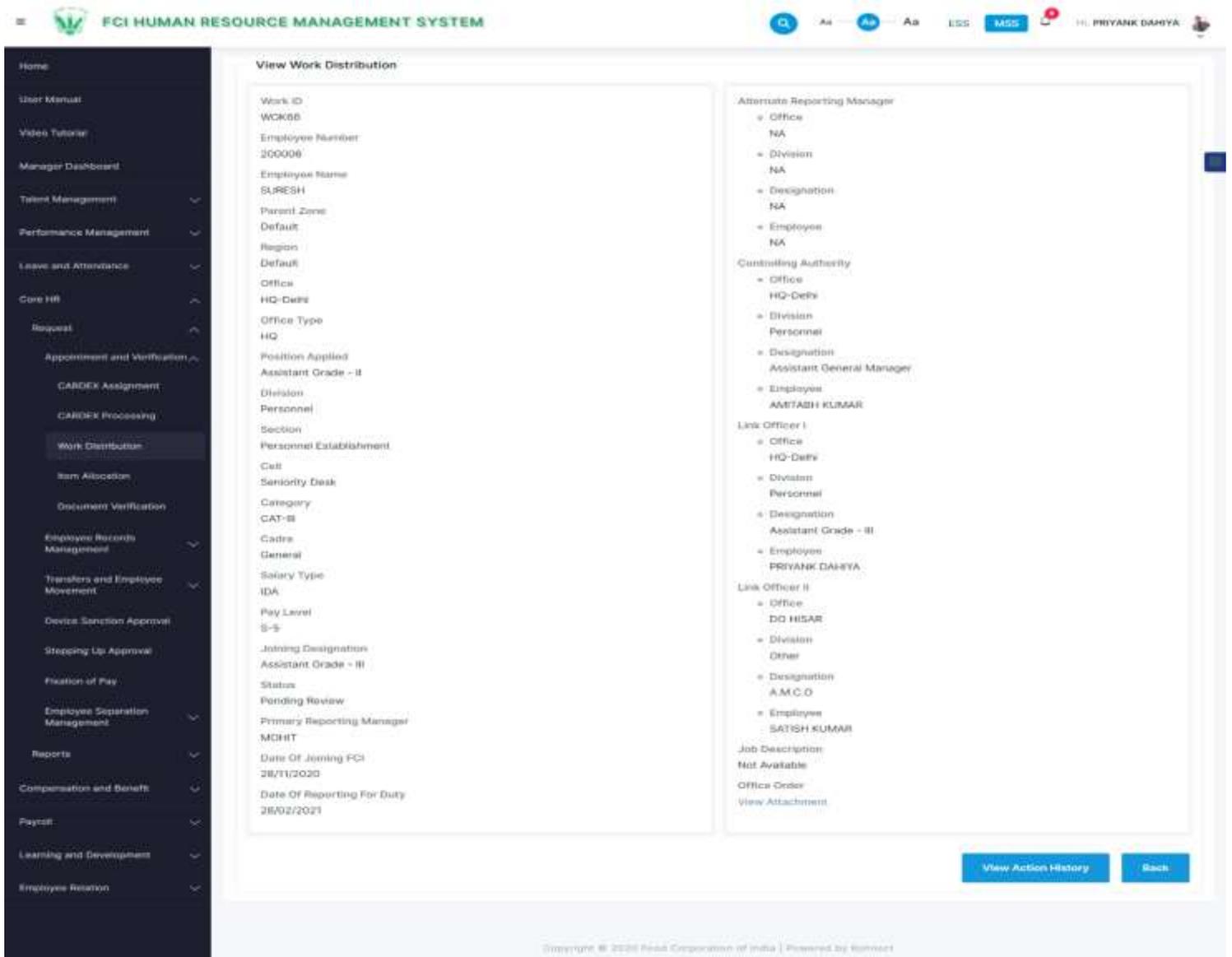


Figure 4-119: View Work Distribution

Further the User can:



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

4.4.3.6 Edit Work Distribution

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

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

The screenshot shows the 'Edit Work Distribution' form in the FCI Human Resource Management System. The form is divided into several sections:

- Work ID:** WORKS
- Employee Number:** 200008
- Parent Zone:** North Zone
- Region:** Haryana
- Office:** DO KARNAL
- Office Type:** DO
- Position Applied:** Assistant Grade - IV
- Division:** Personnel
- Section:** F.II
- Cell:** Other
- Category:** CAT-III
- Centre:** General
- Salary Type:** GA
- Pay Level:** S-S
- Joining Designation:** Assistant Grade - III
- Primary Reporting Manager:** SUNDEEP KUMAR CHHKARA
- Date Of Joining FCI:** 12/09/2020
- Date Of Reporting For Duty:** 09/12/2020
- Alternate Reporting Manager:** Select Employee: All, Select Office: DO KARNAL, Select Division: Personnel, Select Designation: Manager
- Controlling Authority:** Select Employee: SUNDEEP KUMAR CHHKARA(276731), Select Office: DO KARNAL, Select Division: Personnel, Select Designation: Manager
- Link Officer I:** Select Employee: SUNDEEP KUMAR CHHKARA(276731), Select Office: DO KARNAL, Select Division: Personnel, Select Designation: Manager
- Link Officer II:** Select Employee: All, Select Office: DO KARNAL, Select Division: Personnel, Select Designation: Manager
- Job Description:** Not Available
- Office Order View Attachment:** 1
- Buttons:** Upload, Update, Cancel

Figure 4-120: Edit Work Distribution



Update

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



Figure 4-121: Edit Successful of Request

4.4.3.7 Dispatch Work Distribution

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

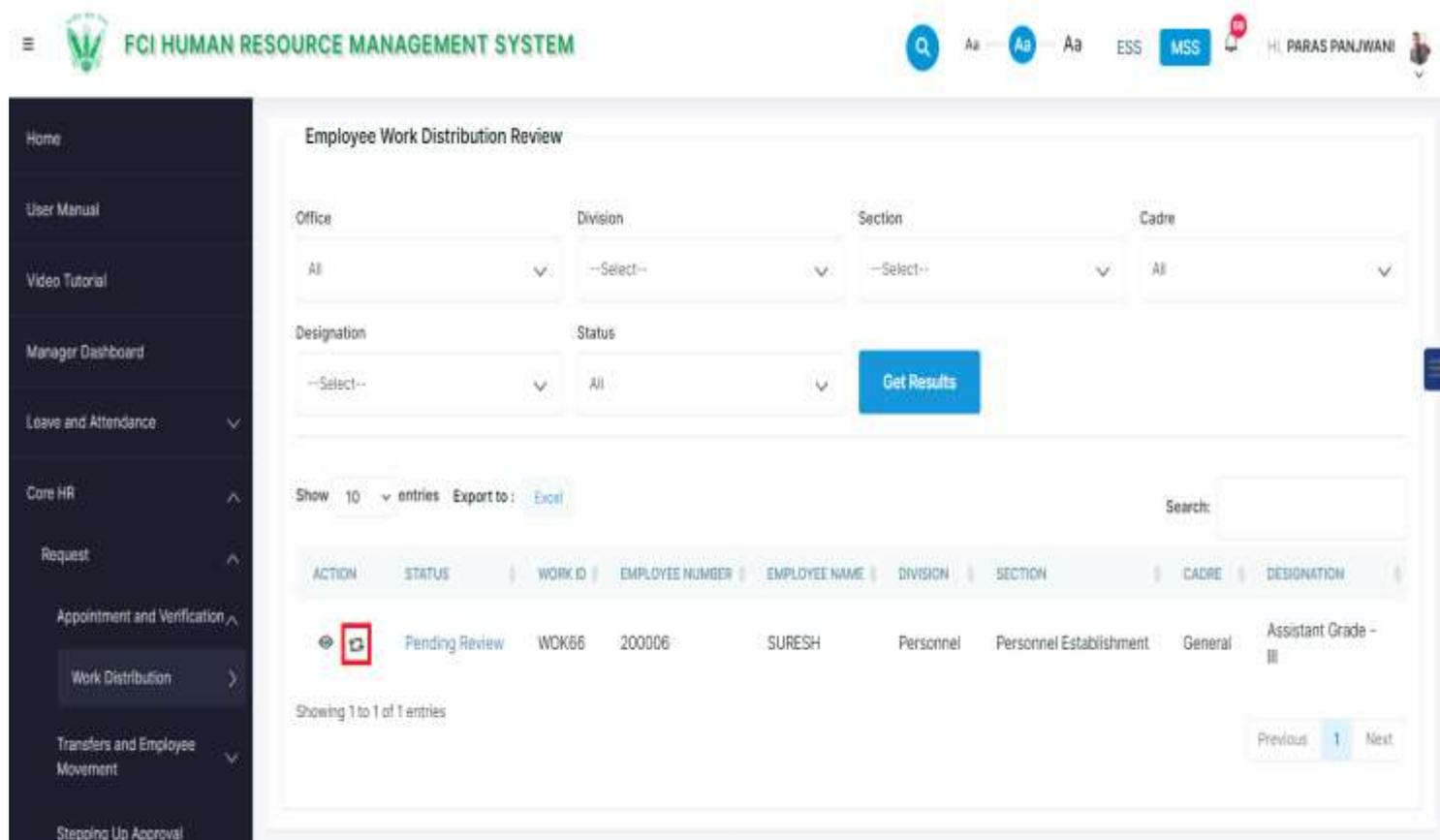


Figure 4-122: Employee Work Distribution Review

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



Figure 4-123: Dispatch Work Allocation

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1 please refer.
- Click on  button to submit the review with details to the concerned reviewer selected as shown in **DISPATCH TO field** such that the transaction is forwarded to the next selected reviewer in the reviewing



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

Revert

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

Cancel

- Click on  to navigate back.

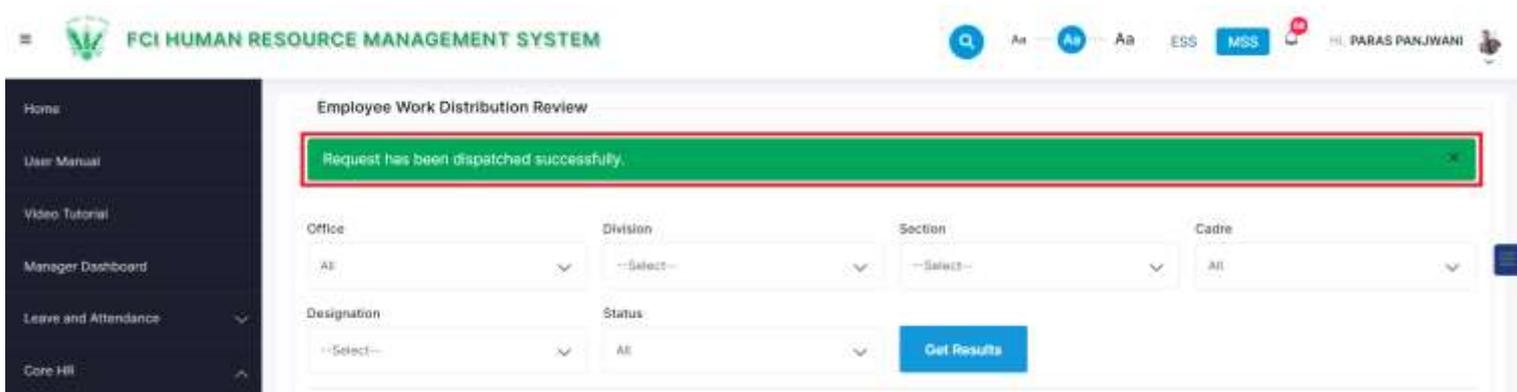


Figure 4-124: Employee Work Distribution Review - Successfully Dispatched

4.4.3.8 Review Work Distribution

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



to open the Review form as shown in Figure above:



Figure 4-125: Review Work Distribution

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality 5.1.2, please refer.
- Click on  button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.

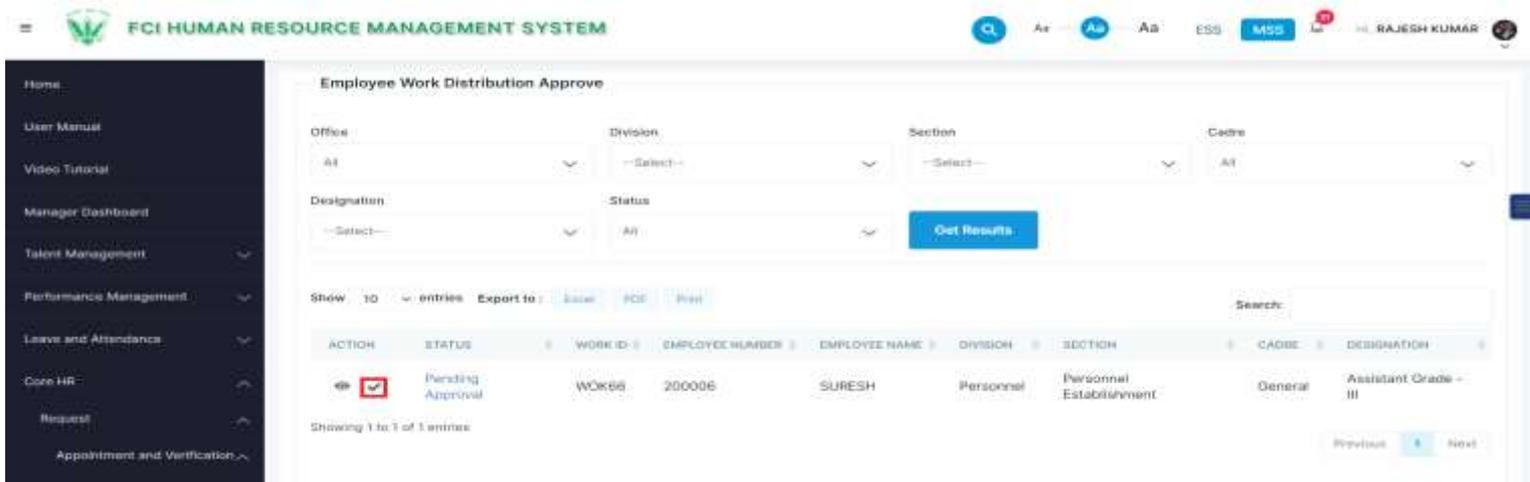


Revert

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

4.4.3.9 Approve Work Distribution

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



The screenshot displays the 'Employee Work Distribution Approve' page. The top header shows 'FCI HUMAN RESOURCE MANAGEMENT SYSTEM' and the user 'RAJESH KUMAR'. The main content area has filters for Office, Division, Section, Centre, Designation, and Status. A table lists pending requests with columns for Action, Status, Work ID, Employee Number, Employee Name, Division, Section, Cadre, and Designation. A red checkmark icon is visible in the Action column of the first row.

ACTION	STATUS	WORK ID	EMPLOYEE NUMBER	EMPLOYEE NAME	DIVISION	SECTION	CADRE	DESIGNATION
	Pending Approval	W0688	200006	SURESH	Personnel	Personnel Establishment	General	Assistant Grade - III

Figure 4-126: Employee Work Distribution Approve

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



The screenshot shows the 'Approve Work Distribution' interface. On the left is a dark sidebar with navigation options like 'Appointment and Verification', 'CARDX Processing', 'Work Distribution', etc. The main area is divided into three columns. The left column contains fields for 'HQ', 'Position Applied', 'Assistant Grade - II', 'Division', 'Personnel', 'Section', 'Personnel Establishment', 'Cell', 'Seniority Desk', 'Category', 'CAT-III', 'Cadre', 'General', 'Salary Type', 'IDA', 'Pay Level', 'S-5', 'Joining Designation', 'Assistant Grade - III', 'Status', 'Pending Approval', 'Primary Reporting Manager', 'MOBT', 'Date Of Joining FCI', '28/11/2020', 'Date Of Reporting For Duty', '28/02/2021'. The right column contains 'Personnel' information, including 'Designation: Assistant General Manager', 'Employee: AMITABH KUMAR', 'Link Officer I' (Office: HQ-Delhi, Division: Personnel, Designation: Assistant Grade - III, Employee: PRIYANK DAHIVA), 'Link Officer II' (Office: DG HSBAR, Division: Other, Designation: A.M.C.O, Employee: SATISH KUMAR), 'Job Description: Not Available', and 'Office Order: View Attachment'. Below these columns is a 'View Action History' button. The central form has an 'Approver Remarks' field, a 'Document Name' field with 'Enter Document Name' placeholder, and a 'Supportive Document' section with an 'Upload' button and an 'Add' button. At the bottom, there is a table with columns 'S.NO.', 'DOCUMENT NAME', 'SUPPORTIVE DOCUMENT', and 'ACTION'. Below the table are buttons for 'Add Reviewer', 'Selective Revert', 'Approve', 'Reject', and 'Cancel'.

Figure 4-127: Approve Work Distribution

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

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



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

Approve

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

Reject

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

Cancel

- Click on **Cancel** to navigate back to Approval Listing Page.



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

4.4.4 Item Allocation

This process is used to allocate Items to Employees.

4.4.4.1 Navigation

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

4.4.4.2 SLA

2 Days

4.4.4.3 Landing Page

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

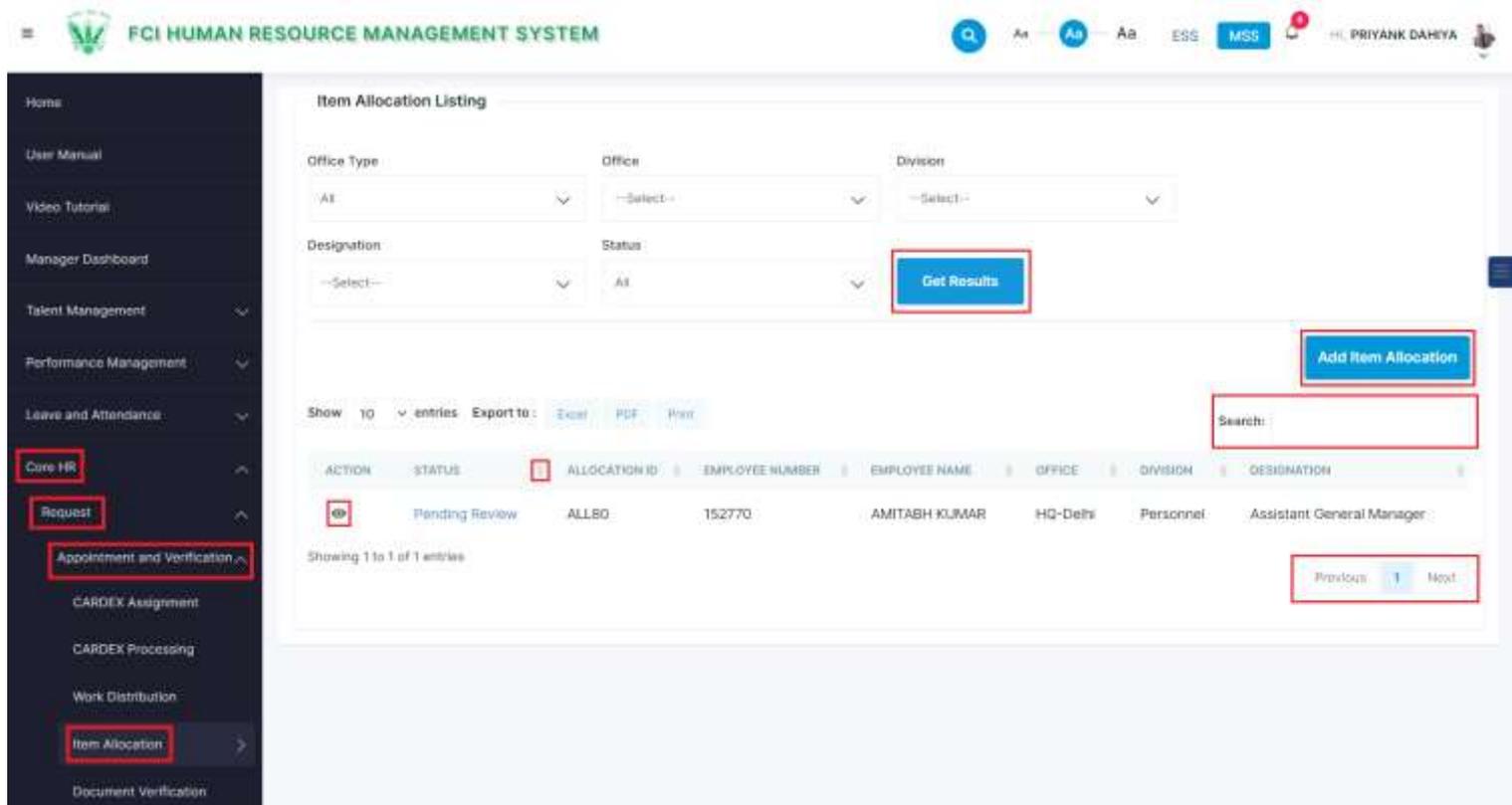


Figure 4-129: Item Allocation Listing

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

- Click on to apply the available filters.
- Click on to export the table records in Excel as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on Status, to open the action history in a popup that describes the approval routing of the entire transaction
- Click on to navigate table records
- Click on to edit an existing record in the table
- Click on to generate joining letter with eSign.
- Click on to view an existing record in the table.



