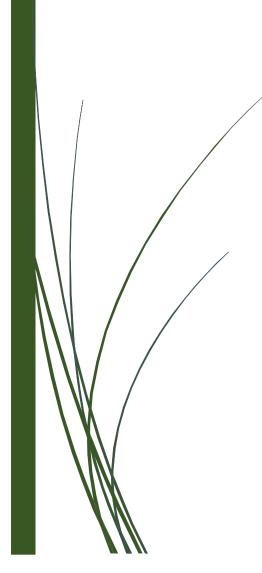
User Manual Template FCI HRMS

Module Name: Talent Management

Version: 0.1



Prepared By:	Mitika Bhaisora		
Business Owner:	Food Corporation of India		
Project Manager:	Arun Kumar Srivastava		







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Table of Contents

Li	st of Fig	ures	5
1	Introd	duction	7
	1.1	Objective	7
	1.2	Target Audience	
		5	
2	Overv	view	7
3	Gettir	ng Started	7
	3.1	Set Up Consideration	7
	3.2	Know Your Icons	
	3.3	User Access and Permissions	8
	3.4	Accessing the system / System Organization and Navigation (Login, ESS and MSS)	۵
	3.5	Exiting the System	
	3.6	HRMS Login Configuration	
	5.0		10
4	Using	the System	14
	4.1	Competency Type Master	14
	4.1.1	Navigation	14
	4.1.2	2 SLA	14
	4.1.3	B Landing Page	14
	4.1.4	Add Competency Type	15
	4.1.5	Edit Competency Type	16
	4.2	Competency Master	17
	4.2.1	Navigation	17
	4.2.2	2 SLA	17
	4.2.3	B Landing Page	18
	4.2.4	Add Competency	19
	4.2.5	5 Edit Competency	20
	4.3	Competency Mapping	21
	4.3.1	Navigation	21
	4.3.2	2 SLA	21
	4.3.3	B Landing Page	21
	4.3.4	Create Mapping	23
	4.3.5	Edit Competency Mapping	23
	4.4	Designation Wise Planning Master	24
	4.4.1	Navigation	24
	4.4.2	2 SLA	24
	4.4.3	B Landing Page	24
	4.4.4		
	4.4.5		
	4.5	Designation Wise Planning Sanction Calculation	
	4.5.1		
	4.5.2	2 SLA	27



	4.5.3	Landing Page	27
	4.5.4	Add Sanction Calculation	
	4.5.5	Edit Sanction Calculation	29
	4.6 DR	and PR Bifurcation Master	
	4.6.1	Navigation	30
	4.6.2	SLA	
	4.6.3	Landing Page	30
	4.6.4	Add DR PR Bifurcation	32
	4.6.5	Edit DR PR Bifurcation	32
	4.7 DR	and PR Calculation Master	33
	4.7.1	Navigation	33
	4.7.2	SLA	33
	4.7.3	Landing Page	33
	4.7.4	Add DR PR Calculation	35
	4.7.5	Edit DR PR Calculation	35
	4.8 Mai	npower Planning	36
	4.8.1	Navigation	36
	4.8.2	SLA	36
	4.8.3	Landing Page	36
	4.8.4	Initiate Manpower Planning	38
	4.8.5	Edit Manpower Planning	38
	4.9 Car	eer Planning	39
	4.9.1	Navigation	39
	4.9.2	SLA	39
	4.9.3	Landing Page	39
	4.9.4	Initiate Career Plan	41
	4.9.5	Approve Career Plan	
	4.9.6	View Action History	44
5	Troublesh	ooting and Support	46
	5.1.1	Error Messages	46
	5.1.2	Frequently Asked Question	
6	Helpdesk		51



List of Figures

Table 3-1 Icons 8
Table 3-2: User Profile and Permissions
Table 3-3 User Profile and Roles 8
Figure 3-1 Login Screen
Figure 3-2 Home Page 10
Figure 3-3 ESS - Employee Dashboard 11
Figure 3-4 Manager Dashboard 12
Figure 3-5 : Logout
Figure 4-1: Competency Type Master15
Figure 4-2: Add Competency Type15
Figure 4-3: New Competency Type Added16
Figure 4-4: Edit Competency Type 17
Figure 4-5: Existing Competency Type Detail Updated
Figure 4-6: Competency Master
Figure 4-7: Add Competency 19
Figure 4-8: New Competency Added 20
Figure 4-9: Edit Competency
Figure 4-10: Existing Competency Detail Updated21
Figure 4-11: Competency Mapping 22
Figure 4-12: Create Mapping
Figure 4-13: Edit Competency Mapping24
Figure 4-14: Designation Wise Planning Master
Figure 4-15: Add Designation wise Planning26
Figure 4-16: Edit Designation Wise Planning
Figure 4-17: Designation Wise Sanction Calculation Master
Figure 4-18: Add Sanction Calculation



Figure 4-19: Edit Sanction Calculation
Figure 4-20: DR PR Bifurcation Master
Figure 4-21: Add DR PR Bifurcation
Figure 4-22: Edit DR PR Bifurcation
Figure 4-23: DR PR Calculation Master
Figure 4-24: Add DR PR Calculation
Figure 4-25: Edit DR PR Calculation
Figure 4-26: Manpower Planning
Figure 4-27: Initiate Manpower Planning
Figure 4-28: Edit Manpower Planning 39
Figure 4-29: Career Planning
Figure 4-30: Initiate Career Plan
Figure 4.31: Career Planning Approver's Landing42
Figure 4-32: Approve Career Plan
Figure 4-33: Action History 44
Figure 4-34: Action History View 46
Figure 5-1: Validation Error: Duplicate Record
Figure 5-2: Validation Error: Mandatory Field Empty 46
Table 5-1: HTTP Status Error Codes
Table 5-2: Troubleshooting and Next Steps 51



1 Introduction

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

1.1 Objective

The following objectives shall be fulfilled with the user manual

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

1.2 Target Audience

FCI Officers and FCI Employees

2 Overview

Talent Management functions such as talent identification with respect to employee competencies, manpower planning, pooling/movement of employees to optimize talent, employee engagement, succession management, and more will be taken care either through the government's directives or through internal policies. However, Talent Management does not exist currently, it will be a completely new process to help FCI towards manpower planning and career and succession planning of employees. The goal of the HRMS application is to help streamline processes such as recruitment, performance management, learning and development, and workforce planning and to make them more efficient as well as user-friendly.

3 Getting Started

3.1 Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

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

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

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

Firefox 3.6+, Safari 4+ on Mac 10.5.7+

3.2 Know Your Icons

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



Icons	Descriptions
ľ	It will allow editing a record.
t]	It will allow reviewing the submitted record/request.
*	It will allow approving the submitted record/request.
۲	It will allow viewing the details of the record/request in readable form.
0	It will allow processing a request like Annual Increment of the
	employee.
+	It will allow defining the employee compensation i.e. salary break-up of
	new joined employee's.
Ø	It will allow viewing the uploaded document.
	It will allow editing a Master (Configuration)/Transactions (Activities)
	records.

Table 3-1 Icons

3.3 User Access and Permissions

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

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

Table 3-2: User Profile and Permissions

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

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

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

Table 3-3 User Profile and Roles

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



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

• User shall access the HRMS application as per the shared website address (URL) and provide the credentials in the form Login ID (Employee Number) and Password as shared by FCI Computer/IT section as shown in Figure 3-1



FCI HRMS	
Sign into your Account	Download User manual
Login ID :	
Login ID	
Password :	Forgot Password?
Password	۲
123456 Enter Captcha As Shown Above	17. ¹²
SIGN IN	
Cardex Applicati	on Link \rightarrow

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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

रवाह **FCI HRMS User Manual Version 0.2** FCI HRMS ESS MSS Aa Hi, AMIT KUMAR - 🐊 Aa Aa HAPPY NEW YEAR 2021 😊 😌 Welcome AMIT KUMAR ₹ ř Dashboard Reimbursement Leave ìÌÌÌ Ø 8888 Reports Training **Policies And Circulars** ¥8 'nΠ Performance Directory Help Survey

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 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

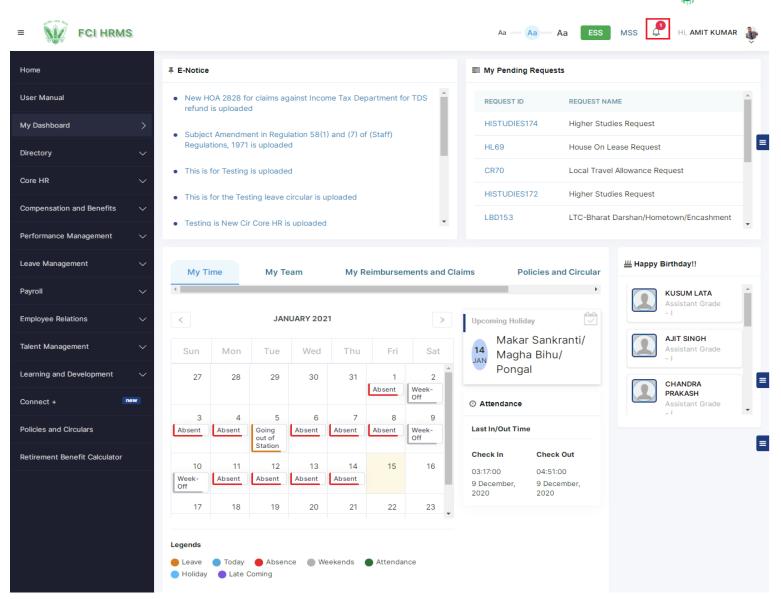


Figure 3-3 ESS - Employee Dashboard

• If an employee has been assigned the roles and responsibilities of a manager or competent

authority, then by clicking the IInk 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.

		versio		-								
FCI HRMS									Aa	— Aa — A	a ESS MSS	Hi, AMIT KU
	Rem	inders For	Pending F	Requests					To-D	o-List		
	Due To	day	0 out	of 0							No Record found	
	Due Da	te Approachi	ng 0 out	of 0								
	Due Da	te Expired	0 out	of 0								
ice												
agement	Cale	nder							Biomet	ric		
enefit			JAL	IUARY 20	21		:	•				Team Orga
	Su	n Mon	Tue	Wed	Thu	Fri	Sat					
	. 2	7 28	29	30	31	1	2	*				
						Absent	Week- Off					
pment		3 4	5	6	7	8	9					
	Abse	nt Absent	Going out of Station	Absent	Absent	Absent	Week- Off					
	1	0 11	12	13	14	15	16					
	Week	- Absent	Absent	Absent	Absent			۰.	PF	RESENT	ABSENT	ON LEAVI
		7 18	19	20	21	22	23	•		0	6	0

