

FCI HRMS User Manual

**Module Name: Mobile Application
(Android and IOS)**

Version: 1.0



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Table of Contents

Contents

1	LOGIN	8
1.1	Login.....	8
1.2	Create New MPIN.....	11
2	Employee Dashboard	14
2.1	Employee Dashboard	14
2.1.1	Navigation	14
2.1.2	Landing Page	14
2.2	Profile.....	18
2.2.1	Navigation	18
2.2.2	Landing Page	18
2.3	Change MPIN.....	19
2.3.1	Navigation	19
2.3.2	Landing Page	19
2.4	Notification.....	20
2.4.1	Navigation	20
2.4.2	Landing Page	20
2.5	Attendance.....	21
2.5.1	Navigation	21
2.5.2	Landing Page	21
2.6	Leave	22
2.6.1	Navigation	22
2.6.2	Landing Page	22
2.6.3	Apply Leave Request	23
2.6.4	View Leave Request	24
2.7	Leave Balance New	25
2.7.1	Navigation	25
2.7.2	Landing Page	25
2.7.3	Apply Leave Balance New.....	26
2.7.4	View Leave Balance New Request Action History	27
2.8	My Holidays.....	28
2.8.1	Navigation	28
2.8.2	Landing Page	28
2.9	Attendance Regularization	29
2.9.1	Navigation	29
2.9.2	Landing Page	29
2.9.3	Apply Regularization.....	30
2.10	Documents Letters/Attachments	31
2.10.1	Navigation	31
2.10.2	Landing Page	32



FCI HRMS
Mobile Application User Manual
Version 1.0

2.11	Employee Directory.....	32
2.11.1	Navigation	32
2.11.2	Landing Page	33
2.12	OTA Reimbursement.....	33
2.12.1	Navigation	33
2.12.2	Landing Page	33
2.12.3	Apply OTA Request.....	34
2.12.4	View OTA Reimbursement Action History	35
2.13	Travel Reimbursement.....	36
2.13.1	Navigation	36
2.13.2	Landing Page	36
2.13.3	Apply Travel Reimbursement Request	37
2.13.4	View Travel Reimbursement Action History	38
2.14	Other Reimbursement	39
2.14.1	Navigation	39
2.14.2	Landing Page	39
2.14.3	Apply Other Reimbursement Request.....	40
2.14.4	View Other Reimbursement Action History.....	41
2.15	Policies and Circular	42
2.15.1	Navigation	42
2.15.2	Landing Page	42
2.16	Movable Property	43
2.16.1	Navigation	43
2.16.2	Landing Page	43
2.16.3	Apply movable property	44
2.16.4	View Movable Property Action History.....	45
2.17	Movable Property Confirmation.....	46
2.17.1	Navigation	46
2.17.2	Landing Page	46
2.17.3	Apply movable property Confirmation	47
2.17.4	View Movable Property Confirmation Action History	48
2.18	Immovable Property	49
2.18.1	Navigation	49
2.18.2	Landing Page	49
2.18.3	Apply Immovable property	50
2.18.4	View Immovable Property Action History	51
2.19	Immovable Property Confirmation.....	52
2.19.1	Navigation	52
2.19.2	Landing Page	52
2.19.3	Apply Immovable property Confirmation	53
2.19.4	View Immovable Property confirmation Action History	54
2.20	LTC Bharat Darshan /Hometown	55
2.20.1	Navigation	55
2.20.2	Landing Page	55
2.20.3	Apply LTC Bharat darshan/hometown.....	56