4.4.4.4 Add Item Allocation

Add Item Allocation

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

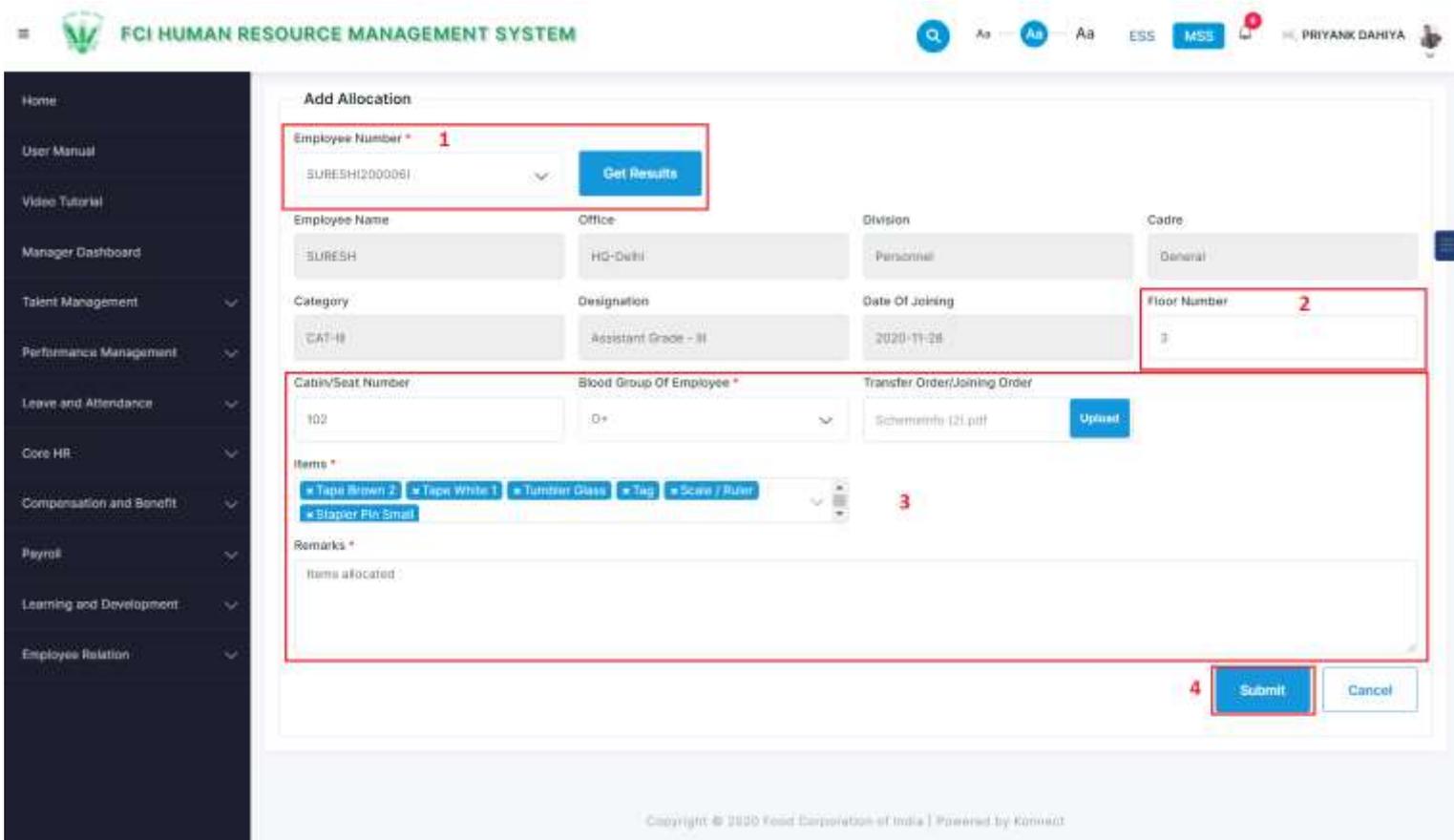


Figure 4-130: Add Allocation

Submit

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



Figure 4-131: Successful Message

4.4.4.5 View Item Allocation

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

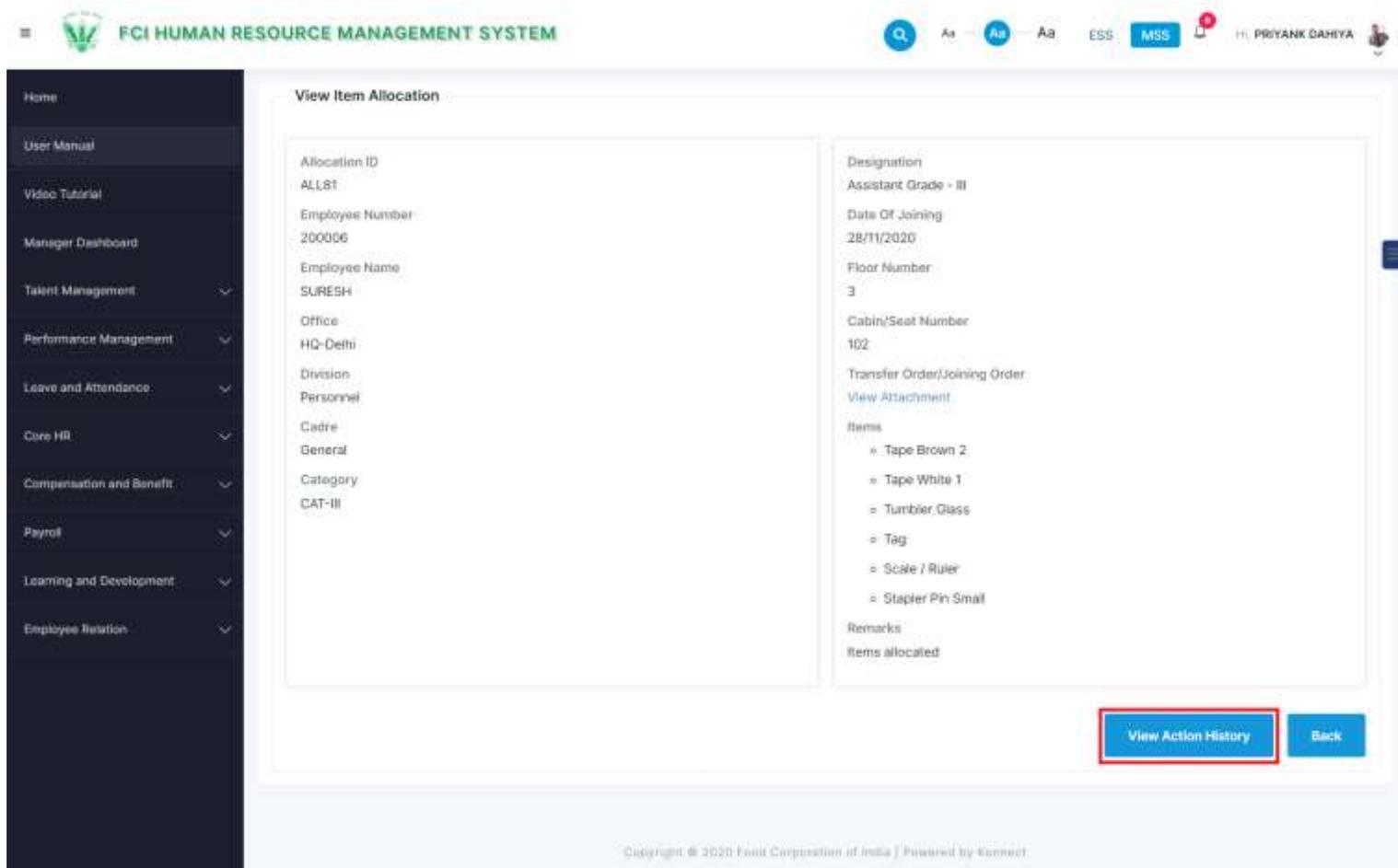


Figure 4-132: View Item Allocation

Further the User can:

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

4.4.4.6 Edit Item Allocation

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

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



Figure 4-133: Edit Allocation

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

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

4.4.4.7 Dispatch Item Allocation

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



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Home
User Manual
Video Tutorial
Manager Dashboard
Leave and Attendance
Core HR
Request
Appointment and Verification
Transfers and Employee Movement
Stepping Up Approval

Item Allocation Review Listing

Office Type: All | Office: --Select-- | Division: --Select--

Designation: --Select-- | Status: All | **Get Results**

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

ACTION	STATUS	ALLOCATION ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	DIVISION	DESIGNATION
	Pending Review	ALL81	200008	SURESH	HQ-Delhi	Personnel	Assistant Grade - III

Showing 1 to 1 of 1 entries | Previous 1 Next

Figure 4-135: Item Allocation Review Listing

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

Request
Appointment and Verification
Work Distribution
Item Allocation
Transfers and Employee Movement
Stepping Up Approval
Employee Separation Management
Compensation and Benefit
Payroll
Employee Relation

Personnel
Cadre
General
Category
CAT-III

View Attachment
Items
= Tape Brown 2
= Tape White 1
= Tumbler Glass
= Tag
= Scale / Ruler
= Stapler Pin Small
Remarks
Items allocation required

View Action History

Dispatch To
SHEELA SOJINI TIGGA

Dispatcher Remarks *
Reviewer Remarks

Document Name: Enter Document Name | Supportive Document: Upload Document | **Upload** | **Add**

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

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Figure 4-136: Dispatch Item Allocation

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



View Action History

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

Add

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

Dispatch

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

Revert

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

Cancel

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

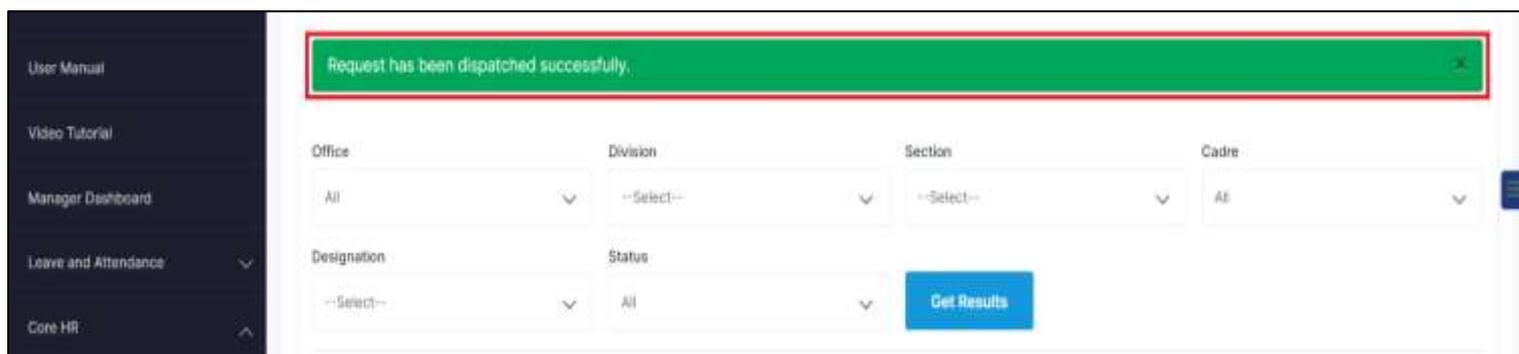


Figure 4-137: Item Allocation Dispatched

4.4.4.8 Review Item Allocation

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



to open the Review form as shown in Figure above:



Figure 4-138: Review Item Allocation

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.
- Click on  button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.



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

4.4.4.9 Approve Item Allocation

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

The screenshot shows the 'Item Allocation Approve Listing' interface. At the top, there are filters for Office, Division, Section, and Cadre, along with Designation 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 main table has columns for ACTION, STATUS, WORK ID, EMPLOYEE NUMBER, EMPLOYEE NAME, DIVISION, SECTION, CADRE, and DESIGNATION. The first row shows a 'Pending Approval' status with a red checkmark icon in the ACTION column. The table shows 1 of 1 entries.

Figure 4-139: Item Allocation Approve Listing

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

The screenshot shows the 'Approve Item Allocation' page. At the top, there is a 'Date Of Reporting For Duty' field with the value '28/02/2021' and a 'View Attachment' link. Below this is a 'View Action History' button. The main section is a form for 'Approver Remarks' with a text area. Below the text area are fields for 'Document Name' and 'Supportive Document', with 'Upload Document' and 'Add' buttons. At the bottom, there is a table with columns for S.NO., DOCUMENT NAME, SUPPORTIVE DOCUMENT, and ACTION. The ACTION column contains buttons for 'Add Reviewer', 'Selective Revert', 'Approve', 'Reject', and 'Cancel'. A red box highlights the 'Approve' button.

Figure 4-140: Approve Item Allocation



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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.
- Click on  to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.
- Click on  to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected**.
- Click on  to navigate back to Approval Listing Page.

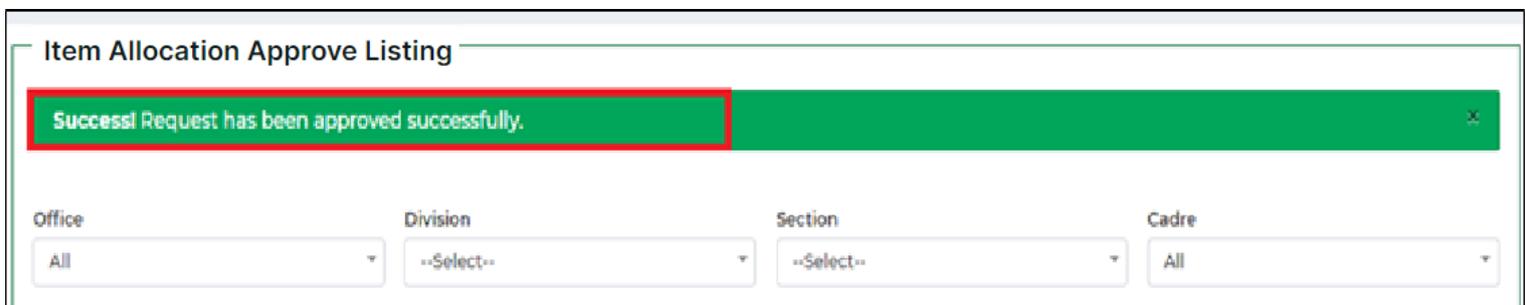


Figure 4-141: Item Allocation Approve Listing – Success Message

4.4.5 Document Verification

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



4.4.5.1 Navigation

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

4.4.5.2 SLA

2 Days

4.4.5.3 Landing Page

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

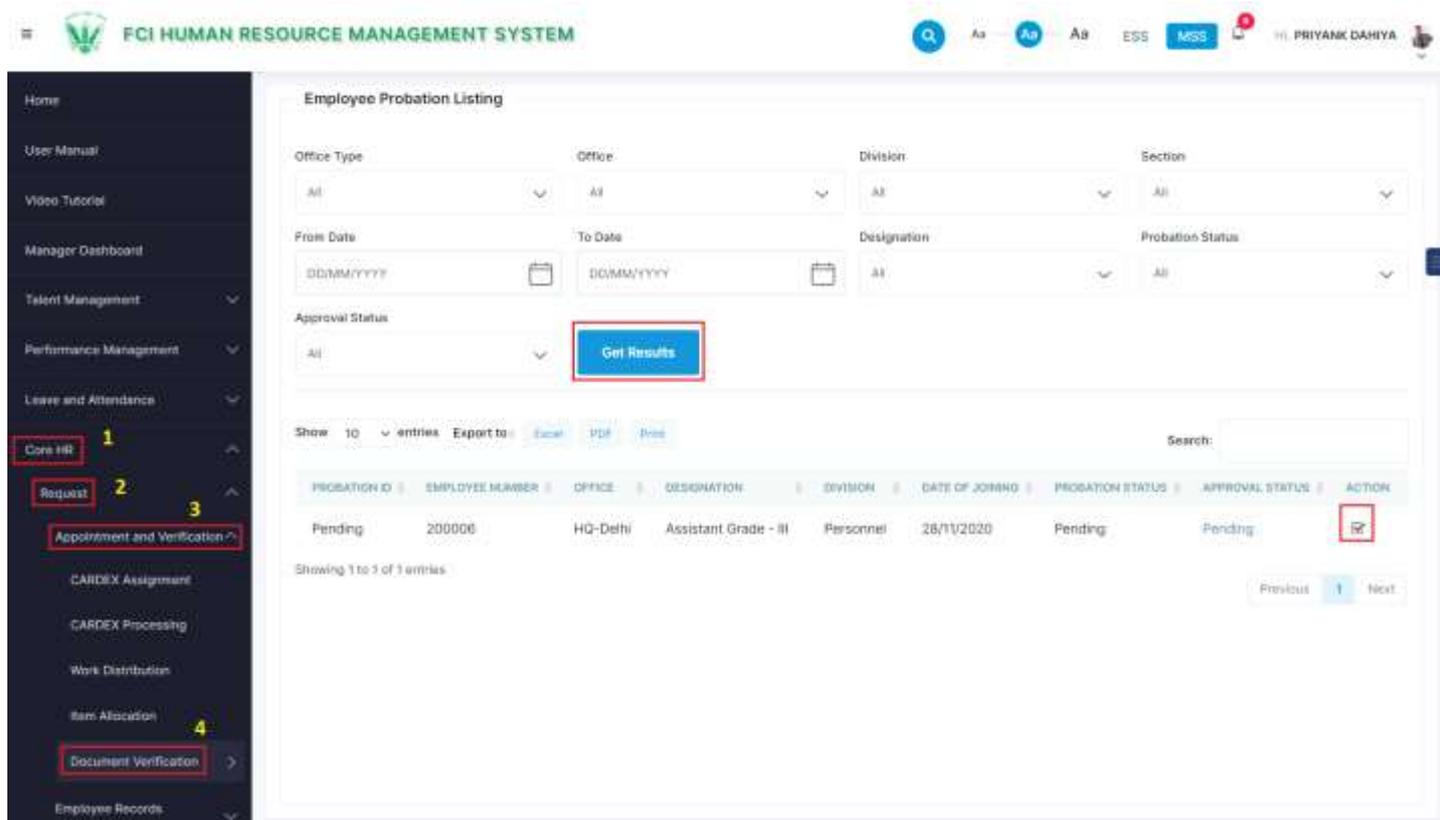


Figure 4-142: Employee Probation Listing

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

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



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

4.4.5.4 Verify Documents and Probation

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

Figure 4-143: Document Review and Probation

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



Figure 4-144: Verification Initiated

4.4.5.5 View Documents and Probation

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

Figure 4-145: View Employee Probation Details

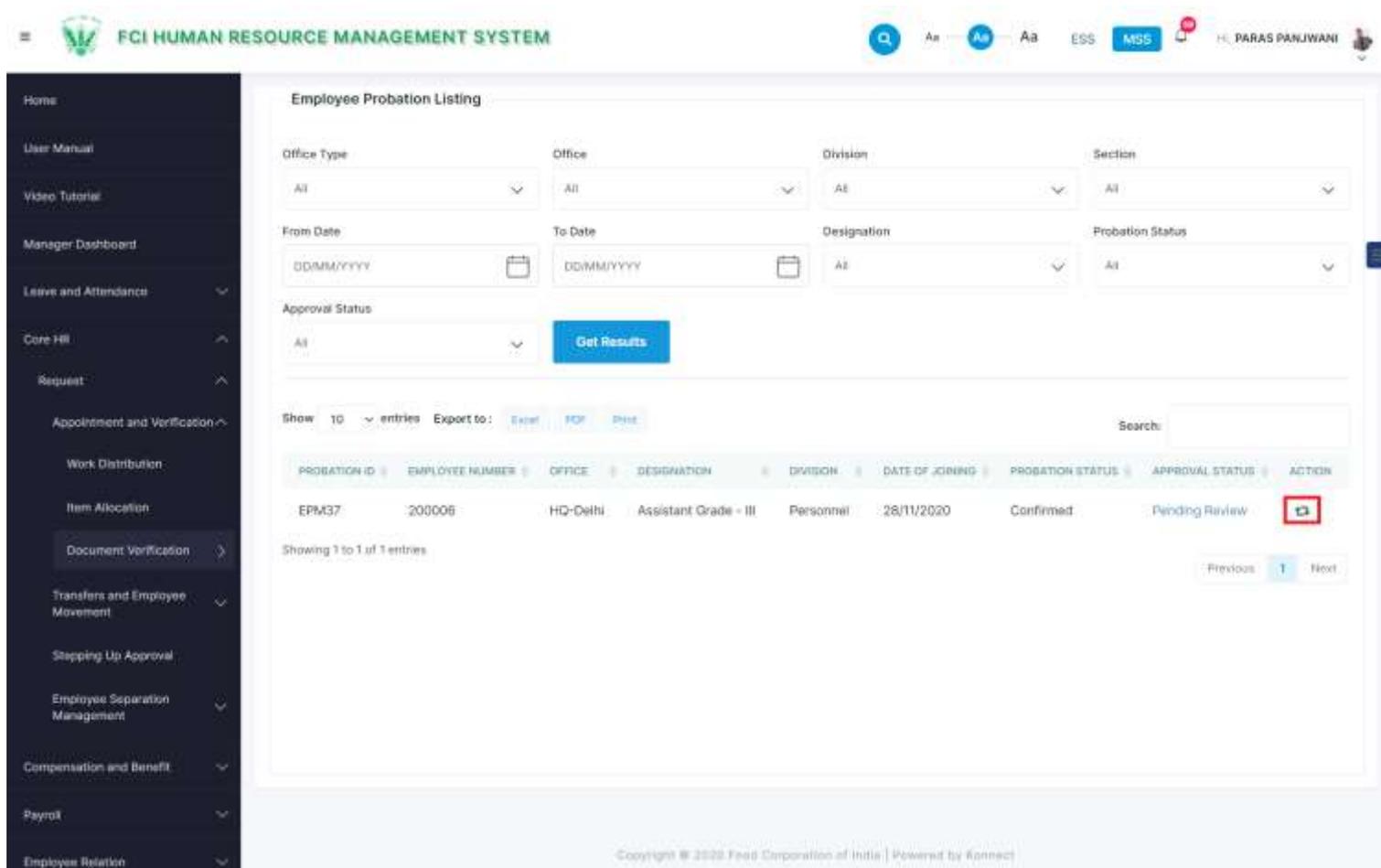


Further the User can:

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

4.4.5.6 Dispatch Documents and Probation

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



The screenshot displays the 'Employee Probation Listing' interface. It includes a sidebar with navigation options like 'Home', 'User Manual', and 'Document Verification'. The main content area features search filters for Office Type, Office, Division, Section, From Date, To Date, Designation, and Probation Status. A 'Get Results' button is visible. Below the filters is a table with the following data:

PROBATION ID	EMPLOYEE NUMBER	OFFICE	DESIGNATION	DIVISION	DATE OF JOINING	PROBATION STATUS	APPROVAL STATUS	ACTION
EPM37	200006	HQ-Delhi	Assistant Grade - III	Personnel	28/11/2020	Confirmed	Pending Review	

The table shows 'Showing 1 to 1 of 1 entries'. The 'ACTION' column for the entry contains a red-bordered icon representing a review form.

Figure 4-146: Employee Probation Review Listing

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



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Home
User Manual
Video Tutorial
Manager Dashboard
Leave and Attendance
Core HR
Request
Appointment and Verification
Work Distribution
Item Allocation
Document Verification
Transfers and Employee Movement
Stepping Up Approval
Employee Separation Management
Compensation and Benefit
Payroll
Employee Relation

Approve Cardex Details

Probation ID: EPM37	Employee Number: 200006	Employee Name: SURESH	Office: HQ-Delhi	Division: Personnel	Section: Personnel Establishment	Designation: Assistant Grade - III	Category: CAT-III	Date Of Joining: 2020-11-28	Primary IIM: MCHT	Caste: General	PosID: No	Home Town: New Delhi
------------------------	----------------------------	--------------------------	---------------------	------------------------	-------------------------------------	---------------------------------------	----------------------	--------------------------------	----------------------	-------------------	--------------	-------------------------

ENO	DOCUMENT NAME	IS VERIFIED	DOCUMENT STATUS	REMARKS	PROOF OF VERIFICATION	VIEW DOCUMENT
1	Old Service Book	Yes	Approved	Approved	Yes	Yes

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

Details Submitted By New Joiner Are Correct And Valid As Per CARDEX Details.

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

[View Action History](#)

Dispatch To:
SHEELA EDIRE TODA

Dispatcher Remarks:
DC

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

ENO	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Revert Dispatch Cancel

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Figure 4-147: Dispatch Document Verification and Probation

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

- Click on [View Action History](#) to open the Action History which reflects the approval routing for the specific transaction.
- Click on [Add](#) to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval



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

Dispatch

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

Revert

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

Cancel

- Click on  to navigate back.

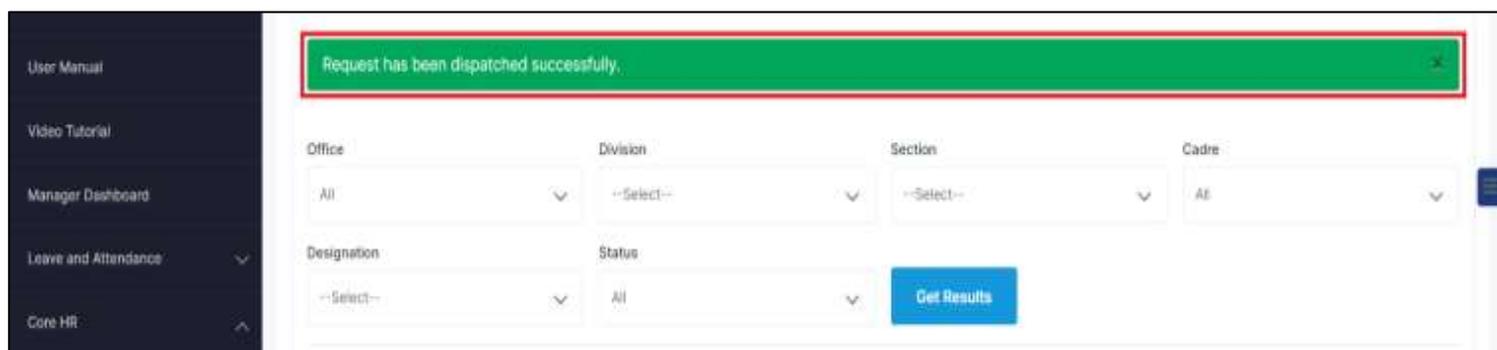


Figure 4-148: Dispatched Document Verification

4.4.5.7 Review Document Verification and Probation

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



to open the Review form as shown in Figure above:



Figure 4-149: Review Document Verification and Probation

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.
- Click on  button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.
- Click on  button to send back the entire transaction directly back to the User who can resubmit the request with necessary details. The status of the transaction shall change from **Pending Review** to **Reverted** in case any



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



Figure 4-150: Document Verification and Probation Reviewed

4.4.5.8 Approve Document Verification and Probation

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval page by following the navigation as mentioned in section 4.4.5.1 and click on  to open the Approval page as shown in Figure below

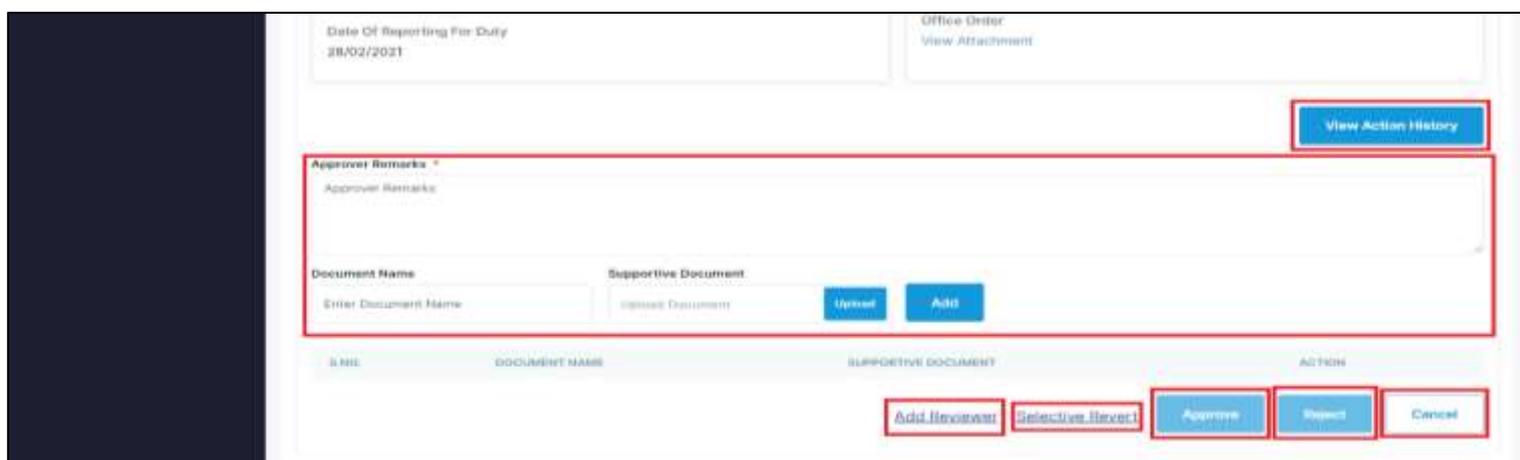


Figure 4-151: Document Verification and Probation Approval

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

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



- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.
- Click on  to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.
- Click on  to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected**.
- Click on  to navigate back to Approval Listing Page.



Figure 4-152: Document Verification and Probation Approved

4.5 Employee Records Management

4.5.1 Employee Portfolio Detail

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

4.5.1.1 Navigation

For MSS

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

For ESS

Left Navigation: Core HR >> My Portfolio

4.5.1.2 Landing Page

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

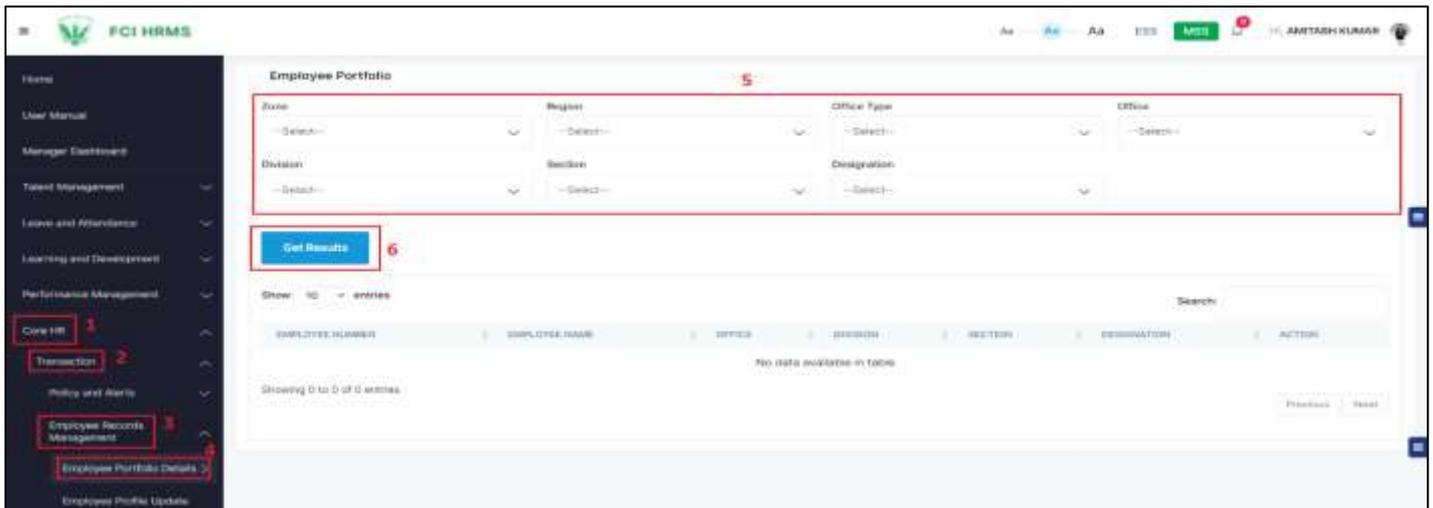


Figure 4-153: Employee Portfolio Detail

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

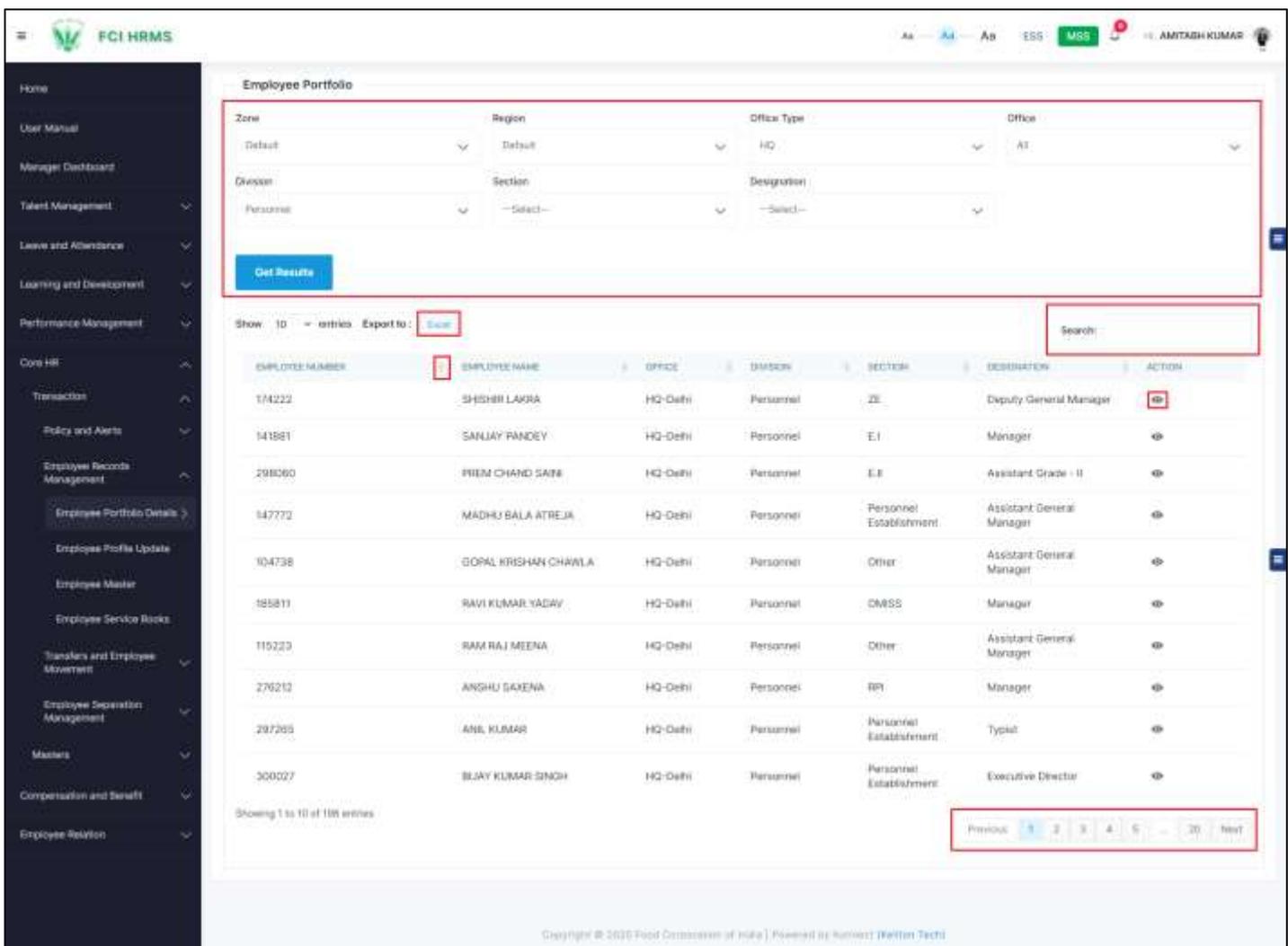


Figure 4-154: Employee Portfolio Detail



Search:

- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to view portfolio details of the employee as shown in below Figure:

Employee Profile Report

Work Information

	Employee Name : SHGHR LAKRA Section : ZE Designation : Deputy General Manager Staff Code : SH1571250 Employee Status : Permanent Shift Type :	Office : HQ-Delhi Centre : Quality Control Mode of Joining : Promotion CPF Number : 157125 Salary Type : GA Shift Timings :	Division : Personnel Category : CAT-1 Date of Joining : 22/04/1987 Reporting Manager : DEVESH KUMAR YADAV Official E-Mail Id : shg@fcionline.com
---	--	--	---

Leave Profile

S.NO.	LEAVE TYPE	CARRIED FORWARD	ACCUMULATED	AVAILIED	ADJUSTED	BALANCE
1	Casual Leave	0	100	0	0	100
2	Compensatory Leave	0	0	0	0	0
3	Special Casual Leave	0	0	0	0	0
4	Unavailed Joining Leave	75	0	0	0	75
5	Earned Leaves	177	165	0	0	342
6	HPL/Medical Leave	384	10	0	0	394
7	Maternity Leave	0	0	0	0	0
8	Paternity Leave	0	0	0	0	0

Transfer Profile

S.NO.	OFFICE	DESIGNATION	FROM DATE	TO DATE	JOINING TIME FROM DATE	JOINING TIME TILL DATE	ZONE
1	DQ, Silguri	Manager	22/04/1987	31/05/2002			
2	Journey/Holiday	Select	01/06/2002	09/06/2002			
3	RD, West Bengal	Manager	10/06/2002	30/11/2002			
4	Journey/Holiday	Select	01/12/2002	27/12/2002			
5	RD, Patna	Manager	28/12/2002	07/05/2003			
6	Journey/Holiday	Select	08/01/2003	08/01/2003			
7	DQ, Sohansia	Manager	09/01/2003	07/11/2008			
8	Journey/Holiday	Select	06/11/2008	03/12/2008			

Disciplinary Proceedings

S.NO.	PENALTY TYPE	PENALTY DESCRIPTION
1	Minor	1. Vide Order Under Reference No. W3-81671/2000 Dated : 22/06/2001, A Penalty Of Reduction Of Pay By One Stage In The Time Scale Of Pay Applicable To Him For A Period Of One Year Be Imposed With Immediate Effect.
2	Major	2. Vide Reference No. AMJ/15150/2004 Dated : 17/02/06 Reduction Of Pay By Three Stages In His Time Scale Of Pay For A Period Of Three Years With Further Direction That He Shall Not Earn Increments Of Pay During The Period Of Such Reduction And That Such Reduction Will Have The Effect Of Postponing His Future Increments.
3	Administrative	3. Vide Order No. PF/S-102/LEJ Dated : 26/07/16 A Penalty Of Withholding Of One Increment For A Period Of One Year Without Cumulative Effect Has Been Imposed.