Figure 3-4 Manager Dashboard

3.5 Exiting the System

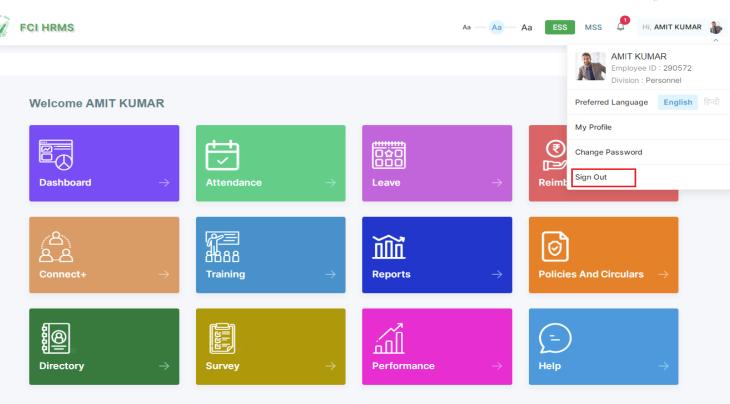
When the employee would like to exit from the HRMS application, then employee shall click

Sign Out

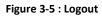
to log out of the system as shown in Figure 3-5

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

3.6 HRMS Login Configuration

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

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

These are timeout settings implemented at Key cloak IAM interface.



4 Using the System

Talent Management functions such as talent identification with respect to employee competencies, manpower planning, pooling/movement of employees to optimize talent, employee engagement, and more will be taken care either through the government's directives or through internal policies. However, Talent Management does not exist currently; it will be a completely new process to help FCI towards manpower planning and career planning of employees. The goal of the HRMS application is to help streamline processes such as recruitment, performance management, learning and development, and workforce planning and to make them more efficient as well as user-friendly.

4.1 Competency Type Master

Competency Type Master will allow the Personnel division to set up the competency types. Competency types are created to make a broader unit for different competencies to fit in so as to fulfill the work expectations in the FCI. This will allow the user to create a system wherein the competency types can be added.

4.1.1 Navigation

Left Navigation: Talent Management >>Masters >> Competency Type Master

4.1.2 SLA

NA

4.1.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.1.1 to reach the Competency Type Master Landing Page as shown in Figure 4.1

FCI HRMS			Aa Aa	Aa ESS	MSS 🧢 HI, AMIT KUMAR 🐞
Home	Competency Type Master				
User Manual	Status				
Manager Dashboard	Select 🗸	Get Results			
Talent Management 1 🧥					Add Competency Type
Masters 2 ^	Show 10 v entries Export to :	Excel PDF Print		Search	
	COMPETENCY TYPE ID			STATUS	
Competency Master	COT5	Interpersonal	Active	Approved	•
Competency Mapping	COT7	Functional	Active	Approved	• 🖉
Designation Wise Planning Master	COT15	Production	Active	Approved	• 7
Designation Wise Planning Sanction Calculation	СОТ9	Technical	Inactive	Approved	۲
DR and PR Bifurcation	COT14	Communication	Active	Approved	• 3
DR and PR Calculation Master	COT13	Dependency	Active	Approved	۰ ک
Transactions 🗸 🗸	COT11	Data	Inactive	Approved	• 7
Core HR 🗸 🗸	COT12	Admin10	Active	Approved	• 7
.eave and Attendance \sim	СОТ6	Administration	Active	Approved	• 7
Performance Management 🛛 🗸 🗸	СОТ8	Depot	Inactive	Approved	• 7
Compensation and Benefit \sim	Showing 1 to 10 of 12 entries				Previous 1 2 Next
Payroll 🗸					





Figure 4-1: Competency Type Master

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

•	Click on	Get Results	to a	pply 1	the availa	able filters.
•	Click on columns.	Excel PI	to e	xport	the tab	le records in Excel or PDF as per table
		Search:				
٠	Click on					to enter a search query that shall
	search th	e table reco	rds.			
•	Click on	🔶 to sor	t the tab	ole re	cords in	ascending order or descending order of
	entries.					
•	Click on	Previous	1	2	Next	to navigate table records
•	Click on	Add Comp	etency T	уре	to add a	a new record in the table as mentioned
	in Sectior	n 4.1.4 – Ado	Compe	tency	Туре.	

Click on *to edit an existing record in the table as mentioned in Section 4.1.5 – Edit Competency Type.*

4.1.4 Add Competency Type

Click on	Add Competency Type	to open the Add Competency Type as shown in Figure 4-2

= FCI HRMS	A	dd Competency Typ	e			Aa	ESS	MSS 💭 Hi, AI	MIT KUMAR
Home	Compete Is	Active *			×	1			
User Manual	Status	Select			\sim				
Manager Dashboard	Select	mpetency Type *							
Talent Management				Submit	Cancel			Add Compete	ency Type
Masters A	Show 10						Search:		
Competency Type >	COMPETENCY TYP	E ID 🔶	COMPETENCY TYPE	÷	IS ACTIVE	÷ :	STATUS	ACTION	
Competency Master	COT5		Interpersonal		Active		Approved	• 7	
Competency Mapping	COT7		Functional		Active		Approved	• 2	

Figure 4-2: Add Competency Type

Submit

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

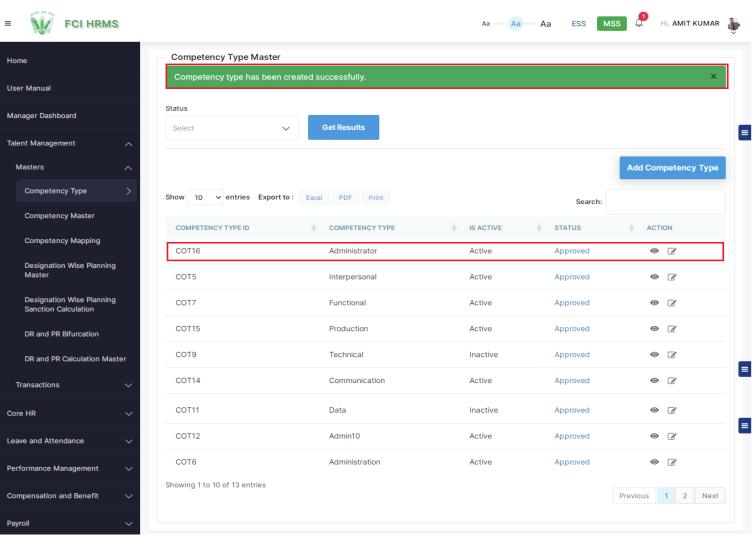


Figure 4-3: New Competency Type Added

4.1.5 Edit Competency Type

FCI HRMS		Edit Competency Type	-	Aa ESS M	SS 🖉 HI, AMIT KUMAR 🍓
	Compete	Competency Type ID	×		
	Status	COT16			
	Select	Inactive	~		
		Competency Type			Add Competency Type
	Show 10	Administrator		Search:	
	COMPETE	U	pdate Cancel	STATUS	
	COT16			Approved	• 2
	COT5	Interpersonal	Active		• 7
	СОТ7	Functional	Active		• 7
	COT15	Production	Active	Approved	• 2

Click on *to open Edit Competency Type as shown in Figure 4-4*

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Figure 4-4: Edit Competency Type

Update

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

= FCI HRMS			Aa — Aa	Aa ESS M	ISS 🔎 HI, AMIT KUMAR 🌡
Home	Competency Type Master			_	
User Manual	Competency Type has been u	updated successfully			×
Manager Dashboard	Status Select	Get Results			
Talent Management		Uet Results			
Masters ^					Add Competency Type
Competency Type >	Show 10 v entries Export to	Excel PDF Print		Search:	
Competency Master	COMPETENCY TYPE ID	COMPETENCY TYPE	SACTIVE	♦ STATUS	ACTION
Competency Mapping	COT16	Administrator	Inactive	Approved	• 2
Designation Wise Planning Master	COT5	Interpersonal	Active	Approved	• 3
Designation Wise Planning Sanction Calculation	COT7	Functional	Active	Approved	• 7
DR and PR Bifurcation	COT15	Production	Active	Approved	• 3
DR and PR Calculation Master	COT14	Communication	Active	Approved	• 7
Transactions 🗸 🗸	COT13	Dependency	Active	Approved	• 7
Core HR 🗸	COT11	Data	Inactive	Approved	• 7
Leave and Attendance \sim	COT12	Admin10	Active	Approved	• 7
Performance Management 🗸 🗸 🗸 🗸	COT6	Administration	Active	Approved	• 3
Compensation and Benefit \sim	Showing 1 to 10 of 13 entries				Previous 1 2 Next
Payroll 🗸					

Figure 4-5: Existing Competency Type Detail Updated

4.2 Competency Master

Competency Master will allow the Personnel division to set up the competency/skills, i.e., characteristics that would be required to fulfill the work expectations of various designations in the FCI. This will allow the user to create a system wherein competencies can be added according to their types. The various competencies existing will further be mapped with the designations in the FCI.