Figure 4-155: Employee Portfolio Report



4.5.2 Employee Profile Edit

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

4.5.2.1 Navigation

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

4.5.2.2 SLA

Not Applicable

4.5.2.3 Landing Page

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

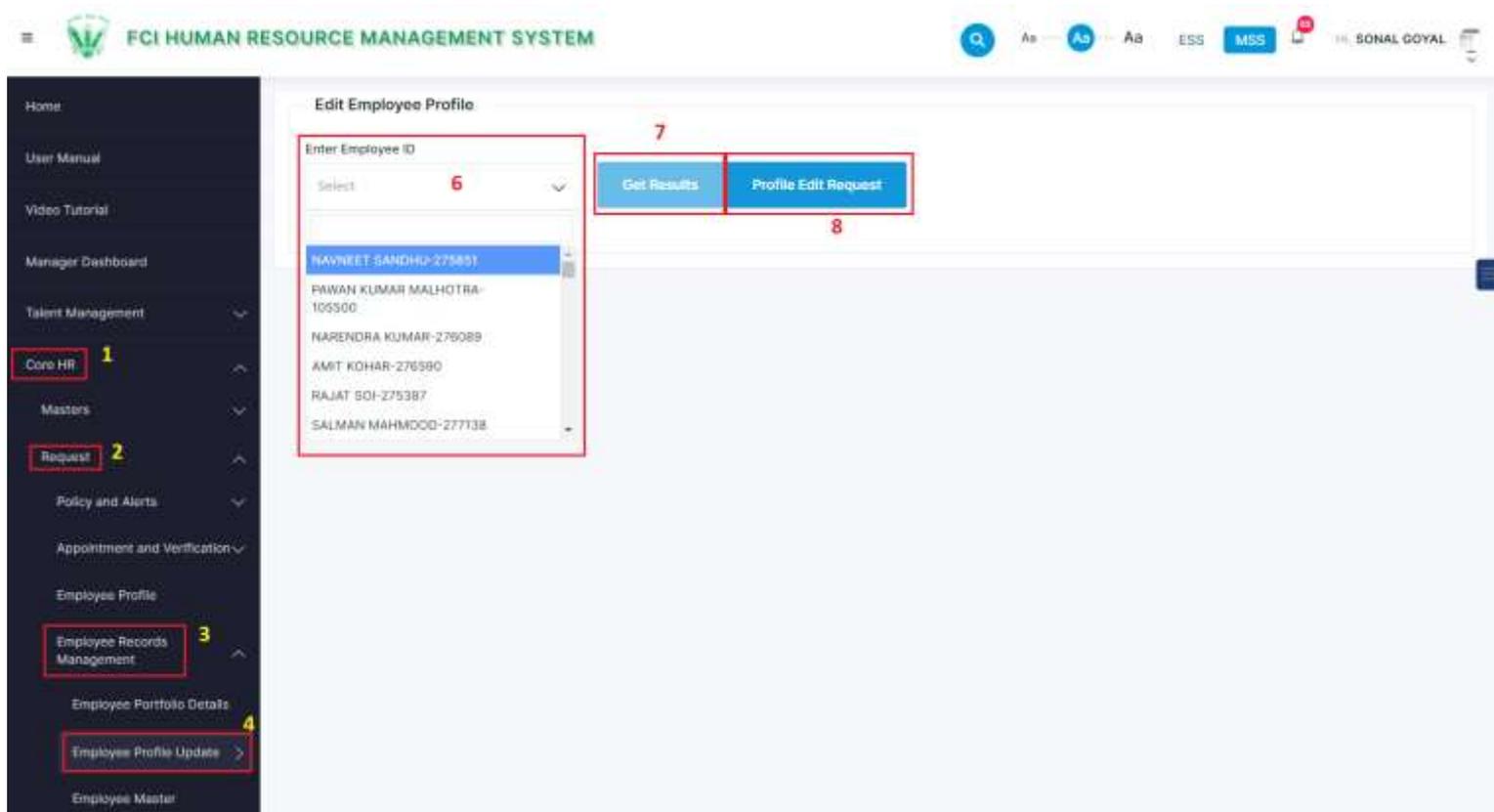


Figure 4-156: Edit Employee Profile

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

- Click on **Get Results** to fetch the profile and portfolio details of the selected employee.
- Click on **Profile Edit Request** to view the profile edit requests raised by the employees from ESS-My Profile.



4.5.2.4 Edit Profile and Portfolio Details

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

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Edit Employee Profile

Enter Employee ID: NAVNEET SANDHU-775591 Get Results Profile Edit Request

NAVNEET SANDHU
775591
Assistant General Manager

Date of Joining: 14/03/2011
Cadre: General
Staff Code: 5H028794C
Employment Type: Part Time
Date of Birth: 12/06/1988
Pay Scale Type: E-3
Branch Name: RAJENDRA PLACE -NEW DELHI
Location: HQ-Delhi
Parsons: -
Handicapped Type: NO

Site Joining Date: -
Authr Number: 123456789
UAN Number: 11111111111
Employment Status: Permanent
Marital Status: Single
Basic Salary: 88950
Account Number: 11111111111
Date of Retirement: 30/06/2048
Last Promotion Date: -
Ex Serviceman: No

Category: CAT-Y
Pan Number: ABCD12345E
GRF Code Type: 38784
Gender: Female
Religion: -
Bank Name: CORPORATION BANK
City Type: -
Pay Status: Regular
Caste Category: General
Father / Husband Name: LATE SHREE SSAMPLE

Profile Edit Request

Show: 10 entries Export to: Excel Search:

REQUEST ID	REQUEST DATE	TITLE	STATUS	ACTION
EPRT1	15/02/2021	Title	Pending	1

Showing 1 to 1 of 1 entries Previous Next

Leave Profile **2** Personal Information Transfer Profile Qualification Details Nominee Details Dependent Details Emergency

S.NC	LEAVE TYPE	BALANCE
1	Casual Leave	8
2	Restricted Holiday	2
3	Special Casual Leave	0
4	HPL/Medical Leave	07
5	Compensatory Leave	0
6	Unavailed Joining Leave	0
7	Earned Leaves	100
8	Maternity Leave	0
9	Adoption Leave	0
10	Child Care Leave	020
11	Study Leave	0
12	Leave Not Due	0
13	Extra Ordinary Leave	0
14	WRI(Work Related Injury Leave)	0
15	LWP (Leave Without Pay)	0
16	Leave For Miscarriage	0

3 Submit

Figure 4-157: Edit Employee Profile - Update



Submit

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

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

4.5.3 Employee Master

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

4.5.3.1 Navigation

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

4.5.3.2 SLA

Not Applicable

4.5.3.3 Landing Page

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

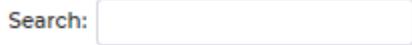
The screenshot displays the 'Employee Master' interface. The left sidebar contains a navigation menu with 'Core HR' (1), 'Request' (2), 'Employee Records Management' (3), and 'Employee Master' (4) highlighted with red boxes. The main content area features filter dropdowns for Office Type, Office, Division, Section, Category, and Designation. A 'Get Results' button is highlighted with a red box. Below the filters, there are 'Show 10 entries' and 'Export to: Excel' (highlighted with a red box) options. A search bar is also highlighted with a red box. The table below lists employee details with columns for Employee Number, Employee Name, Category, Designation, Division, Status, and Action. The 'Action' column contains icons for edit and delete. The bottom of the table shows 'Showing 1 to 10 of 718 entries' and a pagination bar with 'Previous' and 'Next' buttons highlighted with a red box.

EMPLOYEE NUMBER	EMPLOYEE NAME	CATEGORY	DESIGNATION	DIVISION	STATUS	ACTION
200005	SURESH	CAT-III	Assistant Grade - II	Personnel	Approved	
143006	RASHE SINHA	CAT-II	Manager	Hindi	Approved	
164667	DEVESH KUMAR YADAV	CAT-I	General Manager	Personnel	Approved	
141881	SANJAY PANDEY	CAT-III	Manager	Personnel	Approved	
167012	RAO MOOL BHARTI	CAT-III	Assistant Grade - II	Other	Approved	
295215	PARVESH	CAT-III	Assistant Grade - II	General	Approved	
276632	SHALINI RASTOGI	CAT-II	Manager	Personnel	Approved	
306555	ARTIRA MANDAL	CAT-III	Assistant Grade - III	Personnel	Approved	
307734	RAWAN KUMAR	CAT-III	Assistant Grade - III	Personnel	Approved	
307225	MDHIT	CAT-III	Assistant Grade - III	Personnel	Approved	



Figure 4-158: Employee Master

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

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

4.5.3.4 Update Employee Master

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

- Click on  to view the employee – ESS – My Profile.
- Click on  to add reason for updating employee detail in employee master.



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

Edit Employee Master Information

Employee Work information 1

Employee Number 200006	Employee Name SURESH	Office HQ-Delhi	Division Personal
Section Personnel Establishment	Cell Security Desk	Grade General	Category CAS-48
Caste General	Date Of Joining FCI 2020-11-28	DOB 1989-01-01	National Date Of Birth N/A
Primary Reporting Manager MGHTT	Alternate Reporting Manager	Mode Of Joining Deputation	CPF Number 123456
Staff Code 9N123456H	Vendor Code Enter Vendor Code	Parent Zone Default	Current Designation * Assistant Grade - 6
Job Description Not Available	Employee Status Probation	Current APAR Rating	Is Sensitive No
Seat Cover 0	Suspended From Date N/A	Suspended Upto Date N/A	Under Penalty
Penalty From Date N/A	Penalty To Date N/A	EPS number * 123456	PPS Number 123456
MHC Number * 0	MHS Status * 0	Zen	Is Difficult No
Previous Reporting Manager N/A	Previous Reporting Manager Designation N/A	Previous Reporting Manager Office N/A	Date Of Exit 26/10/2021
Promotion Source	Previous Office N/A	DR Marks N/A	Emergency Person Name SURESH
Emergency Relation Brother	Emergency Relation Contact Number 9164448600	Is Doubtful * No	Is Agreed * No
Doubtful Start Date DD/MM/YYYY	Doubtful End Date DD/MM/YYYY	Agreed Start Date DD/MM/YYYY	Agreed End Date DD/MM/YYYY

Employee Pay Details

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

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

2

View Employee Profile
Add reason

Show: 10 entries

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

Showing 0 to 1 of 0 entries

Previous Next

3

Update

4

Update
Cancel

Figure 4-159: Employee Work Information



Update

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

The screenshot shows the 'Employee Master' page in the FCI Human Resource Management System. A green success message at the top states: 'Employee Record has been saved successfully.' Below this, there are filter dropdowns for Office Type, Office, Division, Section, Category, and Designation. A 'Get Results' button is visible. Below the filters, there are options to show 10 entries and export to Excel, PDF, or Print. A table lists employee records with columns for Employee Number, Employee Name, Category, Designation, Division, Status, and Action.

EMPLOYEE NUMBER	EMPLOYEE NAME	CATEGORY	DESIGNATION	DIVISION	STATUS	ACTION
200006	SURESH	CAT-III	Assistant Grade - II	Personnel	Approved	
145006	RASHI SINHA	CAT-II	Manager	Hindi	Approved	
184667	DEVESH KUMAR YADAV	CAT-1	General Manager	Personnel	Approved	

Figure 4-160: Employee Master – Success Message

4.5.3.5 View Employee Master

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

The screenshot shows the 'View Employee Master Information' page. It displays 'Employee Work Information' for employee number 200006. The information is organized into two columns: Employee Information and Is Sensitive.

Employee Information	Is Sensitive
Employee Number: 200006	No
Employee Name: SURESH	Seal Cover: N/A
Office: HQ - Delhi	Suspended From Date: N/A
Division: Personnel	Suspended Upto Date: N/A
Section: Personnel Establishment	Under Penalty: No
Cell: General	Penalty From Date: N/A
Seniority Date: General	Penalty To Date: N/A
Category: CAT-III	EPS Number: 1234567
Caste: General	PPS Number: 123456
Date Of Joining FCI: 28/11/2020	ISC Number: 0
Date Of Birth: 01/01/1980	MS Status: N/A
National Date Of Birth: 01/01/1980	Can: N/A
Primary Reporting Manager: MOHT	Is Difficult: No
Alternate Reporting Manager: N/A	Previous Reporting Manager: N/A

Figure 4-161: View Employee Master Information



4.5.4 Employee Service Book

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

4.5.4.1 Navigation

For MSS

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

For ESS

Left Navigation: Core HR >> My Service Book

4.5.4.2 Landing Page

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

The screenshot displays the 'Service Book Listing' page in the FCI Human Resource Management System. The left-hand navigation menu is visible, with 'Core HR' (1), 'Request' (2), 'Employee Records Management' (3), and 'Employee Service Books' (4) highlighted. The main content area features a search and filter interface with dropdowns for Office Type, Office, Division, Section, Category, Employee Number/Name, Date Of Joining, and Date Of Birth. A 'Get Results' button is present. Below the filters, there is a table listing employee service details. The table has columns for Employee Number, Employee Name, Category, Designation, Division, Section, CRP Number, Date of Joinee, Date of Birth, and Action. The first row shows an employee with ID 89, name SUDEEP SINGH, in the Sales division, Quality Control section. The table also includes a search bar and pagination controls at the bottom, showing 'Showing 1 to 10 of 11 entries' and 'Previous 1 2 Next'.

EMPLOYEE NUMBER	EMPLOYEE NAME	CATEGORY	DESIGNATION	DIVISION	SECTION	CRP NUMBER	DATE OF JOINEE	DATE OF BIRTH	ACTION
89	SUDEEP SINGH	CAT-1	Executive Director	Sales	Quality Control	1	15/11/1989	12/11/1985	🔍
327	BLAJ KUMAR SINGH	CAT-1	Executive Director	Personnel	Personnel Establishment	#PS240	14/11/2019	23/09/1987	🔍
156	SHREE BRAJESH	CAT-1	Assistant General Manager	Personnel	E.I	93686	22/03/1985	14/12/1963	🔍
146	D V PRASAD	CAT-1	Chairman & Managing Director	Other	Other	IAS364	01/01/2019	15/11/1960	🔍
60	HARISH KUMAR	CAT-1	Deputy General Manager	Personnel	EP	113170	15/01/2002	26/05/1971	🔍
194	SANGEET VERMA	CAT-1	Assistant General Manager	Personnel	WRC	98982	01/07/2005	30/01/1990	🔍
125	RAJKUMAR KATARA	CAT-1	Deputy General Manager	Engineering	Other	87192	01/10/1984	01/05/1962	🔍
138	JAGDISH KUMAR	CAT-1	General Manager	Finance	Funds	95888	24/05/2011	01/10/1979	🔍
87	SYAM KUMAR O R	CAT-1	Deputy General Manager	Board Cell	Other	90348	25/02/1987	04/05/1968	🔍
159	OM PARKASH GOYAL	CAT-1	General Manager	Engineering	Other	99389	22/03/2020	10/03/1962	🔍

Figure 4-162: Service Book Listing

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



- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to view an existing record in the table.

4.5.4.3 View Service Book

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

Figure 4-163: Employee Service Book

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

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



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



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

Employee Service Bank

Upload Document

Service Remarks

Enter Service Remarks

Audit Remarks

Enter Audit Remarks

Save

Upload Date

DD/MM/YYYY

Document Name *

Enter Document Name

Supportive Document *

Upload Document

Upload

Add

S.NO.	UPLOAD DATE	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
No Record Found				

Figure 4-164: Upload Document

4.6 HR Letters and Reports

4.6.1 Predefined Letters

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

4.6.1.1 Navigation

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

4.6.1.2 SLA

Not Applicable

4.6.1.3 Landing Page

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



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Letter Template Master

Office Type: All, Office: All, Division: All, Zone: All

Region: All, Designation: All, Letter Type: All, From Date: DDMM/YYYY

To Date: DDMM/YYYY

Get Results

Select Order: Adhoc Letter

Generate Order

Show 10 entries Export to: Excel PDF Print

ORDER ID	EMPLOYEE NUMBER	EMPLOYEE NAME	DIVISION	DESIGNATION	LETTER TYPE	LETTER DATE	ACTION
HRL280	284318	PRAVITHA K	Movement	Assistant Grade - III	Med. ID Card Letter	25/02/2021	
HRL206	104300	MAINA RAJBONGSHI KAKATI	Personnel	Assistant Grade - I	MedA. Serving Letter	23/02/2021	
HRL204	152770	AMITABH KUMAR	Personnel	Assistant General Manager	MedA. Serving Letter	23/02/2021	
HRL201	296830	MALOTH BALAJI	Other	Watchman	Med. ID Card Letter	22/02/2021	
HRL259	184867	DEVESH KUMAR YADAV	Personnel	General Manager	Med. ID Card Letter	22/02/2021	
HRL257	290572	AMIT KUMAR	Personnel	Manager	Med. ID Card Letter	22/02/2021	
HRL255	299111	LODI RAMA KRISHNA	Finance	Watchman	Med. ID Card Letter	22/02/2021	
HRL242	278613	SHYAM SUNDER	Finance	Manager	Fixation Order	22/02/2021	
HRL238	159525	RAJKUMAR KATARVA	Engineering	Deputy General Manager	Fixation Order	22/02/2021	
HRL238	159525	RAJKUMAR KATARVA	Engineering	Deputy General Manager	Fixation Order	22/02/2021	

Showing 1 to 10 of 31 entries

Previous 1 2 3 4 Next

Figure 4-165: Letter Template Master

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

- Click on to apply the available filters.
- Click on to export the table records in Excel as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to view an existing record in the table.



4.6.1.4 Generate Letter

User shall perform the following steps to generate a letter:

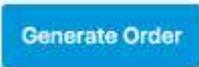
- Click on  to select the required letter to generate.
- Click on  to generate the selected template as shown below