4.2.1 Navigation

Left Navigation: Talent Management >>Masters >> Competency Type Master

- 4.2.2 SLA
 - NA



4.2.3 Landing Page

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

= FCI HRMS			Aa — Aa — Aa	ESS MSS	📍 Hi, AMIT KUMAR 🌡
Home	Competency Master				
User Manual	Competency Type	Competency Name	Status		
Manager Dashboard	Select 🗸	Competency name	Select	∽ Get Resu	lits
Talent Management 1 ^					Add Competency
Masters 2	Show 10 v entries Export to :	Excel PDF Print		Search:	
Competency Type	COMPETENCY ID	ENCY TYPE 🔶 COMPETENCY NAM	1E 🔶 IS ACTIVE		
Competency Master 3 >	COM411	Food Preservation	n Active	Approved	• 7
Competency Mapping	COM412	Food Movement	Active	Approved	• 2
Designation Wise Planning Master	COM413	Food Storage	Active	Approved	•
Designation Wise Planning Sanction Calculation	COM414	Food Quality Con	trol Active	Approved	•
DR and PR Bifurcation	COM415	Food Distribution	Active	Approved	• 3
DR and PR Calculation Master	COM416	Depot Manageme	ent Active	Approved	
Transactions V	COM417	Public Relations	Active	Approved	• 7
Core HR 🗸	COM418	Vigilance Adminis	tration Active	Approved	• 7
Leave and Attendance \checkmark	COM419	APAR Administrat	ion Active	Approved	• 7
Performance Management \sim	COM420	Housekeeping	Active	Approved	• 7
Compensation and Benefit \sim	Showing 1 to 10 of 63 entries		Previous	1 2 3 4	5 6 7 Next
Payroll V					

Figure 4-6: Competency Master

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

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



•	Click on	Previous	1	2	Next	to navigate table records
•	Click on	Add Compe	etency	y to	add a ne	w record in the table as mentioned in
	Section 4	.2.4 – Add Co	mpet			

Click on to edit an existing record in the table as mentioned in Section 4.2.5 –
 Edit Competency.

4.2.4 Add Competency

Click	Add Co	to ope	n the Add Competency as s	shown in Figu	ıre 4-7	
E FCI HRMS		Add Competency			ss MSS	Hi, AMIT KUMAR 🕉
Home	- Compete	Competency Type *		×		
User Manual	Competency	Select		~		
Manager Dashboard	Select	Competency Name *		~	Get Resu	lts
		Competency name				
Talent Management		Is Active *				Add Competency
Masters A	Show 10	Select		~	Search:	
Competency Type		Description *			Jearch.	
Competency Master >	COMPETE	Description		DTIVE		
Competency Mapping	COM411			ve	Approved	• 3
Designation Wise Planning	COM412			ve	Approved	• 7
Master	COM413		Submit Cance	ve	Approved	• 2
Designation Wise Planning Sanction Calculation	COM414			ve	Approved	• 7
DR and PR Bifurcation	COM415		Food Distribution	Active	Approved	• 7
DR and PR Calculation Master	COM416		Depot Management	Active	Approved	• 7
Transactions V	COM417		Public Relations	Active	Approved	• 7

Figure 4-7: Add Competency

Submit

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



FCI HRMS	;	Add C	Competency		-	Aa ES:	s MSS	Hi, AMIT KUMAR
	- (ency master has been created	successfully.	×			
		Select			\checkmark	~	Get Resul	ts
			ency Name *					
	^	B1						Add Competency
	∧ Sh	Is Active	*					
		Active	1		\checkmark	Se	earch:	
	>	COMPETE	lion			CTIVE 🔶	STATUS	
		COM411 Behav	rioral competency			ve	Approved	• 2
		COM412			G	ve	Approved	• 7
		COM413		Submit	Cancel	ve	Approved	• 2
		COM414				ve	Approved	• 2
		COM415		Food Distribution	A	ctive	Approved	• 2

Figure 4-8: New Competency Added

4.2.5 Edit Competency

Click on <i>content of the content of </i>	Click on 📝	to open Edit Competency as shown in Figure 4-9
--	------------	--

FCI HRMS	Edit Competency		Aa ES	s MSS 💭	Hi, AMIT KUMAR
ne	Competency Type ID	×			
er Manual	Competency COM411				_
nager Dashboard	Select Competency Type *		~	Get Result	s
ent Management	Behavioral Competency Name *	~			
lasters	Show 10 Food Preservation				
Competency Type	Is Active *			earch:	
Competency Master >	COMPETE	~		STATUS	ACTION
Competency Mapping	COM411 Description *		tive		• 7
Designation Wise Planning Master	COM412 Functional nature of	f skill	tive		0 2
Designation Wise Planning	COM413	1	tive		• 2
Sanction Calculation	COM414	Update Cancel	tive		• 7
DR and PR Bifurcation	COM415		tive	Approved	• 7
DR and PR Calculation Master	COM416	Depot Management	Active		• 7
nsactions 🗸 🗸	COM417	Public Relations	Active		• 2
HR V	COM418	Vigilance Administration	Active	Approved	• 7
e and Attendance \sim	COM419	APAR Administration	Active		• 7
rmance Management 🔍	COM420	Housekeeping	Active		• 7
pensation and Benefit \sim	Showing 1 to 10 of 65 entries		Previous 1	2 3 4	5 6 7 Next



Figure 4-9: Edit Competency

Update

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

FCI HRMS		Edit Competency		Aa ESS	6 MSS 🔎	Hi, amit kuma f
lome	Compete	Competency master has been updated suc	× cessfully.			
	Competency	Competency Type ID COM411			Get Results	
	Select	Competency Type *			Get Results	
	~	Behavioral	\sim		А	
	A Show 10	Competency Name *				
		Food Preservation		Se	earch:	
	COMPETE	Is Active *		ACTIVE 🗧		ACTION
	COM411	Active	\checkmark	tive	Approved	0 🗹
	COM412	Description *		tive	Approved	• 3
	COM413	Functional nature of skill		tive	Approved	• 7
	COM414		li li	tive	Approved	• 2
	COM415		Lindato	tive	Approved	• 7
	COM416		Depot Management	Active	Approved	• 7

Figure 4-10: Existing Competency Detail Updated

4.3 Competency Mapping

Designation and Competency Type Mapping will allow the Personnel division to map the competencies with competency types as per the designations in various offices. The competencies created in the competency master are mapped with competency types in competency type master.

4.3.1 Navigation

Left Navigation: Talent Management >>Masters >> Competency Mapping

4.3.2 SLA

NA

4.3.3 Landing Page

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

	Designation A	And Competency Type Map	ping								
ial	Office Type		Office Name			Division			Category		
Dashboard	All	\sim	All		~	All		\sim	All		
nagement 1	Cadre		Designation			Competency Type			Status		
2 ^	All	\checkmark	All		~	All		\sim	All		
etency Type											
petency Master	Get Results										
betency Mapping 3 >										Cr	reate Map
nation Wise Planning	Show 10 🗸	entries Export to: Excel PD	F Print								
er									Search:		
nation Wise Planning tion Calculation	MAPPING ID ≑	MAPPED COMPETENCY TYPE	OFFICE TYPE	OFFICE NAME	DIVISION	CATEGORY	CADRE	DESIGNATION	IS ACTIVE	STATUS 🕴	ACTION
d PR Bifurcation	MAP3	2	HQ	HQ-Delhi	Board Cell	CAT-1	General	General Manager	Active	Approved	0
d PR Calculation Master	MAP5	2	DO	DO DIMAPUR	Information Technology	CAT-II	General		Active	Approved	0 2
tions ~	MAP4	2	HQ	HQ-Delhi	Import & Export	CAT-1	Engineering	Assistant General	Active	Approved	0 2
Attendance V								Manager			
	MAP6	2	DO	DO SHILLONG	Information Technology	CAT-II	General	Assistant Grade III	Active	Approved	0 🗹
tion and Benefit	MAP8	1	RO	RO IMPHAL	Engineering	CAT-II	Engineering	Chief General Manager	Active	Approved	0 7
~	MAP9	1	IFS	IFS, GURGAON	Vigilance	CAT-1	Accounts	Assistant General Manager	Active	Approved	0 7
ulsition V								Assistant			
nd Development 🛛 🗸	MAP10	1	IFS	IFS, GURGAON	Vigilance	CAT-IV	Technical	General Manager	Active	Approved	0 🗹
elation 🗸	MAP11	1	DO	DO AIZAWL	Board Cell	CAT-II	Movement	Assistant General Manager	Active	Approved	0 2
	MAP12	2	IFS	IFS, GURGAON	Finance	CAT-II	Depot	Assistant Grade - I	Active	Approved	0 2
				IFS,				Assistant			

Figure 4-11: Competency Mapping

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

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

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- 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
 Create Mapping
- Click on Click on to add a new record in the table as mentioned in Section 4.3.4 Create Mapping.
- Click on *to* edit an existing record in the table as mentioned in Section 4.3.5 Edit Mapping.

4.3.4 Create Mapping



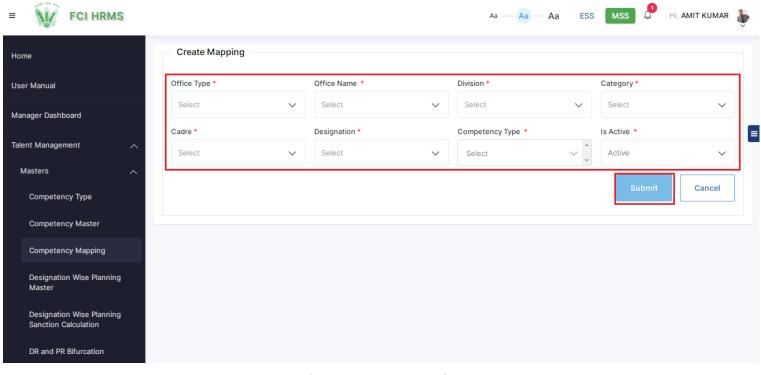


Figure 4-12: Create Mapping

Submit

Enter the details and click on such that a success message will be shown in the Competency Mapping Master Landing Page for addition of a new record in the table.

4.3.5 Edit Competency Mapping

Click on *to open Edit Competency Mapping as shown in Figure 4-13*

= 😧 FCI HRMS					Aa — Aa —	Aa	ess Mss 🔎	Hi, AMIT KUMAR
Home	Edit Mapping							
User Manual	Mapping ID		Office Type		Office Name		Division	
Manager Dashboard	MAP3		HQ	\sim	HQ-Delhi	~	Board Cell	~
	Category		Cadre		Designation		Competency Type	
Talent Management	CAT-1	~	General	\checkmark	Assistant General Manager	\sim	× Production	~
Masters A	Is Active							
Competency Type	Active	~						
Competency Master							Update	Cancel
Competency Mapping								
Designation Wise Planning Master								

Figure 4-13: Edit Competency Mapping

Enter the details and click on update such that a success message will be shown in the Competency Mapping Master Landing Page for updating the existing record in the table.

4.4 Designation Wise Planning Master

Designation Wise Planning master shall allow the Personnel division to plan the designations in accordance with the quantum of reservations for SC, ST, OBCs, EWS and Unreserved sections.

4.4.1 Navigation

Left Navigation: Talent Management >> Masters >> Designation Wise Planning Master

4.4.2 SLA

NA

4.4.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.4.1 to reach the Designation Wise Planning Master Landing Page as shown in Figure 4.14

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Payro Talen

Lean

Emple



	Des	ignation Wise	Plannin	g Master														
	Office	Туре			Office					Division					Cadre			
al	Sele	ect		\sim	Sele	ct			\sim	Select			~		Select			\sim
ashboard	Categ	ory			Design	ation				Status					Planning ID			
agement 1	∧ Sele	ect		\sim	Sele	ot			~	Select			~		Enter Planni	ing ID		
2	~																	
etency Type	G	et Results																
etency Master																		
etency Mapping																Ad	d Pla	nning
nation Wise Plannir	g >	10 v entri	ies Expor	rt to: Ex	cel PD	F Print]							s	earch:			
r	3 NATIO	N SANCTIO	NED RESER	VED/UNRES	ERVED			÷	SANCTION	ED PWBD				÷	IS ACTIVE 👙	STATUS 🖕	ACT	ION
nation Wise Plannir ion Calculation		SC	ST	OBC	EWS	UR	TOTAL		А	в	с	D&E	TOTAL					
d PR Bifurcation	tant iral iger	10%	10%	10%	10%	20%	60%		10%	10%	10%	10%	40%		Inactive	Approved	0	Ø
	_	10%	10%	10%	1078	20%	00%		10%	1076	10%	1078	40%					
d PR Calculation M	aster tant ral	SC	ST	OBC	EWS	UR	TOTAL		А	В	с	D&E	TOTAL		Active	Approved	0	Ø
ions	→ iger	10%	10%	10%	10%	20%	60%		10%	10%	10%	10%	40%		Active	Approved		٩
	 ✓ tant 	SC	ST	OBC	EWS	UR	TOTAL		A	в	с	D&E	TOTAL					
Attendance	v iger	10%	10%	10%	10%	20%	60%		10%	10%	10%	10%	40%		Active	Approved	0	Ø
e Management	~																	
	tant	SC	ST	OBC	EWS	UR	TOTAL		A	В	С	D&E	TOTAL		Active	Approved	0	ß
ion and Benefit		10%	10%	10%	10%	20%	60%		10%	10%	10%	10%	40%					
	✓ tant	SC	ST	OBC	EWS	UR	TOTAL		А	В	с	D&E	TOTAL			Pending		
isition	⇒ral V iger	10%	10%	10%	10%	40%	80%		5%	5%	5%	5%	20%		Active	Review	0	
d Development	~	SC	ST	OBC	EWS	UR	TOTAL		А	в	с	D&E	TOTAL					
lelation	v iger	10%	10%	10%	10%	40%	80%		5%	5%	5%	5%	20%		Active	Approved	0	Ø
	- Igor	1070	1070	1078	1078	4070	00%		576	576	576	070	20%					
	tant	SC	ST	OBC	EWS	UR	TOTAL		А	В	С	D&E	TOTAL		Active	Approved	0	Ø
	iger	10%	10%	10%	10%	40%	80%		5%	5%	5%	5%	20%					
	tant	SC	ST	OBC	EWS	UR	TOTAL		A	в	с	D&E	TOTAL					
	ral iger	10%	10%	10%	10%	40%	80%		5%	5%	5%	5%	20%		Active	Approved	0	ß
	tant	SC	ST	OBC	EWS	UR	TOTAL		A	В	С	D&E	TOTAL		Inactive	Approved	0	Ø
	iger	10%	10%	10%	10%	20%	60%		10%	10%	10%	10%	40%					
	tant	SC	ST	OBC	EWS	UR	TOTAL		A	в	с	D&E	TOTAL					_
	ral iger	10%	10%	10%	10%	20%	60%		10%	10%	10%	10%	40%		Active	Approved	0	đ

Figure 4-14: Designation Wise Planning Master

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

- Click on Get Results
 to apply the available filters.
- Click on Excel PDF to export the table records in Excel or CSV as per table columns.
- Search:
 Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 2
 Next
 to navigate table records
- Click on Add Planning
 Click on 4.4.4 Add Planning
- Click on to edit an existing record in the table as mentioned in Section 4.4.5 –
 Edit Planning.

4.4.4 Add Designation Wise Planning

Add Planning

	ck on	to open the Add Pla	inning as shown in F		MIT KUMAR
ne	Add Designation Wise Plann	ing			
r Manual	Office Type *	Office *	Division *	Cadre *	
ager Dashboard	Select V Category *	Select Designation *	Select	✓ Select	~
t Management A	Select 🗸	Select	✓ Select	\sim	
sters ^		Sanction	ned Reserved/Unreserved		
Competency Type	SC *	ST *	OBC *	EWS *	
ompetency Master	Enter %	Enter %	Enter %	Enter %	
ompetency Mapping	UR *				
esignation Wise Planning laster	Enter %				
esignation Wise Planning anction Calculation			Sanctioned PwBD		
	A *	в *	C *	D&E *	
R and PR Bifurcation	Enter %	Enter %	Enter %	Enter %	
and PR Calculation Master	Ref. Document Number *	Ref. Document *			
nsactions 🗸 🗸	Enter Ref. Document Number	Upload Document	Upload		
HR V				Submit	Cancel
and Attendance 🗸 🗸]

Figure 4-15: Add Designation wise Planning



Enter the details and click on success message will be shown in the Designation Wise Planning Master Landing Page for addition of a new record in the table.

4.4.5 Edit Designation Wise Planning

Click on *constant of the second seco*

= FCI HRMS			Aa Aa Aa E	ISS MSS 🖉 HI, AMIT KUMAR 🦆
Home	 Edit Designation Wise Plan 	ning		
User Manual	Planning ID	Office Type	Office	Division
Oser Manual	PLN22	RO	RO DIMAPUR	Board Cell
Manager Dashboard	Cadre	Category	Designation	Is Active
Talent Management	Administration	CAT-II	Assistant Grade - I	Active 🗸
Masters A				
		Sanctioned Re	eserved/Unreserved	
Competency Type	sc	ST	OBC	EWS
Competency Master	20	20	20	20
Competency Mapping	UR			
Designation Wise Planning Master	13			
Designation Wise Planning Sanction Calculation		Sancti	oned PwBD	
	Α	В	с	D&E
DR and PR Bifurcation	2	2	2	1
DR and PR Calculation Master	Ref. Document Number	Ref. Document Attachment		
Transactions V	asasa	workallocation092320 Upload		
Core HR 🗸				Update Cancel
Leave and Attendance 🛛 🗸				

Figure 4-16: Edit Designation Wise Planning

Enter the details and click on Update such that a success message will be shown in the Designation Wise Planning Master Landing Page for updating the existing record in the table.

4.5 Designation Wise Planning Sanction Calculation

Designation Wise Planning Sanction Calculation shall allow the Personnel division to calculate the designations in accordance with the defined sanctioned Strength.

4.5.1 Navigation

Left Navigation: Talent Management >>Masters >> Designation Wise Planning Sanction Calculation

4.5.2 SLA

NA

4.5.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.5.1 to reach the Designation Wise Planning Sanction Calculation Master Landing Page as shown in Figure 4.21

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Previous 1 2 Next

P FCI HRMS ESS MSS HI, AMIT KUMAR 🛛 🌡 VZ. Aa — Aa — Aa Designation Wise Planning Sanction Calculation Office Type Office Division Cadre I lser Man Select Select Select Select \sim \sim \sim \sim Manager Dashboard Category Designation Planning ID Processing ID Talent Management Enter Planning ID Enter Processing ID Select Select Masters 2 Status Sele Competency Type etency Master Competency Mapping Show 10 v entries Export to: Excel PDF Print Designation Wise Planning Search: CADRE 💠 CATEGORY 🕆 DESIGNATION 💠 STATUS 🕴 ACTION DIVISION \$ SANCTIONED RESERVED/UNRESERVED SANCTIONED PWBD Designation Wise Pla Sanction Calculation 3 SC OBC UR TOTAL A в С D&E TOTAL Assistant ST EWS Board • 🗹 Accounts CAT-1 General Manager Approved Cell DR and PR Bifurcation 6 12 36 6 6 24 6 DR and PR Calculation Maste Assistant SC ST OBC EWS UR TOTAL A В С D&E TOTAL Board 0 7 CAT-1 Accounts Transactions General Cell 12 24 Manager 6 6 6 6 36 6 6 6 6 Core HR TOTAL Assistant SC ST овс EWS UR TOTAL A С D&E Board 0 📝 Leave and Attendance Accounts CAT-1 General Approved Cell Manager 20 20 20 20 80 160 10 10 10 40 mance Management С SC OBC UR TOTAL A в D&E TOTAL Assistant ST EWS Board Technical CAT-1 0 7 tion and Benefit General Manager Cell 6 6 6 24 48 3 3 3 3 12 Payroll Assistant sc ST OBC FWS LIR TOTAL ۵ R С D&E TOTAL Board CAT-IV 0 7 Talent Acquisition Technical enera Cell Manager 8 8 6 2 32 2 2 2 2 8 8 Learning and Development SC ST овс EWS UR TOTAL A в С D&E TOTAL Assistant Board Employee Relation Accounts CAT-1 General 0 📝 Approved Cell Manager 5 5 5 5 10 30 5 5 5 5 20 С TOTAL SC ST OBC EWS UR TOTAL A В D&E Assistant Board CAT-1 0 7 General Grade - III 5 10 15 40 2 2 2 5 5 2 8 Assistant sc ST OBC FWS UR TOTAL С D&E TOTAL ٨ в 0 7 CAT-IV Technical Vigilance Manager 7 7 7 14 42 7 7 28 Assistant OBC UR TOTAL С D&E TOTAL ST EWS В Board 0 7 Accounts CAT-1 Genera Cell Manager 6 6 12 36 6 6 6 24 6 6 TOTAL С D&E TOTAL Assistant SC ST OBC EWS UR Α В Board CAT-IV 0 R Technical General Manager Cell 6 12 6 6 6 24 6 6 36 6 6 4

Showing 1 to 10 of 13 entries

Figure 4-17: Designation Wise Sanction Calculation Master

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

Get Results Click on .

to apply the available filters.