Figure 4-166: Example – Joining Letter

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

Figure 4-167: Provide eSign Credentials

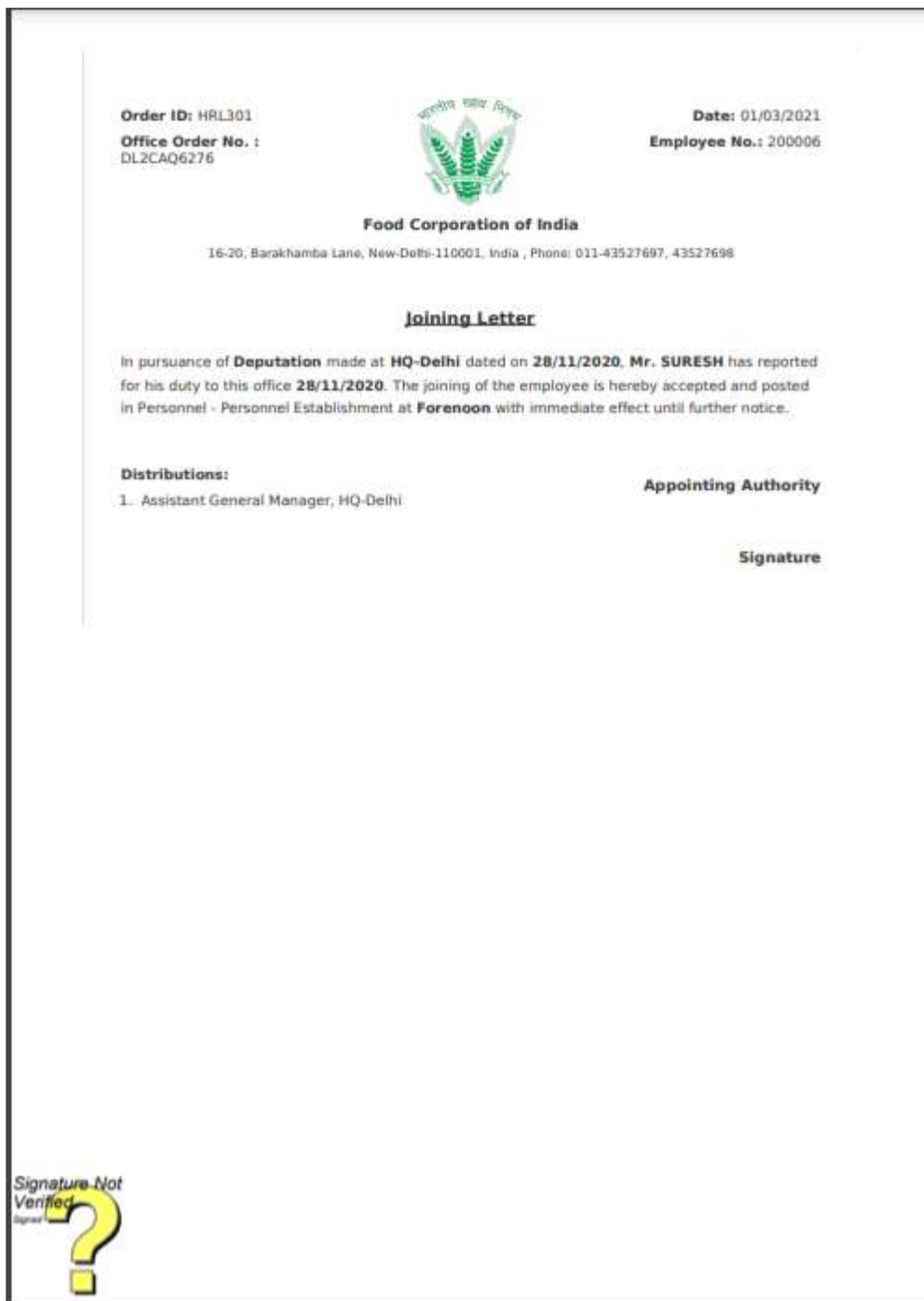


Figure 4-168: Non Validated eSign

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

4.6.2 Generate Adhoc Letters

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

4.6.2.1 Navigation

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



4.6.2.2 SLA

Not Applicable

4.6.2.3 Landing Page

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

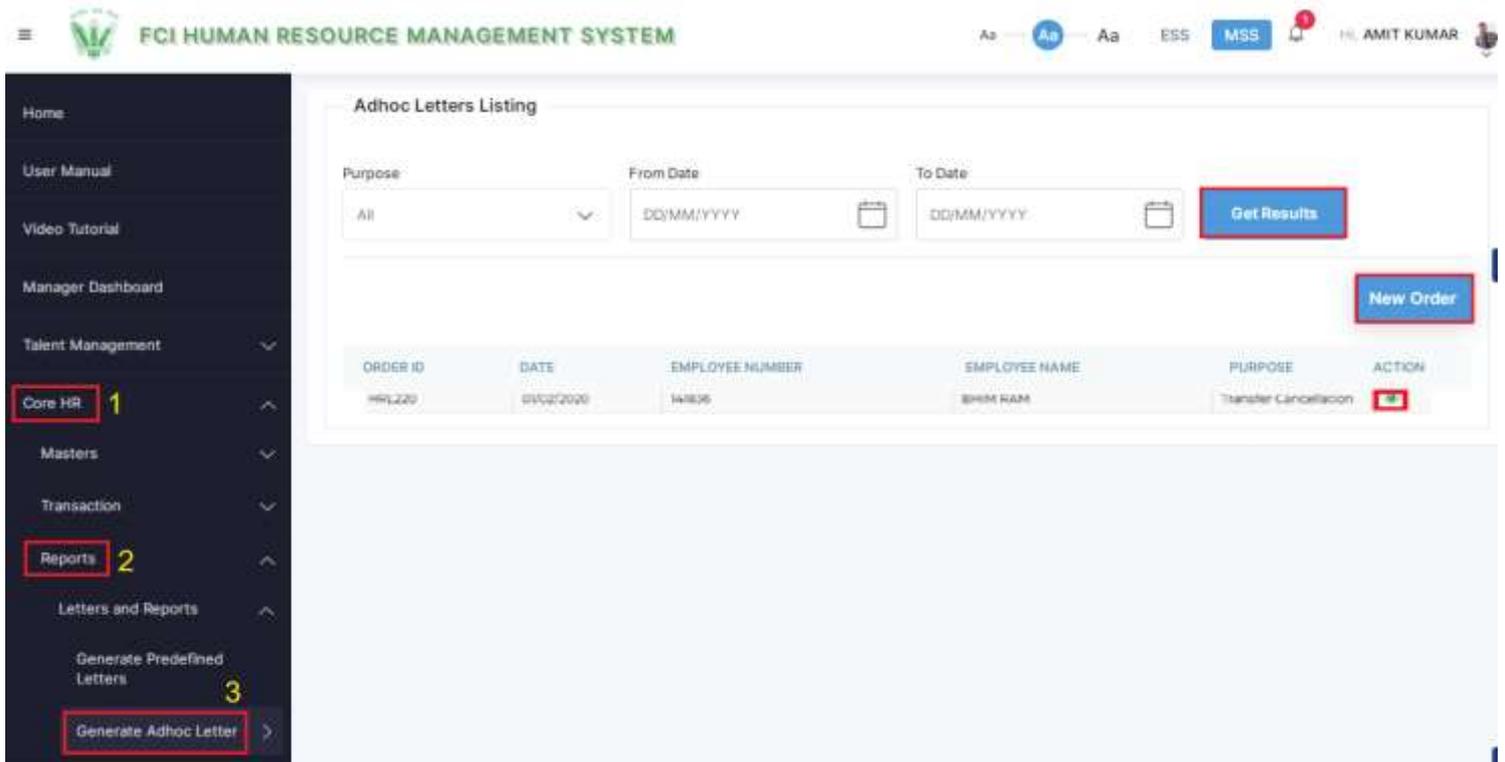


Figure 4-169: Adhoc Letters Listing

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

- Click on **Get Results** to apply the available filters.
- Click on **New Order** to add a new letter
- Click on to view an existing adhoc letter

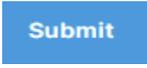
4.6.2.4 Generate Adhoc Letter

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



The screenshot shows the 'Adhoc Letter' form in the FCI HRMS system. The form is titled 'Adhoc Letter' and features the FCI logo at the top center. It contains several input fields and dropdown menus: 'Order Id', 'Employee Number *', 'Purpose *', 'Office', 'Division', 'Designation', 'Order Date *' (with a date picker), 'Subject', 'Body', 'Distributions', and 'Appointing Authority'. A 'Get Results' button is located next to the 'Purpose' dropdown. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red rectangular box.

Figure 4-170: Adhoc Letter

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

The screenshot shows the 'Adhoc Letters Listing' page in the FCI HRMS system. At the top, there is a green success message: 'Successful Letter Listing created successfully'. Below the message, there are search filters for 'Purpose' (set to 'All'), 'From Date', and 'To Date', along with a 'Get Results' button. A 'New Order' button is also visible. Below the filters is a table with the following data:

ORDER ID	DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	PURPOSE	ACTION
WPL220	09/02/2020	141836	BHIM RAM	Transfer Cancellation	

The first row of the table is highlighted with a red rectangular box. In the left sidebar, the 'Core HR' menu item is marked with a red box and the number '1', the 'Reports' menu item is marked with a red box and the number '2', and the 'Generate Adhoc Letter' menu item is marked with a red box and the number '3'.

Figure 4-171: Adhoc Letters Listing – Success Message



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

4.6.2.5 View Adhoc Letter

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

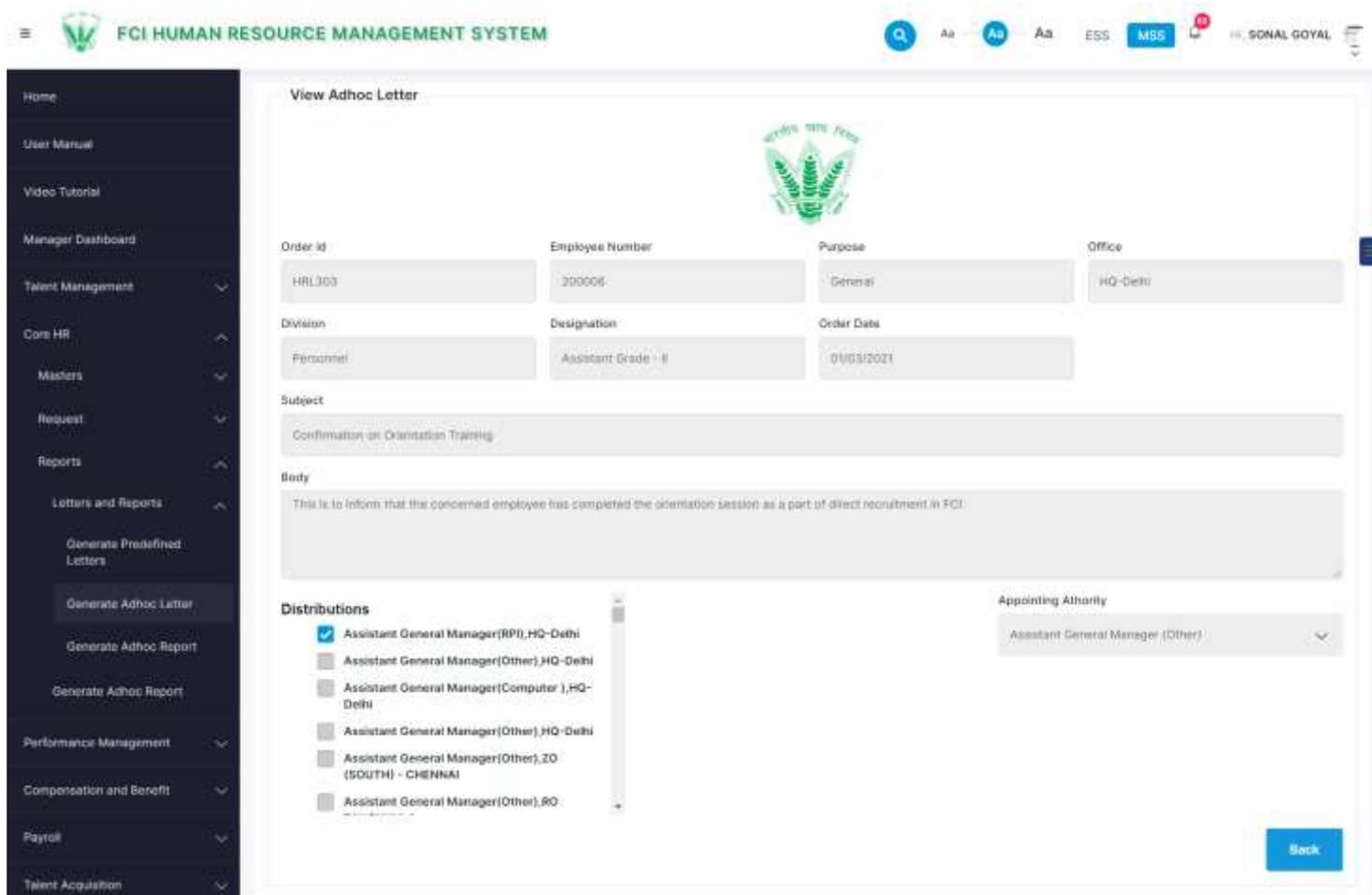


Figure 4-172: View Adhoc Letter

Further the User can:

- Click on  to navigate to Landing page.

4.6.3 Generate Adhoc Reports

4.6.3.1 Navigation

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



4.6.3.2 SLA

Not Applicable

4.6.3.3 Landing Page

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

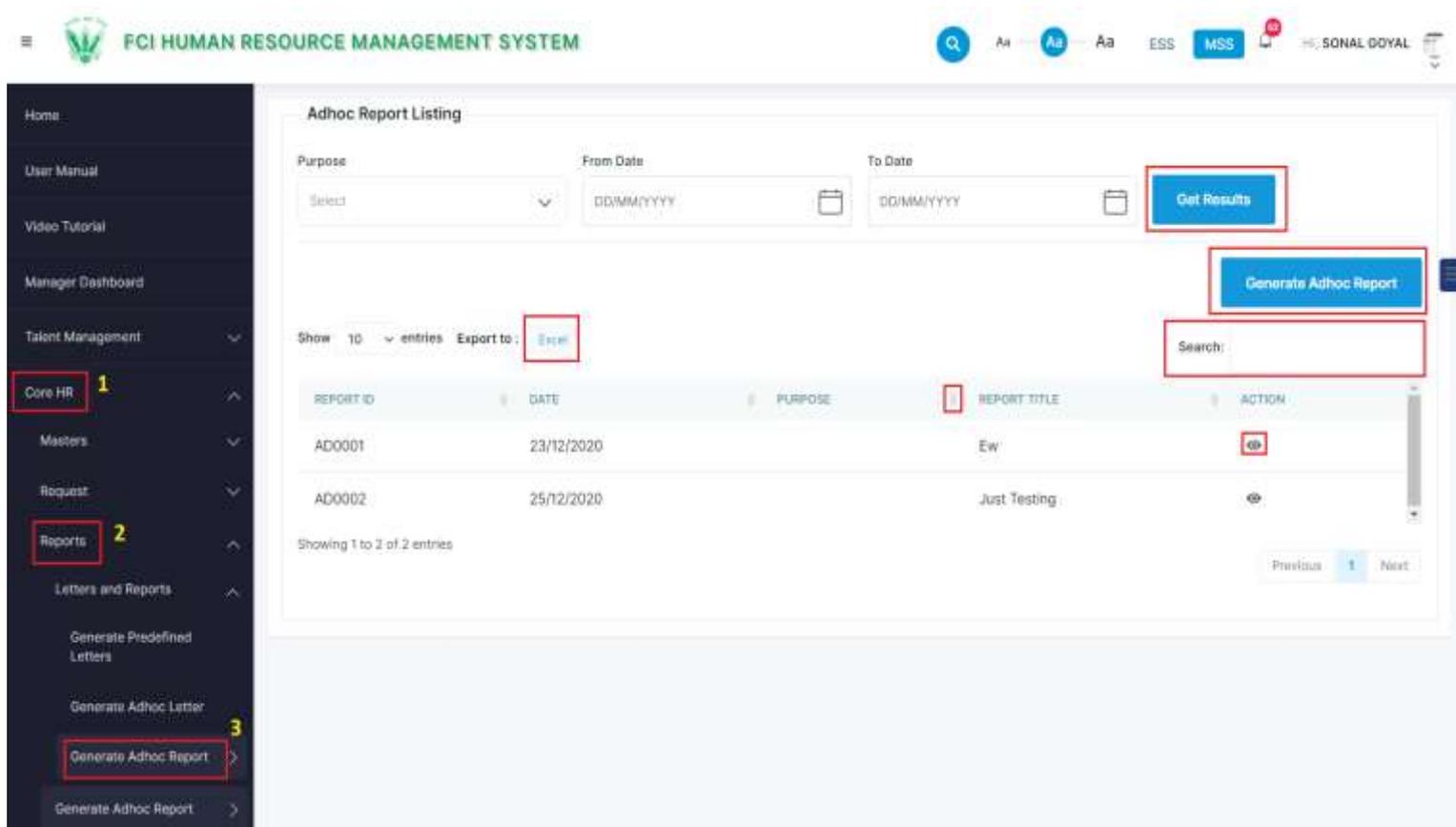


Figure 4-173: Adhoc Report Listing

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to view an existing record in the table.



4.6.3.4 Create Adhoc Report

[Generate Adhoc Report](#)

Click on [Generate Adhoc Report](#) to open the adhoc report creation page as shown below:

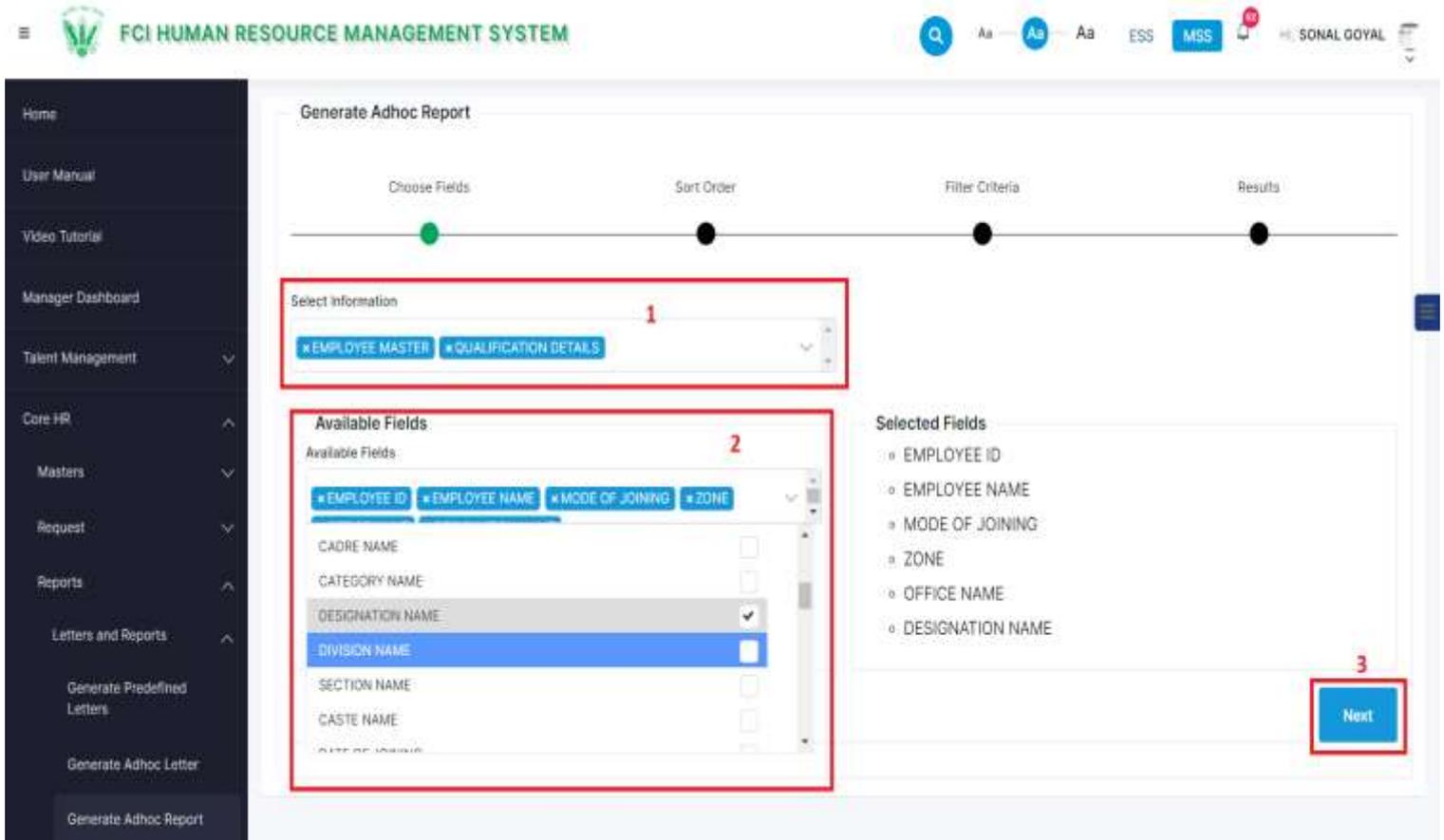


Figure 4-174: Generate Adhoc Letter - Select Fields

[Next](#)

Click on [Next](#) to proceed with sorting order as shown below

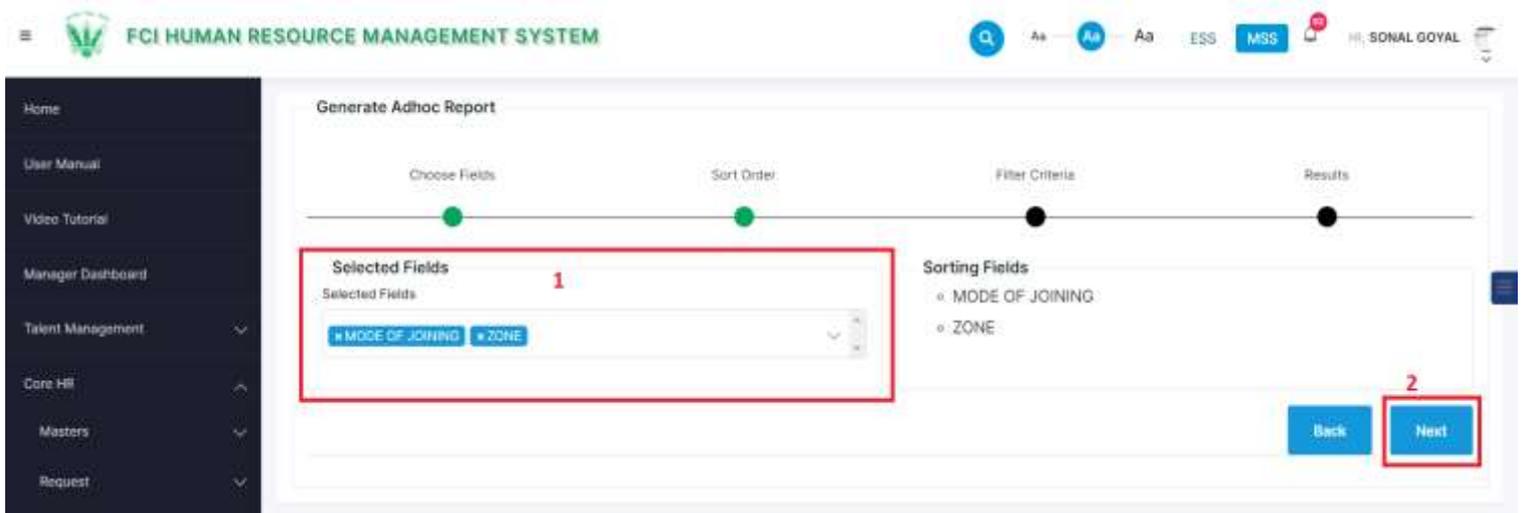


Figure 4-175: Generate Adhoc Letter - Select Sort Order



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

Figure 4-176: Generate Adhoc Letter - Select Filtering Criteria

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

EMPLOYEE ID	EMPLOYEE NAME	MODE OF JOINING	ZONE	OFFICE NAME	DESIGNATION NAME
20	DISPATCHER	Direct Recruitment	Default	HQ-Dehi	Assistant General Manager
100005	DURGADAS BHAWANIDAS BHORE	Promotion	South Zone	RO HYDERABAD	Assistant General Manager
101864	SHANF S M	Promotion	Default	HQ-Dehi	General Manager
101866	SYJU J S	Promotion	South Zone	RO CHENNAI	General Manager
101747	MINI REMESH KUMAR	Promotion	South Zone	DO TRIVENDRUM	Manager
101810	SWATI NARENDRA HERI	Promotion	West Zone	RO MUMBAI	Assistant General Manager
101917	NAMRATA MAHENDRA MOHITE	Promotion	West Zone	DO BORVALI	Manager
101921	NANDKUMAR ANKUSH PARKAR	Promotion	West Zone	RO MUMBAI	Manager
101933	NANDA PRABHAKAR LOKHANDE	Promotion	West Zone	DO BORVALI	Manager
101967	RANJAN ANIL DAVASKAR	Promotion	Default	ZO (WEST) - MUMBAI	Deputy General Manager

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



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

The screenshot displays the 'Adhoc Report View' in the FCI HRMS system. The report title is 'Zone Wise Mode of Joining Report' and the description is 'Generated Zone Wise Joining Report'. Below this, a table lists 1426 entries, showing the first 10. The table columns are: EMPLOYEE ID, EMPLOYEE NAME, MODE OF JOINING, ZONE, OFFICE NAME, and DESIGNATION NAME.