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

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- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.

Click on Previous 1 2 Next to navigate table records

- Click on Add Sanction Calculation to add a new record in the table as mentioned in Section 4.5.4 – Add Sanction Calculation.
- Click on *to* edit an existing record in the table as mentioned in Section 4.5.5 Edit Sanction Calculation.

4.5.4 Add Sanction Calculation

Click on Add Sanction Calculation to open the Add Sanction Calculation as shown in Figure 4-18

= 🙀 FCI HRMS				Aa — Aa — Aa	ESS	s MSS Ҏ	Hi, AMIT KUMAR)
Home	Add Sanction Calculation					_		
User Manual	Office Type *	Office *		Division *		Cadre *		
	Select 🗸	Select	\sim	Select	\sim	Select	\sim	
Manager Dashboard	Category *	Designation *		Planning ID				
Talent Management	Select 🗸	Select	~					=
Masters ^	Ref. Document Number *	Ref. Document *		Sanctioned Count *				
Competency Type	Enter Ref. Document Number	Upload Document	Upload	Enter Sanction Count		Calculate		
Competency Master						4	Cancel	
Competency Mapping								
Designation Wise Planning Master								
Designation Wise Planning Sanction Calculation								
DR and PR Bifurcation								



Enter the details and click on Sanction Calculation Master Landing Page for addition of a new record in the table as shown in Figure 4-19.

4.5.5 Edit Sanction Calculation

Click on *to open Edit Sanction Calculation as shown in Figure 4-19*

User Man	ual version 0.2				ſ
= FCI HRMS			Aa — Aa — Aa	ESS MSS 🖉 Hi, AMIT H	kumar
Home	Edit Designation Wise Sar	nction Calculation			
	Office Type	Office	Division	Cadre	
User Manual	RO	RO ITANAGAR	Board Cell	Accounts	
Manager Dashboard	Category	Designation	Planning ID	Processing ID	
Talent Management	CAT-1	Assistant General Manager	PLN21	PRS15	
Masters ^	Ref. Document Number *	Ref. Document Attachment	Sanctioned Count *		
Competency Type	12112	Upload Document Upload	60	Calculate	
Competency Master				Ca	ancel
Competency Mapping					
Designation Wise Planning Master					
Designation Wise Planning Sanction Calculation					



Enter the details and click on Calculate such that a success message will be shown in the Designation Wise Sanction Calculation Master Landing Page for updating the existing record in the table.

4.6 DR and PR Bifurcation Master

DR and PR Bifurcation Master will allow the Personnel division to define the reservation to be given on different recruitment types like Promotional, Direct and both recruitments for various designations across FCI.

4.6.1 Navigation

Left Navigation: Talent Management >> Masters >> DR PR Bifurcation Master

4.6.2 SLA

NA

4.6.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.6.1 to reach the DR PR Bifurcation Master Landing Page as shown in Figure 4.20

FCI HRMS

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Home

Core HR

Payroll

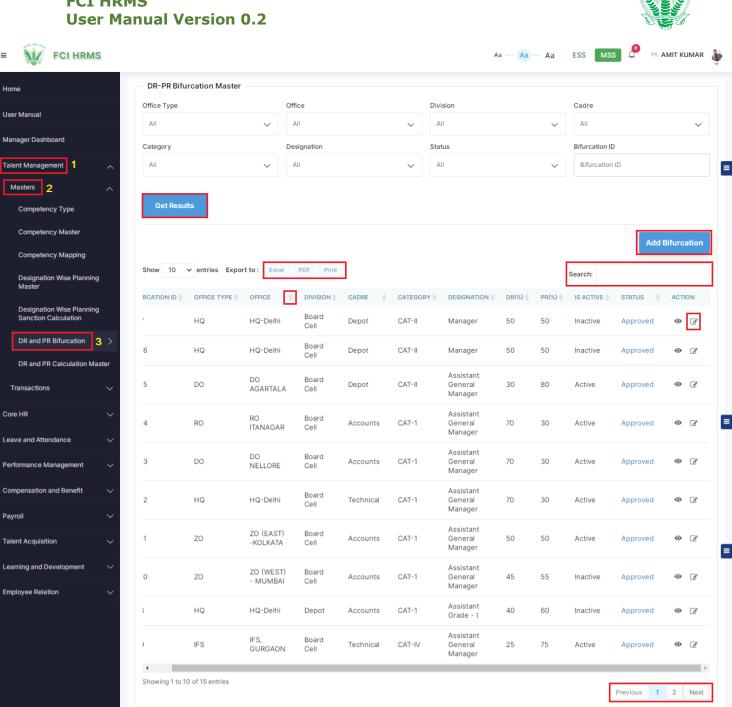


Figure 4-20: DR PR Bifurcation Master

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

Get Results Click on to apply the available filters.

- PDF Excel • Click on to export the table records in Excel or CSV as per table columns.
- Search: to enter a search query that shall • Click on search the table records.

खाहा



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

2

Click on

Previous

Next to navigate table records

- Click on Click on to add a new record in the table as mentioned in Section 4.6.4 Add Bifurcation.
- Click on *to edit an existing record in the table as mentioned in Section 4.6.5 Edit Bifurcation.*

4.6.4 Add DR PR Bifurcation

	Click or	Add Bifurca	ation to	open the Add B	ifurcatio	n as shown in Fi	gure 4-2	1.		
= 🚺 FCI HRM	S					Aa Aa	Aa ESS	MSS 🤌	Hi, AMIT KUMAR	Ŷ
Home		Add Bifurcation								
User Manual		Office Type *		Office *		Division *		Cadre *		
User Manual		Select	\sim	Select	\sim	Select	\sim	Select	\checkmark	
Manager Dashboard		Category *		Designation *		Is Active *		DR(%) *		
Talent Management	^	Select	\sim	Select	\sim	Select	\sim	DR(%)		יון
Masters	^	PR(%) *		Ref. Document Number	•	Ref. Document *				
Competency Type		PR(%)		Ref. document number		Upload Document	Upload			
Competency Master								Submit	Cancel	
Competency Mapping										
Designation Wise Planning Master	g									
Designation Wise Planning Sanction Calculation	g									
DR and PR Bifurcation										

Figure 4-21: Add DR PR Bifurcation

Enter the details and click on such that a success message will be shown in the DR PR Bifurcation Master Landing Page for addition of a new record in the table.

4.6.5 Edit DR PR Bifurcation

Click on *to open Edit DR PR Bifurcation as shown in Figure 4-22.*

= 🙀 FCI HRMS			Aa — Aa — Aa ES	s MSS 🖉 HI, AMIT KUMAR 🌡
Home	Edit DR-PR Bifurcation			
User Manual	Office Type	Office	Division	Cadre
Manager Dashboard	DO	DO DIMAPUR	Board Cell	Accounts
Talent Management	Category CAT-1	Designation Assistant General Manager	Bifurcation ID BIR17	Is Active *
Masters ^	DR(%) *	PR(%) *	Ref. Document Number *	Ref. Document View Attachment
Competency Type	20	80	qa	Upload Document Upload
Competency Master				Update Cancel
Competency Mapping				
Designation Wise Planning Master				
Designation Wise Planning Sanction Calculation				
DR and PR Bifurcation				

Figure 4-22: Edit DR PR Bifurcation

Enter the details and click on Update such that a success message will be shown in the DR PR Bifurcation Master Landing Page for updating the existing record in the table.

4.7 DR and PR Calculation Master

DR and PR Calculation Master will allow the Personnel division to calculate the reservation on the basis of the sanctioned count to be given on different recruitment types like Promotional and Direct recruitments for various designations across FCI.

4.7.1 Navigation

Left Navigation: Talent Management >> Masters >> DR PR Calculation Master

4.7.2 SLA

NA

4.7.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.7.1 to reach the DR PR Calculation Master Landing Page as shown in Figure 4.23



	DR-PR Sanctio	on Calculation										
	Office Type		Office			Division			Cadre			
al	Select		✓ Select		\sim	Select		\sim	Select			`
ashboard	Category		Designat	ion		Bifurcation II)		Calculation ID)		
igement 1	∧ Select		✓ Select		~	Enter Bifure	cation ID		Enter Calcu	lation ID		
2	∧ Status											
etency Type	Select		∽ Get	Results								
etency Master												
etency Mapping										Add	Calcula	atic
nation Wise Planning	Show 10 🗸	entries Export to:	Excel PDF	Print					Search:			
r	OFFICE TYPE 👙	OFFICE	DIVISION 👙	CADRE 👙	CATEGORY 👙		DR COUNT 👙	PR COUNT 🖨	IS ACTIVE 崇	STATUS 🖕	ACTI	ON
nation Wise Planning ion Calculation			Board			Assistant						_
PR Bifurcation	HQ	HQ-Delhi	Cell	Accounts	CAT-1	General Manager	60	140	Active	Approved	0	đ
d PR Calculation Ma	3 Ister) RO	RO ITANAGAR	Board	Accounts	CAT-1	Assistant General	42	18	Active	Approved	0	
		RUTTANAGAR	Cell	Accounts	CAI-1	Manager	42	10	Active	Approved		6
ions	DO	DO NELLORE	Board	Accounts	CAT-1	Assistant General	42	18	Active	Approved	0	ð
	~		Cell			Manager						
Attendance	∼ но	HQ-Delhi	Board Cell	Technical	CAT-1	Assistant General	42	18	Active	Approved	0	Ø
e Management	~					Manager						
tion and Benefit	DO	DO BANDERDEWA	Board Cell	Technical	CAT-IV	Assistant General Manager	20	30	Active	Approved	0	Ø
						Assistant						
	zo	ZO (EAST) - KOLKATA	Board Cell	Accounts	CAT-1	General Manager	25	25	Active	Approved	0	Ø
isition	~	ZO (WEST) -	Board			Assistant						
d Development	~ ZO	MUMBAI	Cell	Accounts	CAT-1	General Manager	27	33	Inactive	Approved	0	Ø
elation	×	IFS,	Board	Denet	047-1	Assistant	10	27	Antiun	American	0	
	IFS	GURGAON	Cell	Depot	CAT-1	General Manager	12	37	Active	Approved	U	۷
	IFS	IFS,	Vigilance	Technical	CAT-IV	Assistant General	15	45	Inactive	Approved	0	٦
	4	GURGAON	-			Manager						

Figure 4-23: DR PR Calculation Master

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

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

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- to sort the table records in ascending order or descending order of Click on entries.
 - Previous Next 2 Click on
 - to navigate table records
- Fill in the details in the row to add a new record in the table as mentioned in . Section 4.7.4 – Add DR PR Calculation.