EMPLOYEE ID	EMPLOYEE NAME	MODE OF JOINING	ZONE	OFFICE NAME	DESIGNATION NAME
300026	SANJIV KUMAR	Deputation	Default	HQ-Delhi	Chairman & Managing Director
305629	RABINDRA KUMAR AGARWAL	Deputation	Default	HQ-Delhi	Executive Director
300027	BIJAY KUMAR SINGH	Deputation	Default	HQ-Delhi	Executive Director
200006	SURESH	Deputation	Default	HQ-Delhi	Assistant Grade - II
297241	OM PRAKASH	Deputation	North Zone	RO PANCHKULA	General Manager
287434	NAZEEM RD	Deputation	South Zone	ZO (SOUTH) - CHENNAI	Executive Director
141952	KAILASH CHAND	Direct Recruitment	Default	HQ-Delhi	Driver Mechanic
305559	OM PRAKASH GOYAL	Direct Recruitment	Default	HQ-Delhi	General Manager
105001	LAXMI NARAYAN	Direct Recruitment	Default	HQ-Delhi	Manager
182873	VANDNA CHANDRA	Direct Recruitment	Default	HQ-Delhi	Manager

Showing 1 to 10 of 1,426 entries. Page 1 of 143.

Figure 4-178: Generate Adhoc Letter - Generated Adhoc Report

4.7 Sanction of Telephone

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

4.7.1 Navigation

For ESS – Employee Dashboard:

Left Navigation: Core HR >> Telephone Sanction Request

For MSS – Manager Dashboard:

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

4.7.2 SLA

2 Days

4.7.3 Landing Page

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

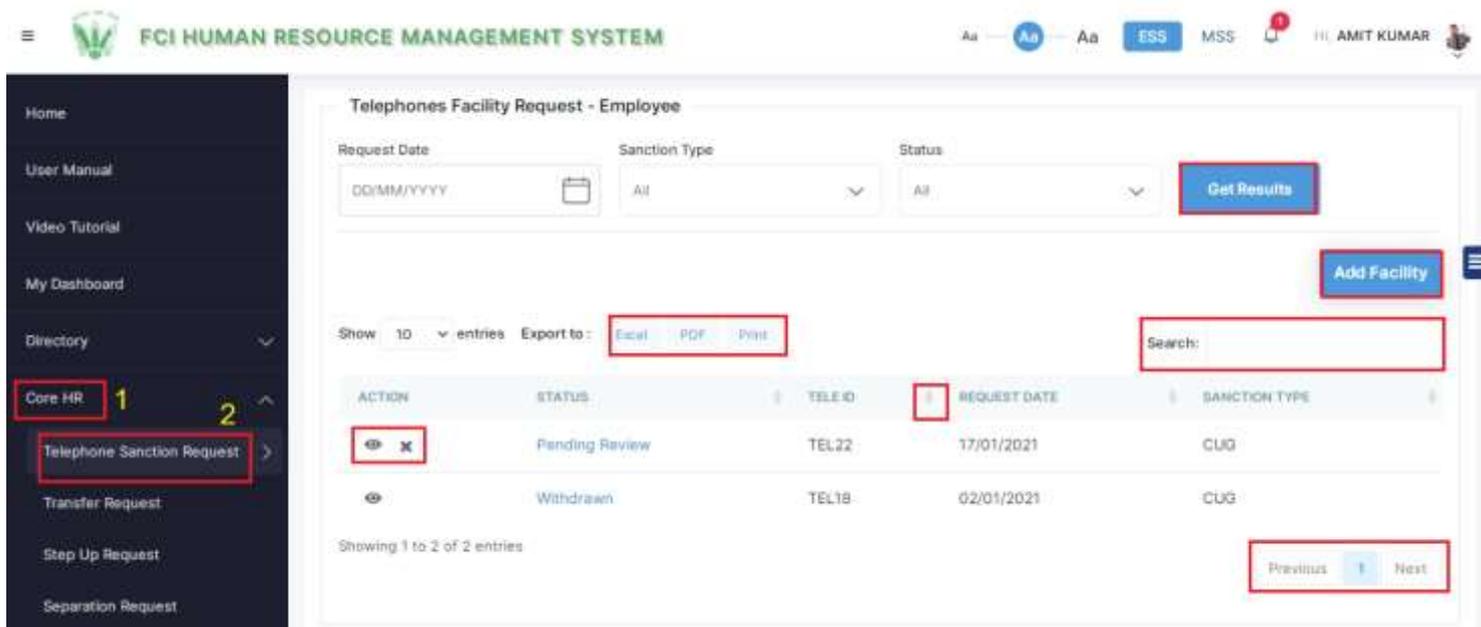


Figure 4-143: Telephone Facility Request - Employee

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

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

4.7.4 Add Device Sanction Request

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



New Device Sanction Request

Request Date: 2021/01/20 | Sanction Type: CUG

CUG

Employee Mobile Number: Enter Mobile Number | Allowance: Enter Allowance

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

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

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

I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCI.

Remarks: [Text Area]

Supportive Document: [Upload Document] [Upload]

[Submit] [Cancel]

Figure 4-179: New Device Sanction Request

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

Telephones Facility Request - Employee

Request Date: DD/MM/YYYY | Sanction Type: All | Status: All | [Get Results]

[Add Facility]

Show: 10 entries | Export to: Excel PDF Print | Search: [Text Box]

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

Showing 1 to 2 of 2 entries | [Previous] 1 [Next]

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



4.7.5 View Device Sanction Request

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

Employee Request View

TELE ID TEL22	Employee Name AMIT KUMAR
Request Date 2021-01-17	Employee Number 999999999
Sanction Type CUG	Division Personnel
Mobile Brand MRP	Designation Manager
	Remarks xyz
	Supportive Document View Attachment

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

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

Figure 4-181: Employee Request View

In MSS:

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

Device Sanction Review Listing

Office Type: All | Office: All | Type: All | Status: All

[Get Results](#)

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

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

Figure 4-182: Device Sanction Review Listing

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

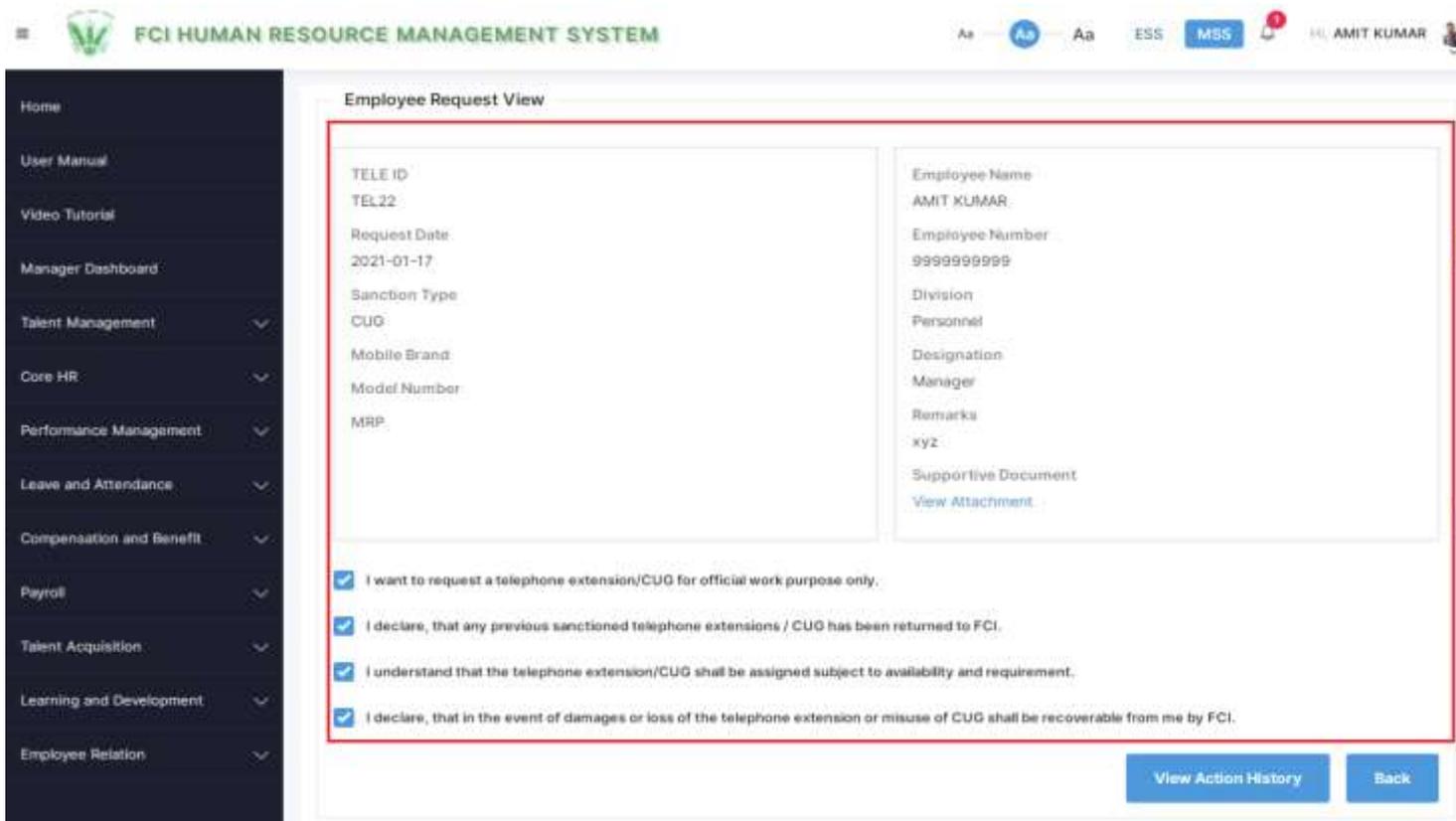


Figure 4-183: Employee Request View

Further the User can:

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

4.7.6 Dispatch – Device Sanction Request

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



to navigate to detail page as shown in Figure below:



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Home | User Manual | Video Tutorial | Manager Dashboard | Talent Management | Core HR | Masters | Request | Policy and Alerts | Appointment and Verification | Employee Profile | Employee Records Management | Transfers and Employee Movement | Device Sanction Approval | Shipping Up Approval | Fixation of Pay | Employee Separation Management | Reports | Performance Management | Compensation and Benefits | Payroll | Talent Acquisition

Telephones_facility / Approve

TELE ID: TEL30
Request Date: 2021-03-01
Sanction Type: Telephone
Mobile Brand: MHP
Model Number: MHP

Employee Name: AMITABH KUMAR
Employee Number: [REDACTED]
Division: Personnel
Designation: Assistant General Manager
Remarks: OK
Supportive Document: View Attachment

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

[View Action History](#)

Dispatch To: RANEAL JAIN

Dispatcher Remarks: OK

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

S.N.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Revert Dispatch Cancel

Figure 4-184: Telephone_facility / Approve

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

- Click on [View Action History](#) to open the Action History which reflects the approval routing for the specific transaction.
- Click on [Add](#) to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on [Dispatch](#) button to submit the review with details to the concerned reviewer selected as shown in **DISPATCH TO field** such that the transaction is forwarded to the next selected reviewer in the reviewing



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



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



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

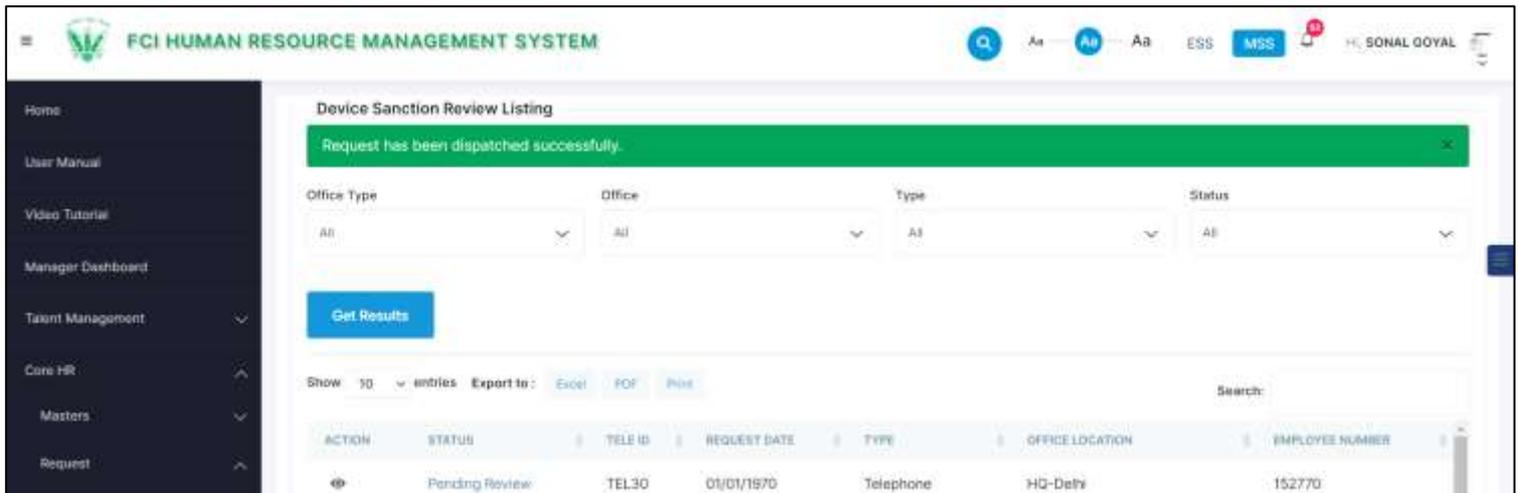


Figure 4-185: Device Sanction Review Listing – Success Message

4.7.7 Review Device Sanction Request

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

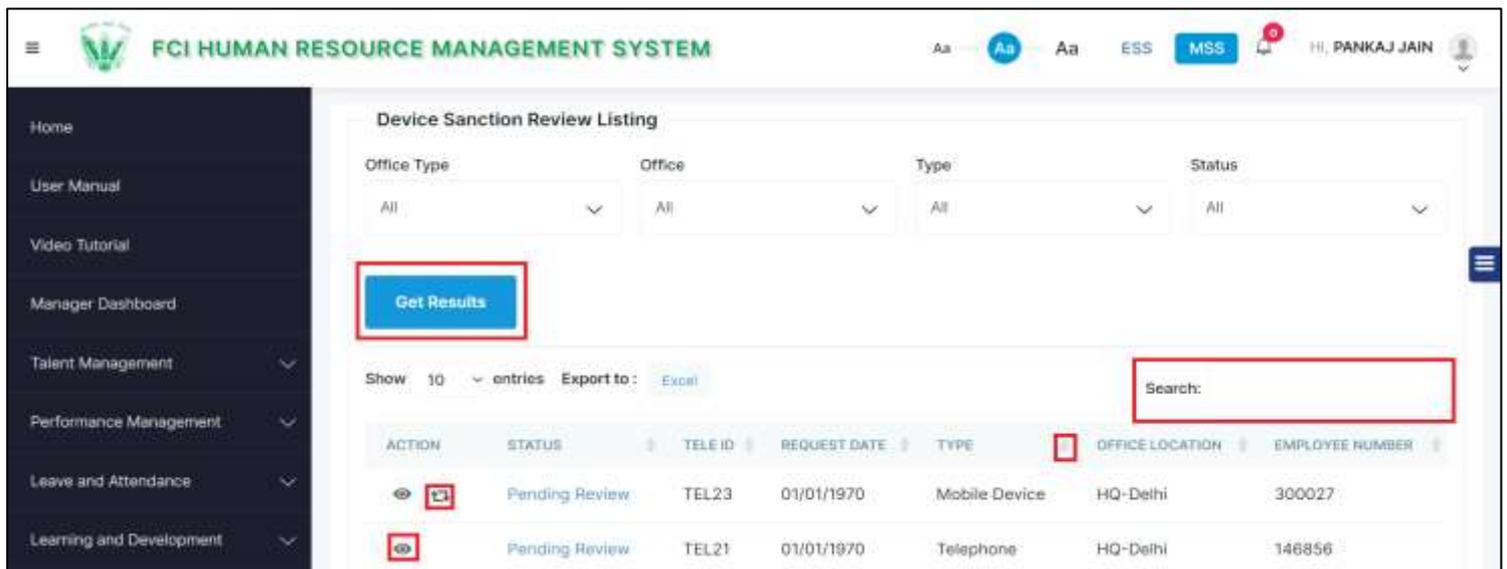


Figure 4-186: Device Sanction Review Listing



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

Figure 4-187: Telephone_facility/ Review

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval



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

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



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



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

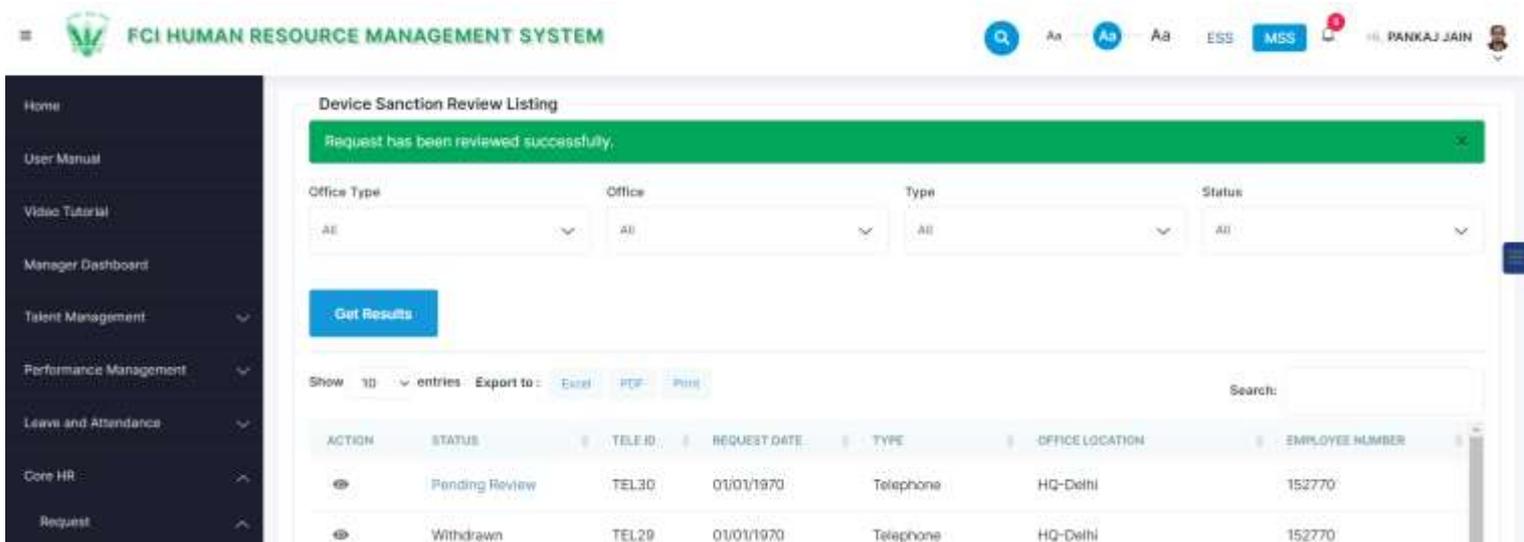


Figure 4-188: Device Sanction Review Listing – Success Message

4.7.8 Approve Device Sanction Request

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



Figure 4-189: Device Sanction Approval Listing

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.
- Click on  to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.
- Click on  to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval



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



- Click on  to navigate back to Approval Listing Page.