4.7.4 Add DR PR Calculation

•

Fill in the details to add DR PR Calculation as shown in Figure 4-24.

FCI HRMS						Aa — Aa	Aa ESS	MSS 🥬	Hi, AMIT KUMAR	Ŷ
ne		Add DR-PR Calculati	on							
r Manual		Office Type *		Office *		Division *		Cadre *		٦
		Select	\sim	Select	\sim	Select	\sim	Select	\sim	
ger Dashboard		Category *		Designation *		Planning ID		Bifurcation ID		
Management	^	Select	\sim	Select	\sim					
ers	^	Sanctioned Count		DR %		PR %		Is Active *		<i>.</i>
petency Type								Select	\sim	
etency Master		Ref. Document Number *		Ref. Document *						
etency Mapping		Enter Ref. Document Nu	mber	Upload Document	Upload					
nation Wise Planning er								Submit	Cancel]
nation Wise Planning ion Calculation										
d PR Bifurcation										
d PR Calculation Maste	er									

Figure 4-24: Add DR PR Calculation

such that a success message will be shown in Enter the details and click on the DR PR Calculation Master Landing Page for addition of a new record in the table.

Edit DR PR Calculation 4.7.5

Click on \checkmark to open Edit DR PR Bifurcation as shown in Figure 4-25.

USCI Hall				
= FCI HRMS			Aa — Aa — Aa ES	s MSS 🖉 Hi, AMIT KUMAR 🎳
Home	Edit DR-PR Calculation			
User Manual	Office Type	Office	Division	Cadre
	HQ	HQ-Delhi	Board Cell	Accounts
Manager Dashboard	Category	Designation	Planning ID	Sanction ID
Talent Management	CAT-1	Assistant General Manager	PLN2	SAC2
Masters ^	Bifurcation ID	Sanctioned Count	DR %	PR %
Competency Type	BIR2	200	30	70
Competency Master	Is Active	Ref. Document Number *	Ref. Document Attachment	
Competency Mapping	Active 🗸	666	Upload Document Upload	
Designation Wise Planning Master				Update Cancel
Designation Wise Planning Sanction Calculation				
DR and PR Bifurcation				
DR and PR Calculation Master				=

Figure 4-25: Edit DR PR Calculation

Enter the details and click on Update such that a success message will be shown in the DR PR Bifurcation Master Landing Page for updating the existing record in the table.

4.8 Manpower Planning

Manpower Planning will allow estimating the optimum number of people required to hire for goal achievement within time. Manpower planning includes parameters like number of employees and required strength of the employees in FCI.

4.8.1 Navigation

Left Navigation: Talent Management >> Transactions >> Manpower Planning

4.8.2 SLA

NA

4.8.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.8.1 to reach the Manpower Planning Landing Page as shown in Figure 4.26

FCI HRMS	8							Aa — Aa — A	a ESS	MSS 🤌 Hi,	AMIT KUI	MAR
ne	— Manp	ower Planning										
r Manual	Office Ty	/pe		Zone			Region		Office			
	All		\sim	All		\sim	All		V All			\sim
ager Dashboard	Cadre			Category			Designation		Status			
nt Management 1	^ All		\sim	All		\sim	All		V All			\sim
asters	✓ From Da	te		To Date								
ansactions 2		M/YYYY		DD/MM/YYYY			Get Results					
Manpower Planning 3	>								Π			
Career Planning										Initiate Manpov	ver Plann	iinę
HR	Show	10 v entries I	Export to : Exce	el PDF Print					Search:			_
HR	MANP	OWER ID 🛔 OFFI	CE TYPE 👙 OF	FICE 🍦	ZONE 👙	REGION	DESIGNATIO	ON 🖕 CADRE	CATEGORY	≜ STATUS ≜	ACTION	N
e and Attendance	→ MPR3	32 DO	DC) L	East	Chhattisgarh	Manager	Depot	CAT-II	Approved	•	~
ormance Management		52 00	BA	NDERDEWA	Zone	Crinattisgan	Manager	Depot	CAT-II	Approved		g
pensation and Benefit	V MPR	31 IFS	IFS	s, gurgaon	Default	Harayana	Assistant General	Accounts	CAT-1	Pending Review	۲	
	~						Manager					
roll	MPR	30 IFS	IFS	S, GURGAON	Default	Harayana	Assistant General Manager	Depot	CAT-II	Approved	•	Ø
nt Acquisition	~						Wallager			Pending		
ning and Development	~ MPR	29 HQ	HC	Q-Delhi	Default	Default		General	CAT-1	Review	0	
loyee Relation	~ MPR2	28 HQ	но	Q-Delhi	Default	Default		General	CAT-1	Approved	•	Ľ
	MPR	27 HQ	но	Q-Delhi	Default	Default		General	CAT-1	Approved	•	ð
	MPR	26 IFS	IFS	S, GURGAON	Default	Harayana	Assistant General Manager	Depot	CAT-II	Approved	۵ (Ľ
	Showing	1 to 7 of 7 entries								Previous	1 1	Next

Figure 4-26: Manpower Planning

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

- Click on Get Results to apply the available filters.
- Click on Excel PDF to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 2
 Next
 to navigate table records
- Click on Initiate Manpower Planning to add a new record in the table as mentioned in Section 4.8.4 Initiate Manpower Planning.
- Click on *to* edit an existing record in the table as mentioned in Section 4.8.5 Edit Manpower Planning.

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4.8.4 Initiate Manpower Planning

Initiate Manpower Planning Click on Figure 4-27.

to open the Initiate Manpower Planning as shown in

= 🚺 FCI HRMS	8					Aa — Aa — Aa	ESS MSS 🖉 Hi,	AMIT KUMAR
Home	Initiate Ma	npower Planning						
User Manual	Office Type *		Zone *		Region *		Office *	
	Select	~	Select	\sim	Select	\sim	Select	~
Manager Dashboard	Cadre *		Category *		Designation			
Talent Management	∧ Select	\sim	Select	\sim	Select	~	Get Results	
Masters	\sim							
Transactions	MONTHLY	STAFF POSITION MANPOWER PL	ANNING					
Manpower Planning	DESIGNATIO	SANCTIONED STRENG	STAFF IN POSITION	VACANC	IES	ATTRITION DUE TO		
		DR PR TO	TAL DR PR TO	DTAL DR	PR TOTAL	SUPERANNUATION	VRS RESIGNATION	OTHERS
Career Planning	Office Order	•						
Core HR	V Upload Doc	ument Upload						
Leave and Attendance	Initiator Rema							
	Initiator Ren	narks						
Performance Management	~							
Compensation and Benefit	~							
Payroll	\sim						Submit	Cancel
Talent Acquisition	~							
Learning and Development	~							
Employee Relation	~							
			Copyright © 2020 Food	Corporation of Ind	lia Powered by K	ionnect (Kellton Tech)		

Figure 4-27: Initiate Manpower Planning

Submit

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

4.8.5 Edit Manpower Planning

Click on \checkmark to open Edit Manpower Planning as shown in Figure 4-28.

= 🙀 FCI HRM	IS					Aa — Aa — Aa	ESS MSS 🖉 🗄	Hi, AMIT KUMAR 🛛 🦆
Home	Edit Manpower							
User Manual	Office Type *		Zone *		Region *		Office *	
	DO	\sim	East Zone	\sim	Chhattisgarh	~	DO BANDERDEWA	\sim
Manager Dashboard	Cadre *		Category *		Designation			
Talent Management	Contract Depot	~	CAT-II	\sim	Manager	~	Get Results	1
Masters	~							
Transactions	MONTHLY STAFF	POSITION MANPOWER PLAI		N VACAN	ICIES	ATTRITION DUE TO		
Manpower Planning	DESCRIPTION	DR PR TOTA		TOTAL DR	PR TOTAL	SUPERANNUATION	VRS RESIGNATION	OTHERS
Career Planning	Office Order Attach	ment						
Core HR	Upload Document	Upload						ľ
Leave and Attendance	V Initiator Remarks *							
Performance Management	~							
Compensation and Benefit	~							
Payroll	~						Update	Cancel
Talent Acquisition	~							

Figure 4-28: Edit Manpower Planning

Enter the details and click on Update such that a success message will be shown in the Manpower Planning Master Landing Page for updating the existing record in the table.

4.9 Career Planning

Career Planning is an ongoing process to explore the interests and abilities of the employees; strategically plan the career goals; and create the future work success by designing learning and action plans to help the employee achieve their goals.

4.9.1 Navigation

Left Navigation: Talent Management >> Transactions >> Career Planning

4.9.2 SLA

NA

4.9.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.9.1 to reach the Career Planning Landing Page as shown in Figure 4.29



= V FCI HRMS					Aa — Aa — Aa	ESS MSS 🖉 Hi, AMIT KUMAR	2
Home	Career Plan Listin	g					
User Manual	Designation		Status	From	Date *	To Date *	
My Dashboard	Select	~	Select	✓ DD,)/MM/YYYY	DD/MM/YYYY)
Directory V	Get Results						
Core HR 🗸						Initiate Career Plan	
Compensation and Benefits \sim	Show 10 v entri	es Export to: Exce	el PDF Print				
Performance Management \sim						Search:	
Leave Management 🗸 🗸		SUBMISSION DATE	GOAL RATING			ATUS & ACTION	
Payroll 🗸	CAR52	14/01/2021	Very Good			oproved 💿 🛓	
Employee Relations 🛛 🗸	CAR51	13/01/2021	Good	Po		jected 💿	
	CAR50	13/01/2021	Excellent1	Exc	ccellent1 Ap	oproved 💿 🛓	
Talent Management 1 A	CAR49	12/01/2021	Excellent1	Exc	cellent1 Ap	oproved 💿 🛓	
Initiate Career Plan 2	CAR48	12/01/2021	Very Good	Go	pod Ap	oproved 🐵 🛓	
Learning and Development 🗸 🗸	CAR47	11/01/2021	Good	Fai	air Ap	oproved 💿 🛓	
Connect + new	CAR46	11/01/2021	Excellent1	Ve	ery Good Ap	oproved 💿 🛓	
Policies and Circulars	CAR45	11/01/2021	Excellent1	Go	ood Ar	oproved 💿 🛓	
Retirement Benefit Calculator	CAR44	11/01/2021	Very Good	Fai	air Ap	oproved 💿 🛓	
	Showing 1 to 9 of 9 ent	ries				Previous 1 Next	t

Figure 4-29: Career Planning

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

•	Click on	Get Results	to apply the available filters.
•	Click on columns	Excel PD	to export the table records in Excel or CSV as per table
•	Click on	Search:	to enter a search query that shall
	search th	ne table recor	ds.
•	Click on entries.	to sort	the table records in ascending order or descending order of
•	Click on	Previous	1 2 Next to navigate table records
•	Click on	Initiate Care	to add a new record in the table as mentioned in
	Section 4	1.9.4 – Initiate	Career Plan.
•	Click on	📥 to downl	oad an existing record in the table.



4.9.4 Initiate Career Plan

Click on

to open the Initiate Career Plan as shown in Figure 4-40.

= 😧 FCI HRMS			Aa — Aa — Aa	ESS MSS 🗳 Hi, AMIT KUMAR 🦆
Home	Initiate Career Plan			
User Manual	Submission Date	Employee Number	Latest APAR Rating	Primary Reporting Manager
	15/01/2021	290572		AMITABH KUMAR
My Dashboard	Current Designation			
Directory 🗸	Manager			
Core HR 🗸 🗸	Please Pen Down At Least 5 Career Objective	es That You Can Fulfill In Next 3 Years In FCI $ *$		
Compensation and Benefits \sim				
Performance Management \sim				li li
Leave Management 🗸 🗸	Kindly Justify Your Career Achievements Acr	oss Last 3 Years In FCI *		
Payroll 🗸				
Employee Relations 🗸 🗸	List Down Any 5 Short Term Goals That You C	Can Achieve Within A Year In FCI *		
Talent Management 🗸 🗸				
Learning and Development \sim				le le
Connect + new	List Down Any 3 Midterm Goals That You Car	n Achieve Within 2- 5 Years In FCI *		
Policies and Circulars				
Retirement Benefit Calculator	List Down Any One Long Term Goals That You	u Can Achieve Within 7-10 Years In FCI *		
	please enter the competencies you feel that	are important in your career development		Add Competency
	Show 10 v entries Export to: Exc	el PDF Print		Search:
			YPE 🔶 TRAINING 🔶	TARGET DATE
		No Data Ava	ilable In Table	
	Showing 0 to 0 of 0 entries			Previous Next
	Have You Attended Any Training/Workst	nop/Seminar Conducted By FCI Or IFS In Last 6	Months.	
	Please Attach Latest Participation Certificate			
	Upload Document	Upload		
				Submit Cancel

Figure 4-30: Initiate Career Plan

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

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4.9.5 Approve Career Plan

The reviewed request will be forwarded to the approver's landing page as shown in Figure 4-42.

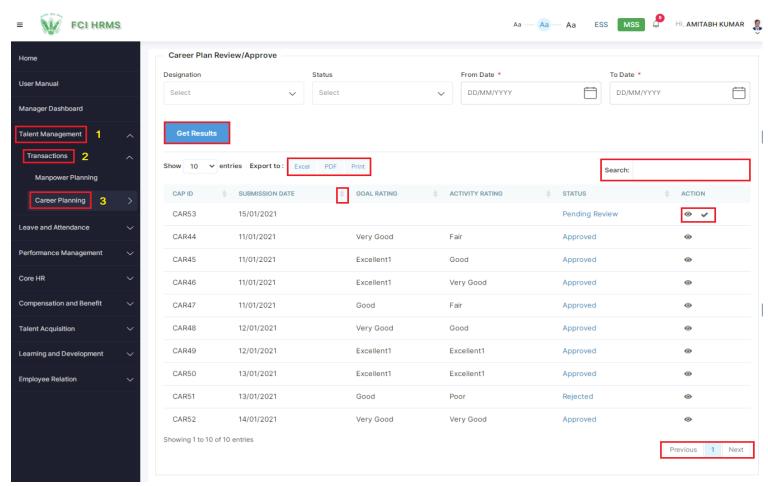


Figure 4.31: Career Planning Approver's Landing

Click on as shown in Figure 4-31, to land on Approve Travel Allowance as shown in Figure 4-32.



FCI HRM				Aa — Aa — Aa ESS M	SS 💭 Hi, AMITABH KUMAR
	Career Planning Approver				
ual	Submission Date			Primary Reporting Manager	
Dashboard	15/01/2021 Employee Number			DEVESH KUMAR YADAV Current Designation	
anagement	152770			Assistant General Manager	
	Latest APAR Rating				
ctions	^				
power Planning	Please Pen Down At Least 5 Car	eer Obiectives That You (Can Fulfill In Next 3 Years In F	-CI	
er Planning	Lead				
d Attendance	Kindly Justify Your Career Achi	evements Across Last 3 Y	ears In FCI		
ce Management	QA				
	List Down Any 5 Short Term Go	als That You Can Achieve	Within A Year In FCI		
ation and Benefit	Senior QA				
quisition	List Down Any 3 Midterm Goals	That You Can Achieve Wi	thin 2- 5 Years In FCI		
	Manager				
and Development	~				
Relation	List Down Any One Long Term C Country head	Goals That You Can Achie	ve Within 7-10 Years In FCI		
	Competencies that are important in	career development			
	COMPETENCY NAME	COMPETENCY ID	COMPETENCY TYPE	TRAINING	TARGET DATE
	Advanced Excel	COMP001	Functional	Accounting With Excel	12/02/2020
	Communication	COM435	Behavioral	FCI Induction Training 2021	26/02/2021
	Based on the inputs kindly rate the of Select Rating *		e employee and justify		
	Very Good	\checkmark			
	Enter Justification				
	Great !				
					0
	Based on the inputs kindly rate the o	overall activity plan to deve	lop competencies of the emplo	byee and justify	
	Select Rating *	,,		, , ,	
	Very Good	\sim			
	Enter Justification				
	Great !				
					•
					•
	Whether The Employee Should E	Be Considered For Promotio	n/Increment		
					View Action History
	Approver Remarks				
	ок				
					Θ
	Document Name	Supportive Docu	nent		
	Enter Document Name	Upload Docume	nt Upload	Add	
	S.NO. DOCUME	INT NAME	SUPPORTIV	E DOCUMENT	ACTION

Figure 4-32: Approve Career Plan

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

- View Action History
- Click on to view the action taken on the request as shown in Figure 4-32.
- Click on to approve the request, and a success message will be shown in the Career Plan Approver Landing Screen for approving the record.
- Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

4.9.6 View Action History

Click on View Action History as shown in Figure 4-32, to navigate to View Action History page as shown in Figure 4-33.

= 🚺 FCI HRM	S							Aa —	Aa Aa E	SS MSS	📮 Hi, AMITAI	BH KUMAR
Home		Action Histo	ory									
		Version		From	Date		To Date					
User Manual		All			MM/YYYY	Ë	DD/MN	1/YYYY	Ē	Get Resu	ılts	
Manager Dashboard		ID CAR44									Action H	istory Report
Talent Management	~	Show 10 v	entries							Search:		
Transactions	^	S.NO. 🔶	DATE OF ACTION		ACTION TAKEN 崇	EMPLOYEE NAM	E 🔶 DES	SIGNATION 🝦	DIVISION 🖕		REMARKS \$	ACTION
Manpower Planning		1	11/01/2021 9:00:59 PM	1	Initiated	AMIT KUMAR	Ma	nager	Personnel	Initiator	Request Initiated	0
Career Planning		2	11/01/2021 9:02:11 PM	1	Approved	AMITABH KUMAR	Ge	sistant neral	Personnel	Approver	approved	0
Leave and Attendance	\sim	Chausing 1 to 0					Ma	nager				
Performance Management	~	Showing 1 to 2 o	or 2 entries								Previous	1 Next
Core HR	\sim					Competen	t Authori	ty				
Compensation and Benefit	\sim											
		OFFICE	DIVISION	DESIGN	ATION	c	ATEGORY	SECTIO	DN .		EMPLOYEE NAME	
alent Acquisition	\sim	HQ-Delhi	Personnel	Assista	int General Manage	er C	AT-II	Perso	nnel Establishme	nt	AMITABH KUM	AR
earning and Development	\sim										Г	Close
Employee Relation	\sim										L	
				Co	pyright © 2020 Food	d Corporation of Ir	ndia Pow	ered by Konnec	t (Kellton Tech)			

Figure 4-33: Action History

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

Click on Get Results to apply the available filters.
Click on to view the particular detail of the record as shown in Figure 4-34.