The screenshot displays the 'Telephones_facility / Approve' page in the FCI Human Resource Management System. The interface includes a dark sidebar menu on the left with options like Home, User Manual, Video Tutorial, Manager Dashboard, Talent Management, Performance Management, Leave and Attendance, Core HR, Transaction, Appointment and Verification, Transfers and Employee Movement, Device Sanction Approval, Stepping Up Approval, Fixation of Pay, Employee Separation Management, Compensation and Benefit, and Employee Relation. The main content area shows a form for approving a telephone extension request. The form includes fields for TELE ID (TEL23), Request Date (2021-01-20), Sanction Type (Mobile Device), Mobile Brand (Samsung), Model Number (S20), and MRP (5000). It also includes fields for Employee Name (BIJAY KUMAR SINGH), Employee Number, Division (Personnel), Designation (Executive Director), Remarks, and Supportive Document. There are four checked checkboxes for declarations: 'I want to request a telephone extension/CUG for official work purpose only.', 'I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.', 'I understand that the telephone extension/CUG shall be assigned subject to availability and requirement.', and 'I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCI.'. A 'View Action History' button is located to the right of the checkboxes. Below the checkboxes is an 'Approver Remarks' text area. The 'Supportive Document' section includes an 'Enter Document Name' field, an 'Upload Document' button, and 'Upload' and 'Add' buttons. At the bottom, there is a table with columns for S.NO., DOCUMENT NAME, SUPPORTIVE DOCUMENT, and ACTION, and buttons for 'Add Reviewer', 'Selective Revert', 'Approve', 'Reject', and 'Cancel'.

Figure 4-190: Telephone_facility / Approve

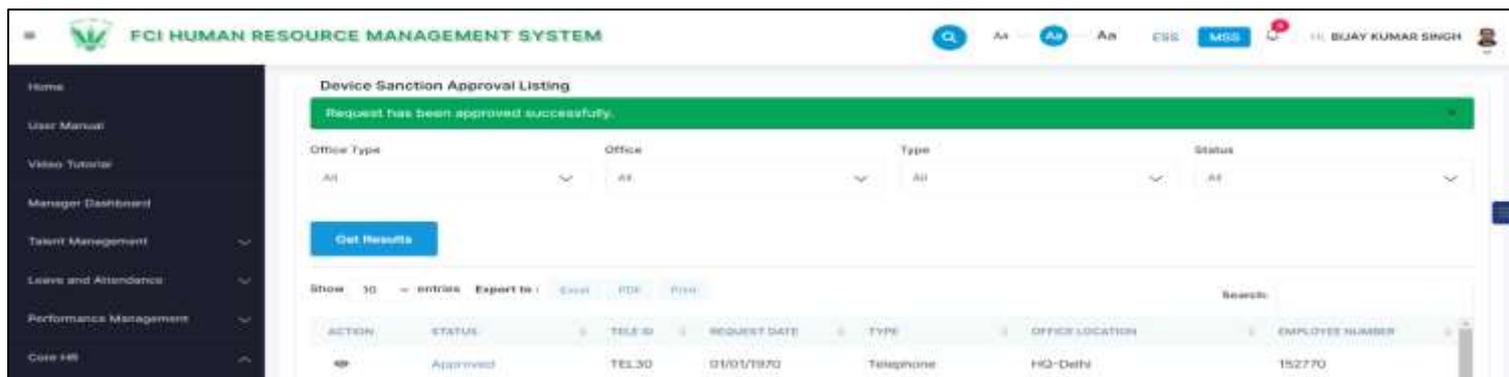


Figure 4-154: Device Sanction Approval Listing – Success Message

4.8 Stepping Up Pay

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

4.8.1 Navigation

ESS Navigation: Core HR >> Step Up Request

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

4.8.2 SLA

2 Days

4.8.3 Landing Page

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

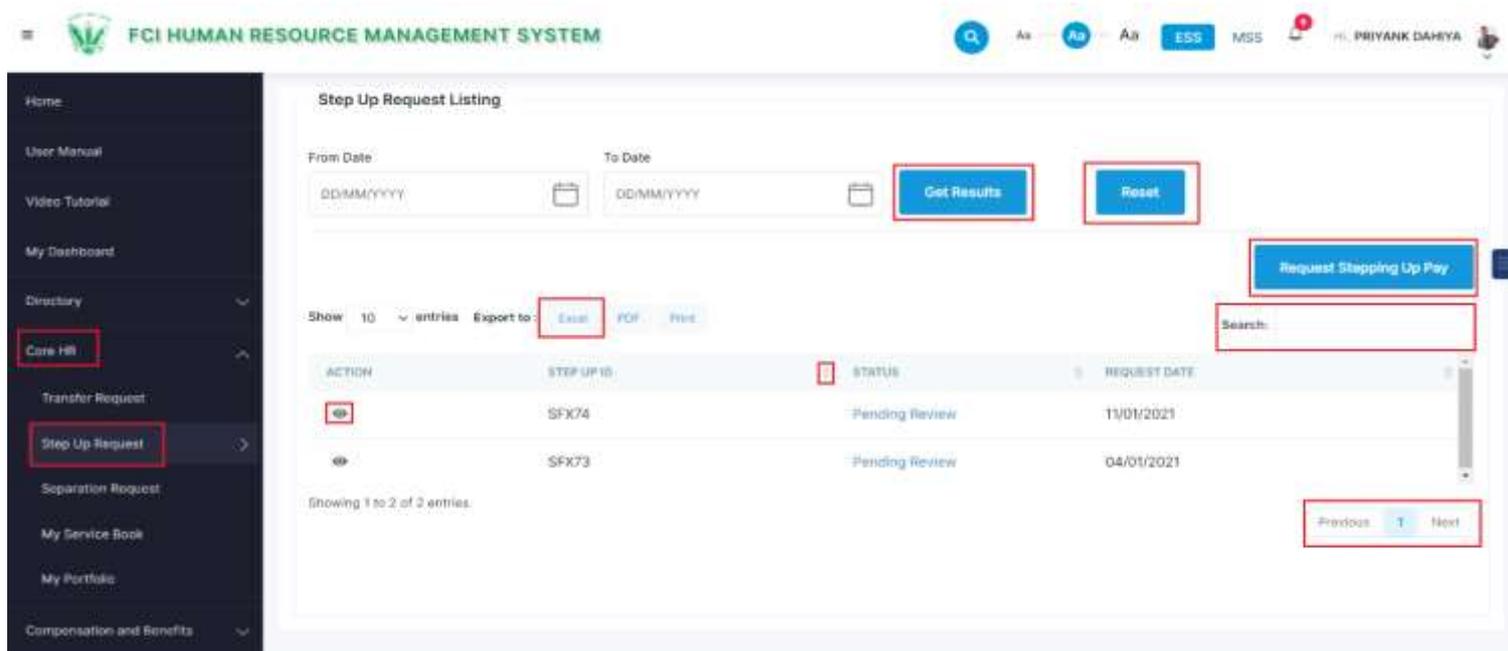


Figure 4-191: Step Up Request Listing



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

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

4.8.4 Step Up Request

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

The screenshot shows the 'Stepping Up Pay Request' form. The form has a sidebar on the left with navigation options: Home, User Manual, Video Tutorial, My Dashboard, Directory, Core HR, Transfer Request, Step Up Request, and Separation Request. The main form area contains the following fields and elements:

- Name Of Employee Who Draws More Salary *** (1): A dropdown menu with 'JOYASHREE PAKHAY-285122' selected.
- Office**: 'DO. HOOGHLY'
- Division**: 'Stocks'
- Designation**: 'Assistant Grade - III'
- Remarks *** (2): A text area containing 'OK'.
- Declaration**: A checked checkbox with the text 'I Declare That As Per FCI Staff Regulation The Employee Mentioned is Drawing More Salary In Junior Capacity. *'
- Buttons** (3): 'Submit' and 'Cancel' buttons.

Figure 4-192: Step Up Pay Request

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

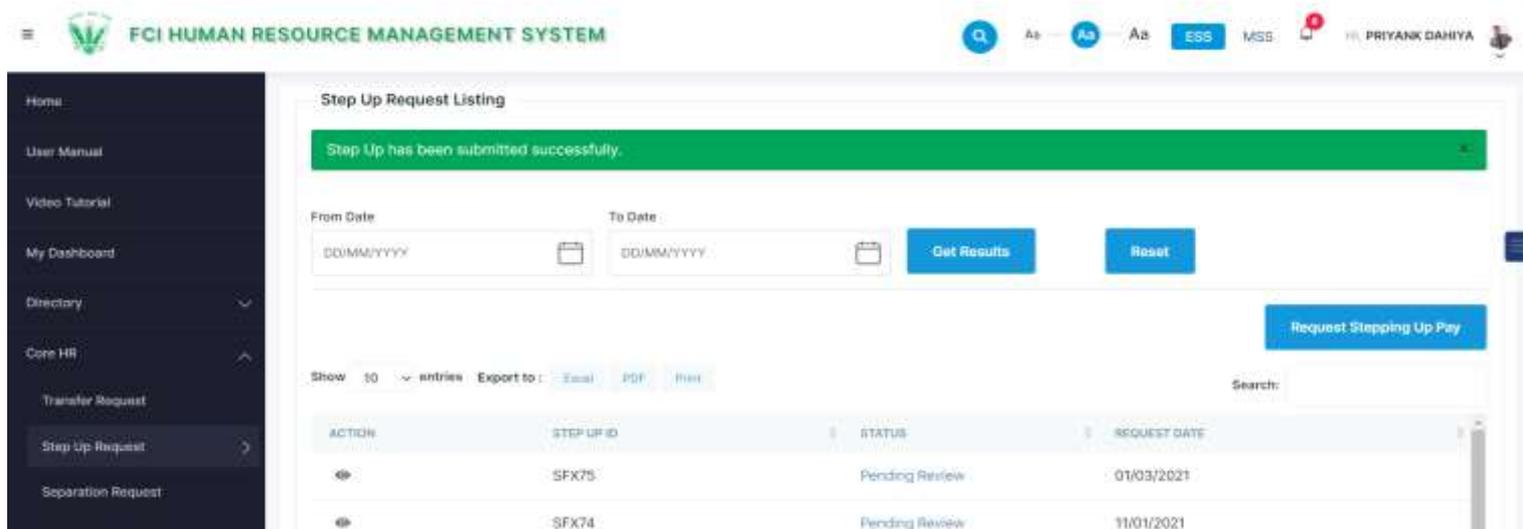


Figure 4-193: Step Up Request Listing – Success Message

4.8.5 Review Step Up Request

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

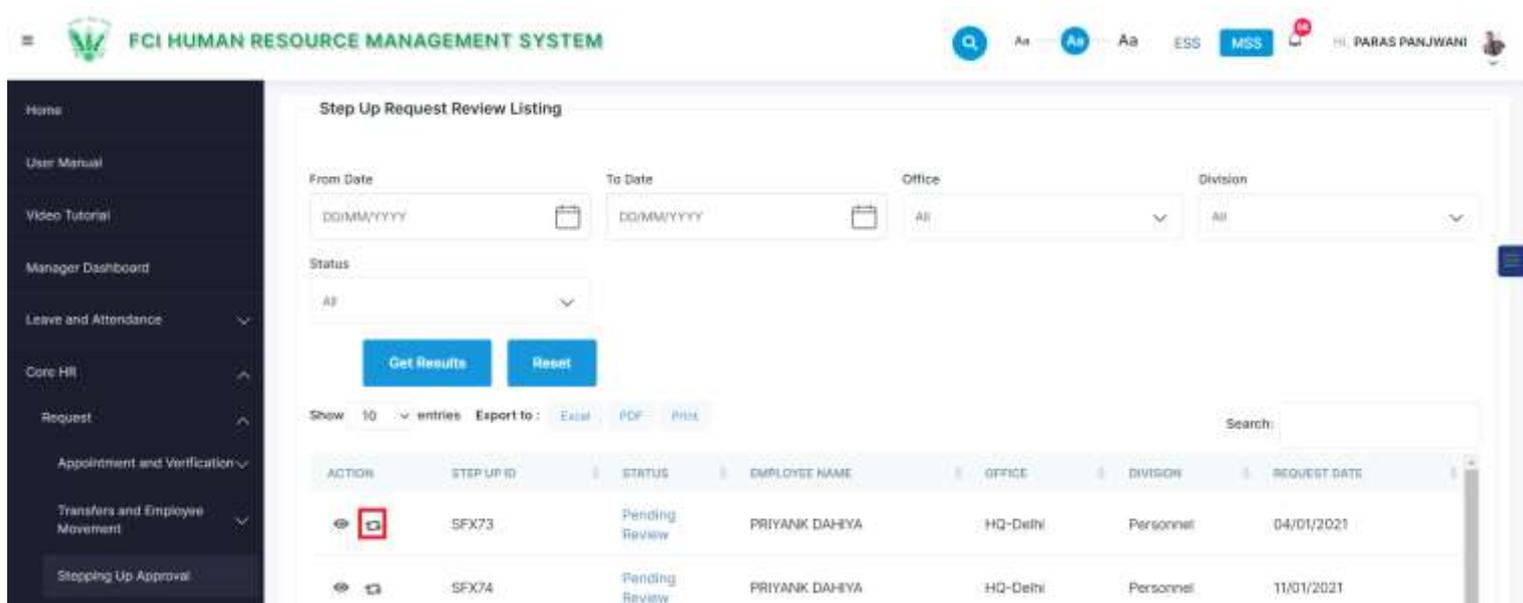


Figure 4-194: Step Up Request Review Listing

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



Figure 4-195: Review Step Up

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.
- Click on  button to submit the review with details such that the transaction is forwarded to the next reviewer in the reviewing authority or to the approving authority after final review. The status of the transaction shall change from **Pending Review** to **Pending Approval** once the final reviewer has reviewed the transaction and the same transaction is forwarded to approving authority for final approval.



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

4.8.6 Approve Step Up Request

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval page by following the navigation as mentioned in section 4.4.5.1 and click on  to open the Approval page as shown in Figure below

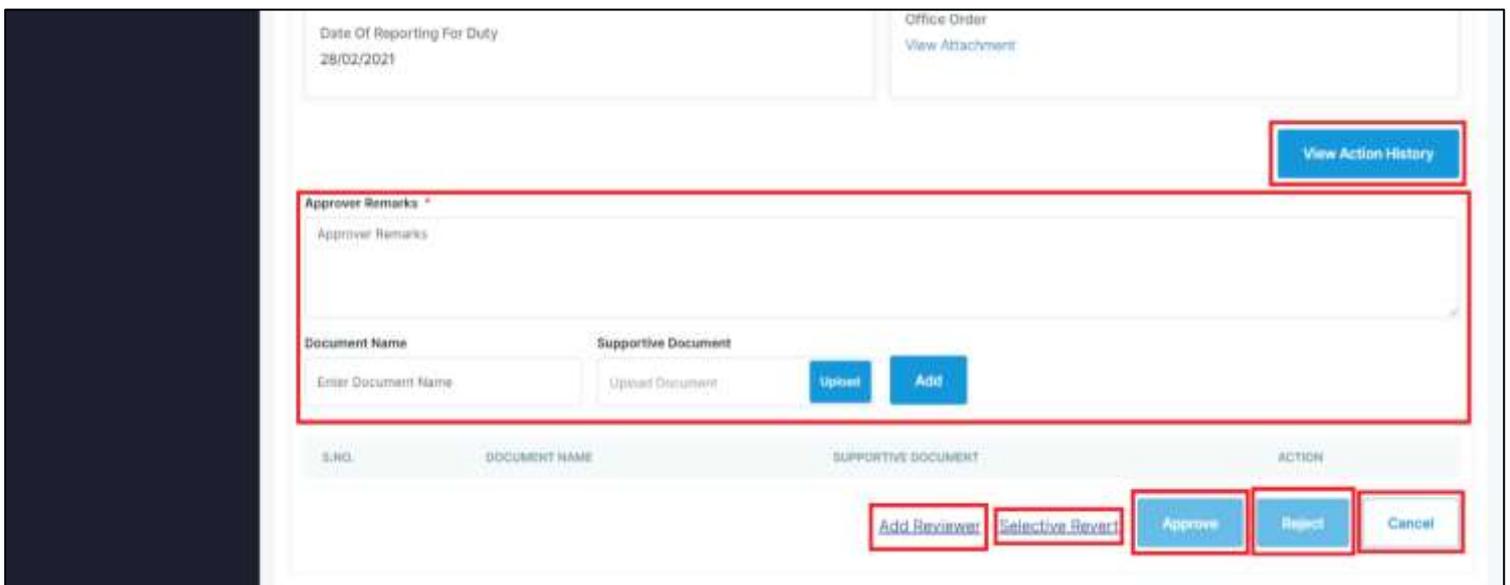


Figure 4-196: Approve Step Up Request

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



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



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

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



- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.1, please refer.
- Click on  to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.
- Click on  to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected**.
- Click on  to navigate back to Approval Listing Page.