Windly Justice Journee Achievements Across Last 3 Years In FCI Serie I addition Last 2 Years In FCI Serie I addition Last 2 Years In FCI Control Head List Down Any 3 Short Term Goals That You Can Achieve Within 2-5 Years In FCI Control Head List Down Any 3 Midterm Goals That You Can Achieve Within 2-10 Years In FCI Control Head List Down Any 3 Midterm Goals That You Can Achieve Within 2-10 Years In FCI Control Head Discountry Head Competencies that are important in career development Competencies Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals Control Term Goals That You Can Achieve Within 2-10 Years In FCI Control Term Goals Control Term Goals Control Term Goals Develop Control Term Goals Control Term Goals Develop Control Term Goals Control Term Goals Develop Control Term Goals Develop Control Term Goals Control Term Goals Control Term Goals Develop Competencies of the employee and Justify. Antification Control Term Goals Develop Competencies of the employee and Justify. Aring Year Goal Year Goal Justification Control Term Goals Control Term Goals Control Term Goals Of the employee and Justify. Aring Year Goal </th <th><pre>Prior Prove Provide Andrew Prov</pre></th> <th>FCI HRMS</th> <th></th> <th></th> <th></th> <th></th> <th>Aa — Aa</th> <th>Aa ES</th> <th>s MSS 💭 Hi, AMITABI</th> <th>кима</th>	<pre>Prior Prove Provide Andrew Prov</pre>	FCI HRMS					Aa — Aa	Aa ES	s MSS 💭 Hi, AMITABI	кима
Percent Manager Att KUMAR	I work I w		Action History View							
Persone Natager Attaching	Persone Name Na		Division	Designation	Authority		Employee Name	Version	Date Of Action	
We be added	Reference Interpretent particular		Personnel	Manager	Initiator	~		1 🗸	11/01/2021 9:00:59 PM	
We be added	Reference Interpretent particular	board								
1107/2021 1107/2021 11277 Latest APAR Rating Please Pan Down AL Least 5 Career Objectives That You Can Fulfill In Next 3 Years In FCI Senior Manager Minday Justify Your Career Achievements Across Last 3 Years In FCI Senior Ia Jag List Down Any 5 Short Term Goals That You Can Achieve Within A Year In FCI Senior Ia Jag List Down Any 5 Short Term Goals That You Can Achieve Within A Year In FCI Senior Ia Jag List Down Any 0 Short Term Goals That You Can Achieve Within 2 - 5 Years In FCI Country Head List Down Any One Long Term Goals That You Can Achieve Within 7 - 10 Years In FCI Country Head Country Career Country Head Country Head Country Head Country Head Country Head Country Head Harts on Country Head Harts on Country He	INDUCYCHING Description	ment ^	Get Results							
1107/2021 1107/2021 11277 Latest APAR Rating Please Pan Down AL Least 5 Career Objectives That You Can Fulfill In Next 3 Years In FCI Senior Manager Minday Justify Your Career Achievements Across Last 3 Years In FCI Senior Ia Jag List Down Any 5 Short Term Goals That You Can Achieve Within A Year In FCI Senior Ia Jag List Down Any 5 Short Term Goals That You Can Achieve Within A Year In FCI Senior Ia Jag List Down Any 0 Short Term Goals That You Can Achieve Within 2 - 5 Years In FCI Country Head List Down Any One Long Term Goals That You Can Achieve Within 7 - 10 Years In FCI Country Head Country Career Country Head Country Head Country Head Country Head Country Head Country Head Harts on Country Head Harts on Country He	INDUCYCHING Description	· ^								
1107/2021 1107/2021 11277 Latest APAR Rating Please Pan Down AL Least 5 Career Objectives That You Can Fulfill In Next 3 Years In FCI Senior Manager Minday Justify Your Career Achievements Across Last 3 Years In FCI Senior Ia Jag List Down Any 5 Short Term Goals That You Can Achieve Within A Year In FCI Senior Ia Jag List Down Any 5 Short Term Goals That You Can Achieve Within A Year In FCI Senior Ia Jag List Down Any 0 Short Term Goals That You Can Achieve Within 2 - 5 Years In FCI Country Head List Down Any One Long Term Goals That You Can Achieve Within 7 - 10 Years In FCI Country Head Country Career Country Head Country Head Country Head Country Head Country Head Country Head Harts on Country Head Harts on Country He	INDUCYCHING Description	anning								
13270 Latest APAR Rating Please Pen Down At Least 5 Career Objectives That You Can Fulfill in Next 3 Years in FCI Senior Manager Kindly Justify Your Career Achievements Across Last 3 Years in FCI Senior Isad List Down Ary 5 Short Term Goals That You Can Achieve Within A Year In FCI Isad Down Ary 3 Midterm Goals That You Can Achieve Within 2- 5 Years in FCI List Down Ary 3 Midterm Goals That You Can Achieve Within 2- 5 Years in FCI Competencies that are important in career development Competencies that are important in career development Competencies That You Can Achieve Within 7-10 Years in FCI VP Advanced Excel COMPETENCY Type Tablesion Carling With Excel 12/02/2020 Laster Participation Certificate 12/02/2020	13270 List of ARABINGS 12370 List of ARABINGS <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>									
Latest APAR Rating	<pre>kitstick AMAR Balaging kitstick AMAR Balaging k</pre>	~								
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Figure 4-34: Action History View

5 Troubleshooting and Support

5.1.1 Error Messages

The following error messages shall be showcased based on user behavior:

• If user enters a duplicate value, then HRMS shall throw a validation as shown in Figure 5-1:

Demo Emp Id : 141836 Division : Personnel		FCI HRMS	0 0) 😑 🗢 🗛 🗛 🕒 🥥
b Home	Country Master			
) My Dashboard	Error! Validation error			×
Core HR				
Masters	The country name has alread	y been taken.		×
 Organisation Management 				
» Country Master	Country	Is Active		
» State Master	All	▼ All ▼	Get Results	
» District Master				
» City Class Master				Add Country
» City Master				
» Office Type Master	Show 10 🗸 entries Export to	CSV PDF Print		Search:
» Zone Master	Country Code	♦ Country	≜ Is Active	Action
» Region Master	COUNTR37	Bangladesh	Inactive	*
 Office Setup Master 	COUNTR37	Bangladesh	Inactive	ß
 » Office Setup Master » Cadre Master 	COUNTR36	BHU B×H	Active	C C
 » Office Setup Master » Cadre Master » Category Master 	COUNTR36 COUNTR35	BHU BxH Prague		C C C
 > Office Setup Master > Cadre Master > Category Master > Division Master 	COUNTR36	BHU B×H	Active	C C
 » Office Setup Master » Cadre Master » Category Master 	COUNTR36 COUNTR35	BHU BxH Prague	Active Active	C C C
 > Office Setup Master > Cadre Master > Category Master > Division Master > Section Master > Cell Master 	COUNTR36 COUNTR35 COUNTR34	BHU BxH Prague Cuba	Active Active Inactive	
 > Office Setup Master > Cadre Master > Category Master > Division Master > Section Master 	COUNTR36 COUNTR35 COUNTR34 COUNTR11	BHU BXH Prague Cuba Zambia	Active Active Inactive Active	
Office Setup Master Cadre Master Category Master Division Master Section Master Cell Master Cell Master	COUNTR36 COUNTR35 COUNTR34 COUNTR11 COUNTR16	BHU BXH Prague Cuba Zambia Other Vietnam	Active Active Inactive Active Active	
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Figure 5-1: Validation Error: Duplicate Record

• If user does not enter information which is required in the form, then HRMS shall throw a validation as shown in Figure 4-7:

Demo Emp Id : 141836 Division : Personnel		Edit Country	0000	A- A A+ E & 🗸 🧶
	Country Master	Country Code		
	Country	COUNTR35		
	All	Enter Country		
		Please fill out this field.		
		Is Active		Add Country
	Show 10 🗸 entries Export to : Ex	Active	Search	
		Update Cancel		
	Country Code		Is Active	
	COUNTR37		Inactive	ľ
	COUNTR36	BHU BXH	Active	Ø
» Office Type Master	COUNTR35	Praque	Active	8

Figure 5-2: Validation Error: Mandatory Field Empty





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

S.No.	Status Code	Description
1	100 Continue	Only a part of the request has been received by the server, but as long as it has not been rejected, the client should continue with the request.
2	200 ОК	The request is OK.
3	201 Created	The request is complete, and a new resource is created
4	202 Accepted	The request is accepted for processing, but the processing is not complete.
5	203 Non-authoritative Information	The information in the entity header is from a local or third-party copy, not from the original server.
6	204 No Content	A status code and a header are given in the response, but there is no entity-body in the reply.
7	205 Reset Content	The browser should clear the form used for this transaction for additional input.
8	206 Partial Content	The server is returning partial data of the size requested
9	301 Moved Permanently	The requested page has moved to a new url.
10	307 Temporary Redirect	The requested page has moved temporarily to a new url.
11	400 Bad Request	The server did not understand the request.
12	401 Unauthorized	The requested page needs a username and a password.
13	403 Forbidden	Access is forbidden to the requested page.
14	404 Not Found	The server cannot find the requested page.
15	405 Method Not Allowed	The method specified in the request is not allowed.
16	406 Not Acceptable	The server can only generate a response that is not accepted by the client.
17	408 Request Timeout	The request took longer than the server was prepared to wait.
18	409 Conflict	The request could not be completed because of a conflict.
19	410 Gone	The requested page is no longer available.
20	415 Unsupported Media Type	The server will not accept the request, because the mediatype is not supported.



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

Table 5-1: HTTP Status Error Codes

5.1.2 Frequently Asked Question

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

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



		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 <u>hrmssupport.fci@gov.in</u>
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
9	Unable to open HRMS application in web browser	 Please note that the HRMS application is compatible with the following browsers only: 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 <u>hrmssupport.fci@gov.in</u>
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: 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 https://www.hrmsupport.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: Permission or Role not assigned for the employee. Information has not been migrated into the HRMS application Information has been modified after scheduled maintenance of HRMS application 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 https://www.hrmssupport.fci@gov.in
12	Information visibility as per organization hierarchy	Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself.
		Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
13	I am unable to generate an eSign or apply digital signature as a competent authority	Please send an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u> as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.
14	Unable to export or print the information in the HRMS Application	Please ensure that MS Office with latest updates is installed in the system and print settings are set to "Default". In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
15	Biometric device is unable to recognize employee fingerprint.	To ensure that the employee does not lose any attendance, the HRMS application provides the "Attendance Regularization" feature via which attendance can be modified to "Present Status" based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint registration using the biometric device w.r.t. the employee number. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
16	The leave details in the HRMS application is incorrect	There can be circumstances that the migrated information from Service Book to HRMS application might be incorrect or undefined under rare circumstances. However, in such cases the "Leave Updation" process provided by the HRMS application shall allow the Personnel Division to update the Leave balance of the employee. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
17	Unable to generate MPIN for HRMS Mobile Application	Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number, employee name, mobile number and office to <u>hrmssupport.fci@gov.in</u>
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 https://www.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 <u>hrmssupport.fci@gov.in</u> , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures.

Table 5-2: Troubleshooting and Next Steps

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

6 Helpdesk

Email ID: support-hrms@kelltontech.com