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

4.9 Fixation of Pay

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

4.9.1 Navigation

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

4.9.2 SLA

2 Days

4.9.3 Landing Page

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



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Home | User Manual | Video Tutorial | Manager Dashboard | Talent Management | Performance Management | Leave and Attendance | Core HR | Request | Appointment and Verification | Employee Records Management | Transfers and Employee Movement | Device Sanction Approval | Stepping Up Approval | Fixation of Pay | Employee Separation Management | Reports | Compensation and Benefits | Payroll | Learning and Development | Employee Relation

Pay Fixation Listing

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

Compensation Processing Status: All | Source Of Changes: All

From Date: DD/MM/YYYY | To Date: DD/MM/YYYY

Get Results **Reset** **Initial Fixation**

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

ACTION	PF# ID	FIXATION STATUS	EMPLOYEE NAME	DIVISION	EFFECTIVE DATE	COMPENSATION PROCESSING STATUS	SOURCE OF CHANGES
	PFX1219	Pending Review	ABHJIT ASHOK AIARRAO	General	27/01/2021	Unprocessed	Increment
	PFX1220	Pending Review	RICHA	Finance	27/01/2021	Unprocessed	Increment
	PFX1213	Pending Review	KAUSHAL KISHOR PALIWAL	Finance	27/01/2021	Unprocessed	Increment
	PFX1214	Pending Review	DM PARKASH GOYAL	Engineering	27/01/2021	Unprocessed	Increment
	PFX1215	Pending Review	SANDEEP DEORA	Other	27/01/2021	Unprocessed	Increment
	PFX1216	Pending Review	MADHU BALA ATREJA	Personnel	27/01/2021	Unprocessed	Increment
	PFX1217	Pending Review	GOPAL KRISHAN CHAWLA	Personnel	27/01/2021	Unprocessed	Increment
	PFX1218	Pending Review	RAM RAJ MEENA	Personnel	27/01/2021	Unprocessed	Increment
	PFX1206	Pending Review	SAMEER KUMAR VERMA	Information Technology	27/01/2021	Unprocessed	Increment
	PFX1207	Pending Review	SANDEEP KUMAR SHARMA	Legal	27/01/2021	Unprocessed	Increment

Showing 1 to 10 of 539 entries

Previous 1 2 3 4 5 ... 54 Next

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Figure 4-198: Pay Fixation Listing

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

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



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

4.9.4 Initiate Fixation of Pay



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

Figure 4-199: Pay Fixation Proposal



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

Figure 4-200: Pay Fixation Listing – Success Message



4.9.5 Dispatch Fixation of Pay

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



to navigate to detail page as shown in Figure below:

Figure 4-201: Dispatch Fixation of Pay

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

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



Dispatch

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

Revert

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

Cancel

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

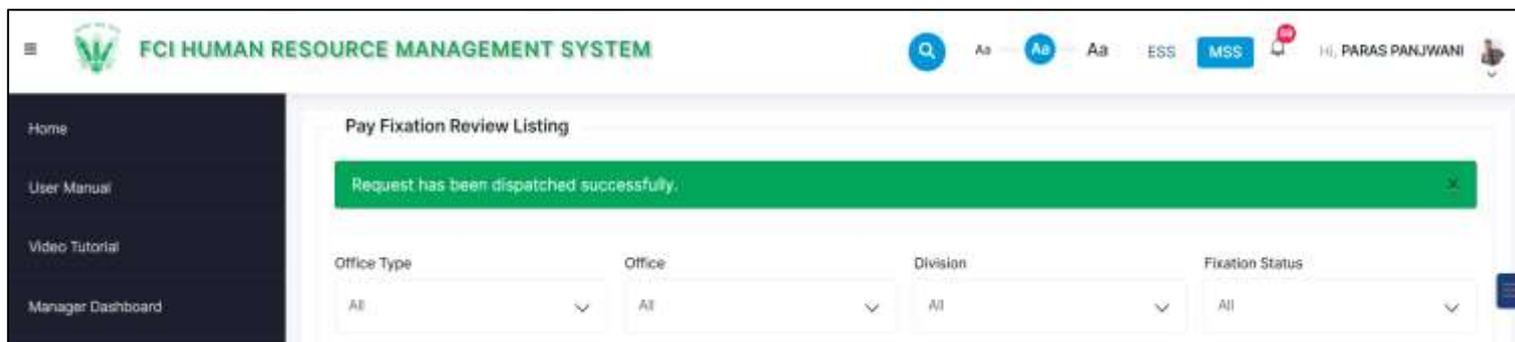


Figure 4-202: Pay Fixation Review Listing – Success Message

4.9.6 Review Fixation of Pay

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

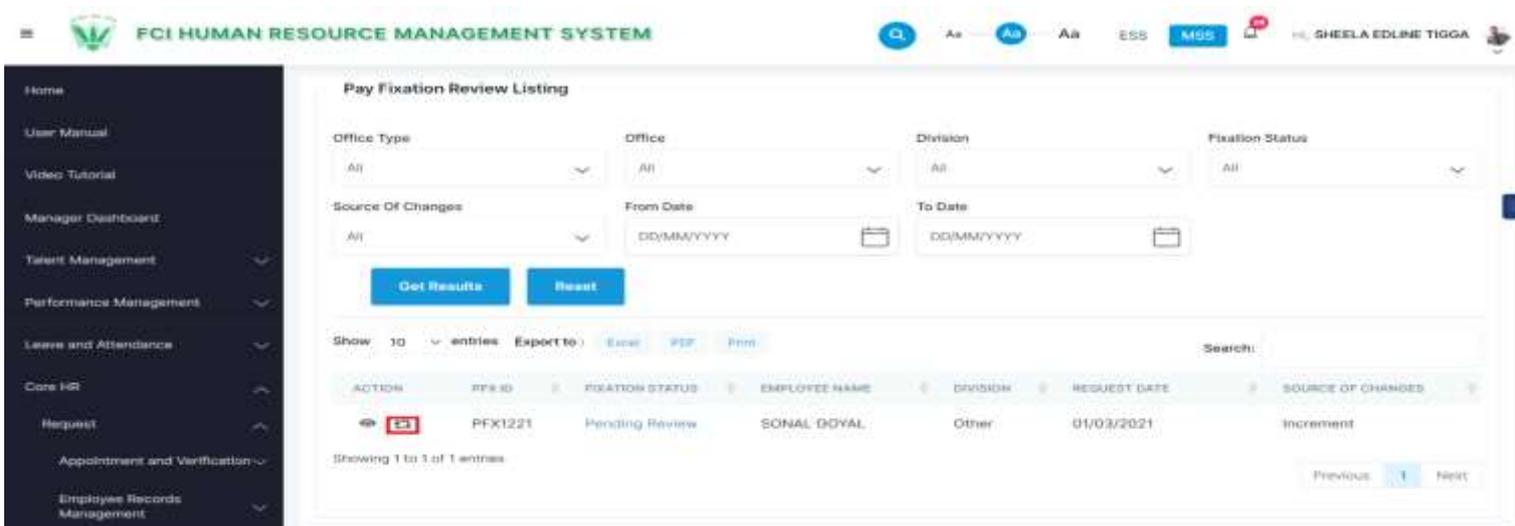


Figure 4-203: Pay Fixation Review Listing



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

Figure 4-204: Review Pay Fixation

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval



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

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



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



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

The screenshot shows the 'Pay Fixation Review Listing' interface. At the top, there is a green banner with the text 'Success! Request has been reviewed successfully.' and a close button (X). Below the banner, there are four dropdown menus for filtering: 'Office Type', 'Office', 'Division', and 'Fixation Status'. Each dropdown menu currently shows 'All' as the selected option.

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

4.9.7 Approve Fixation of Pay

To approve or reject the request forwarded by reviewing authority, the approving authority shall navigate to Approval page by following the navigation and click on  to open the Approval page as shown in Figure below



Figure 4-206: Pay Fixation Approval

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

- Click on  to open the Action History which reflects the approval routing for the specific transaction.
- Click on  to attach a new document in PDF format with a document name of not more than 5 MB
- Click on [Add Reviewer](#) link to open the additional reviewer popup where the existing reviewing authority can add another reviewer in the line of approval routing. Functionality explained in common functionality section 5.1.1, please refer.
- Click on [Selective Revert](#) link to open the selective revert popup from where the reviewing authority can send back the transaction to any reviewer who had previously reviewed the transaction. Functionality explained in common functionality section 5.1.2, please refer.
- Click on  to give approval on the transaction and On Approval Landing Page status of the transaction changes from **Pending Approval** to **Approved** as shown in Figure below.
- Click on  to give a rejection on the transaction and the User will not be able to resubmit the same transaction with updates. On Approval Landing Page status of the transaction changes from **Pending Approval** to **Rejected**.



- Click on  to navigate back to Approval Listing Page.



The screenshot shows a web interface titled "Pay Fixation Approve Listing". At the top, there is a green success message box with the text "Success! Request has been approved successfully." and a close button (X). Below the message, there are four dropdown menus for filtering: "Office Type" (set to "All"), "Office" (set to "All"), "Division" (set to "All"), and "Fixation Status" (set to "All"). A blue menu icon is visible on the right side of the interface.

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



5 Common Functionalities

5.1.1 Add Reviewer

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

To add an additional reviewer click on [Add Reviewer](#) link as shown below

The screenshot displays the 'Telephones_facility / Review' form in the FCI Human Resource Management System. The form is divided into two main sections: a left sidebar with navigation options and a main content area. The main content area contains the following elements:

- Form Fields:** TELE ID (TEL28), Request Date (2021-05-13), Sanction Type (CIUG), Mobile Brand, Model Number, MRP, Employee Name (AMIT KUMAR), Employee Number (999999999), Division (Personnel), Designation (Manager), Remarks (NA), and Supportive Document (View Attachment).
- Checkboxes:** Four checkboxes are checked, indicating agreement with the following statements:
 - I want to request a telephone extension/CUG for official work purpose only.
 - I declare, that any previous sanctioned telephone extensions / CUG has been returned to FCI.
 - I understand that the telephone extension/CUG shall be assigned subject to availability and requirement.
 - I declare, that in the event of damages or loss of the telephone extension or misuse of CUG shall be recoverable from me by FCI.
- Buttons:** A 'View Action History' button is located on the right side of the form.
- Reviewer Remarks:** A text area labeled 'Reviewer Remarks' with a '*' symbol.
- Document Management:** A section for 'Supportive Document' with an 'Enter Document Name' field, an 'Upload Document' button, and 'Upload' and 'Add' buttons.
- Table:** A table with columns: S.No, DOCUMENT NAME, SUPPORTIVE DOCUMENT, and ACTION.
- Action Buttons:** At the bottom, there are buttons for 'Add Reviewer' (highlighted with a red box), 'Selective Revert', 'Review', 'Revert', and 'Cancel'.

Figure 5-18: Initiate Add Reviewer



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

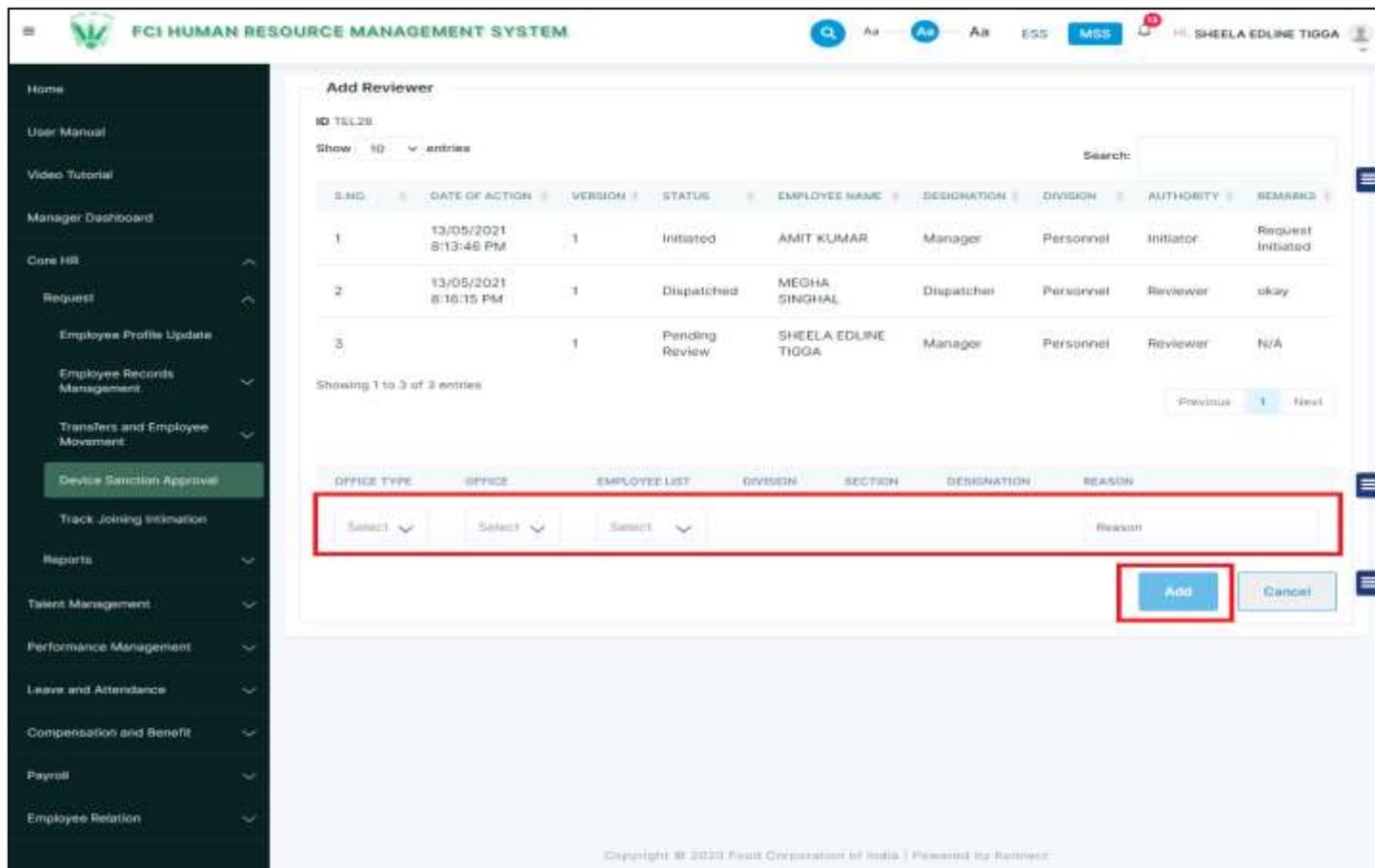


Figure 5-29: Add Reviewer

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



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



Device Sanction Review Listing

Reviewer has been added successfully.

Office Type: All | Office: All | Type: All | Status: All

[Get Results](#)

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

ACTION	STATUS	TELE ID	REQUEST DATE	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER
	Pending Review	TEL28	01/01/1970	CUG	HQ-Delhi	280072
	Withdrawn	TEL27	01/01/1970	CUG	HQ-Delhi	280572
	Reverted	TEL23	01/01/1970	Telephone	HQ-Delhi	152770
	Reverted	TEL24	01/01/1970	Data Card	HQ-Delhi	152770
	Approved	TEL25	01/01/1970	CUG	DD SAMASTIPUR	291586
	Pending Review	TEL26	01/01/1970	CUG	ZO (EAST) -KOLKATA	178647

Showing 1 to 6 of 6 entries.

Previous 1 Next

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Figure 5-310: Reviewer Added Successfully

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



5.1.2 Selective Revert

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

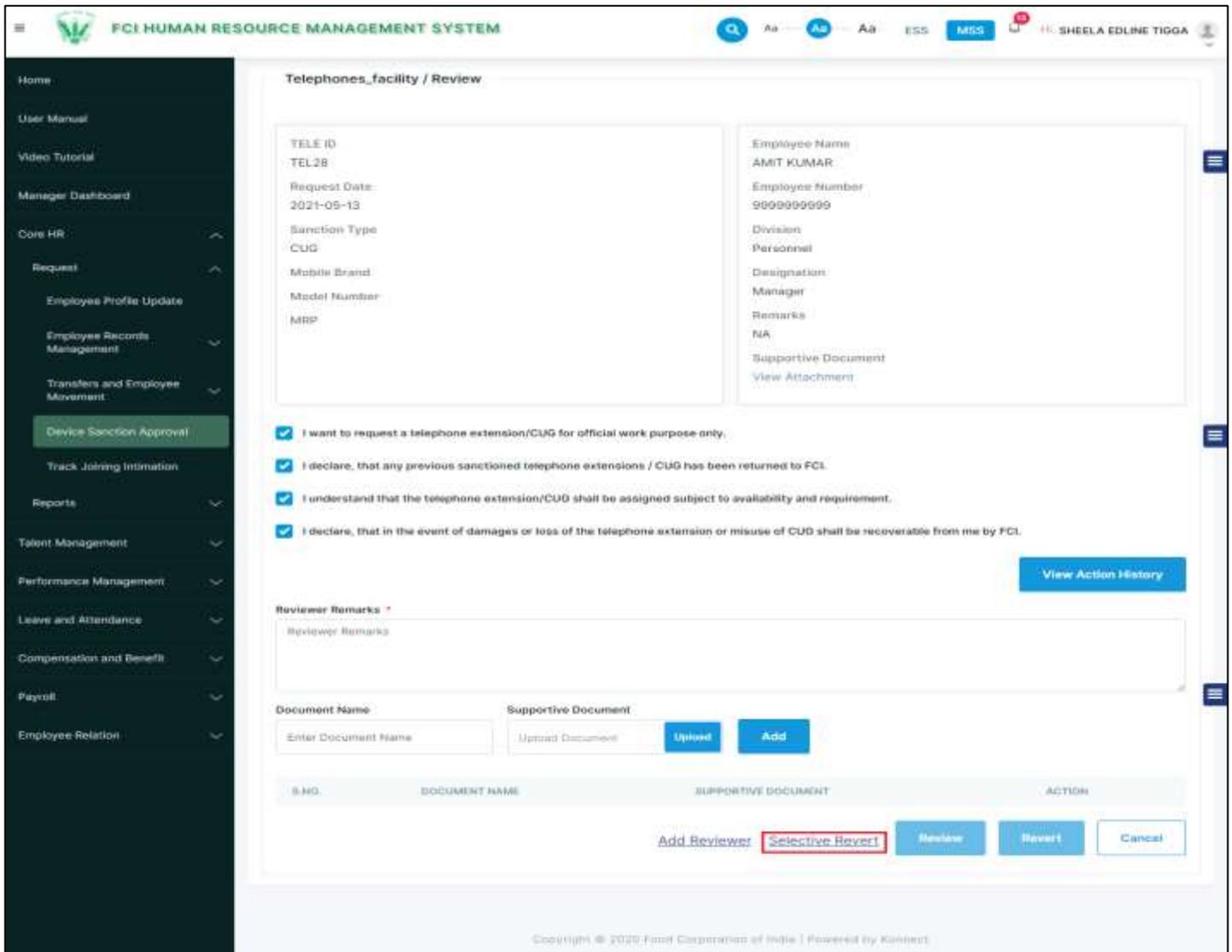


Figure 5-411: Initiate Selective Revert

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

on  button.



ID	TEL28	S.NO.	DATE OF ACTION	ACTION	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY
<input type="checkbox"/>		1	13/05/2021 8:13:46 PM	Initiated	AMIT KUMAR	Manager	Personnel	Initiator
<input type="checkbox"/>		2	13/05/2021 8:16:15 PM	Dispatched	MEDHA SINGHAL	Dispatcher	Personnel	Reviewer
<input checked="" type="checkbox"/>		3	13/05/2021 8:21:14 PM	Reviewed	SHEELA EDLINE TIGGA	Manager	Personnel	Reviewer
<input type="checkbox"/>		4	13/05/2021 8:22:50 PM	Reviewed	RAM RAJ MEENA	Assistant General Manager(EH)	Personnel	Reviewer
<input type="checkbox"/>		5		Pending Review	RAJESH KUMAR	General Manager(EH)	Personnel	Reviewer

Reason *

Enter Reason

Revert Cancel

Figure 5-512: Selective Revert

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

Request has been reverted.

Office Type: All | Office: All | Type: All | Status: All

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

ACTION	STATUS	TELE ID	REQUEST DATE	TYPE	OFFICE LOCATION	EMPLOYEE NUMBER
	Pending Review	TEL28	01/01/1970	CUG	HQ-Delhi	290572
	Withdrawn	TEL27	01/01/1970	CUG	HQ-Delhi	290572
	Approved	TEL25	01/01/1970	CUG	DO SAMASTIPUR	291585
	Pending Review	TEL26	01/01/1970	CUG	ZO (EAST) -KOLKATA	178847

Showing 1 to 4 of 4 entries | Previous 1 Next

Figure 5-613: Selective Revert Successful



6 Troubleshooting and Support

6.1.1 Error Messages

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

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



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

Table 6-1: HTTP Status Error Codes

6.1.2 Frequently Asked Question

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

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



5	I am unable to submit a request due to “Unauthorized Access Error”	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
6	I am unable to open the HRMS application in my web browser	Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
9	Unable to open HRMS application in web browser	Please note that the HRMS application is compatible with the following browsers only: <ul style="list-style-type: none"> • Internet Explorer 11 and above • Google Chrome ver. 44 and above • Mozilla Firefox ver. 48 and above • Safari Browser ver. 5.1.7 and above In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
10	Unable to install the HRMS mobile application in Android/iOS mobile	Please note that the HRMS application is compatible with the following mobile OS versions: <ul style="list-style-type: none"> • Android KitKat (Ver. 4.4) and above • IOS 12 and above In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
11	I am unable to see the required information in the dropdowns and filters of HRMS application	The issue that the intended information is not available for data entry might be because: <ul style="list-style-type: none"> • Permission or Role not assigned for the employee. • Information has not been migrated into the HRMS application • Information has been modified after scheduled maintenance of HRMS



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



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

Table 6-2: Troubleshooting and Next Steps

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

7 Helpdesk

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