FCI HRMS
Mobile Application User Manual
Version 1.0

2.20.4	View LTC Bharat darshan/hometown Action History	57
2.21	LTC Destination Change	58
2.21.1	Navigation	58
2.21.2	Landing Page	58
2.21.3	Apply LTC Destination Change.....	59
2.21.4	View LTC Destination Change Action History.....	60
2.22	Medical Identity Card.....	61
2.22.1	Navigation	61
2.22.2	Landing Page	61
2.22.3	Apply Medical Identity Card.....	62
2.22.4	View Medical Identity Card Action History	63
2.23	Double Establishment.....	64
2.23.1	Navigation	64
2.23.2	Landing Page	64
2.23.3	Apply Double Establishment.....	65
2.23.4	View Double Establishment Action History.....	66
2.24	Higher Studies Request.....	67
2.24.1	Navigation	67
2.24.2	Landing Page	67
2.24.3	Apply Higher Studies Request.....	69
2.24.4	View Higher Studies Request Action History	70
2.25	Higher Studies Incentive Increment	71
2.25.1	Navigation	71
2.25.2	Landing Page	71
2.25.3	Apply Higher Studies Incentive Increment	72
2.25.4	View Higher Studies Incentive Increment Action History	73
2.26	Benevolent Fund.....	74
2.26.1	Navigation	74
2.26.2	Landing Page	74
2.26.3	Apply Benevolent Fund.....	75
2.26.4	View Benevolent Fund Action History.....	76
2.27	NOC Passport	77
2.27.1	Navigation	77
2.27.2	Landing Page	77
2.27.3	Apply NOC Passport	78
2.27.4	View NOC Passport Action History.....	79
2.28	NOC VISA.....	80
2.28.1	Navigation	80
2.28.2	Landing Page	80
2.28.3	Apply NOC Visa.....	81
2.28.4	View NOC Visa Action History	82
2.29	NOC For Leave Country.....	83
2.29.1	Navigation	83
2.29.2	Landing Page	83
2.29.3	Apply NOC For Leave Country.....	84



FCI HRMS
Mobile Application User Manual
Version 1.0

2.29.4	View NOC For Leave Country Action History	85
2.30	NOC For Other Examination	86
2.30.1	Navigation	86
2.30.2	Landing Page	86
2.30.3	Apply NOC For Other Examination	87
2.30.4	View NOC For Other Examination Action History	88
2.31	Experience Certificate NOC For Other Examination	89
2.31.1	Navigation	89
2.31.2	Landing Page	89
2.31.3	Apply Experience Certificate NOC For Other Examination	90
2.31.4	View Experience Certificate NOC For Other Examination Action History.....	91
2.32	NOC Passport Dependent	92
2.32.1	Navigation	92
2.32.2	Landing Page	92
2.32.3	Apply NOC Passport Dependent	93
2.32.4	View NOC Passport Dependent Action History	94
2.33	Survey Participate	95
2.33.1	Navigation	95
2.33.2	Landing Page	95
2.33.3	Submit Survey Response.....	96
2.34	Leave Encashment	97
2.34.1	Navigation	97
2.34.2	Landing Page	97
2.34.3	Apply Leave Encashment	98
2.34.4	View Leave Encashment Action History	99
2.35	Leave Station Intimation.....	100
2.35.1	Navigation	100
2.35.2	Landing Page	100
2.35.3	Apply Leave Station Intimation.....	101
2.35.4	View Movable Property Action History.....	102
2.36	Medical Allowance.....	103
2.36.1	Navigation	103
2.36.2	Landing Page	103
2.36.3	Apply Medical Allowance.....	104
2.36.4	View Medical Allowance Action History	105
2.37	Briefcase Reimbursement.....	106
2.37.1	Navigation	106
2.37.2	Landing Page	106
2.37.3	Apply Briefcase Reimbursement.....	107
2.37.4	View Briefcase Reimbursement Action History	108
2.38	Local Travel allowance	109
2.38.1	Navigation	109
2.38.2	Landing Page	109
2.38.3	Apply Local Travel allowance	110
2.38.4	View Local Travel Allowance Action History	111



FCI HRMS
Mobile Application User Manual
Version 1.0

2.39	Gift Noting.....	112
2.39.1	Navigation	112
2.39.2	Landing Page	112
2.39.3	Apply Gift Noting.....	113
2.39.4	View Gift Noting Action History	114
2.40	Tour Diary	115
2.40.1	Navigation	115
2.40.2	Landing Page	115
2.40.3	Apply Tour Diary.....	116
2.40.4	View Tour Diary Action History	117
2.41	Tour Advance	118
2.41.1	Navigation	118
2.41.2	Landing Page	118
2.41.3	Apply Tour Advance	119
2.41.4	View Tour Advance Action History.....	120
2.42	Payroll Reports	121
2.42.1	Navigation	121
2.42.2	Landing Page	121
3	Manager Dashboard.....	124
3.1	Manager Dashboard.....	124
3.1.1.1	Navigation	124
3.1.1.2	Landing Page	124
3.2	Review/Approve.....	126
3.2.1	Navigation	126
3.2.2	Landing Page	126
3.2.3	Review/Approve Leave Request	127
3.3	Action History.....	129
3.3.1	Navigation	129
3.3.2	Landing Page	129

1 LOGIN

1.1 Login

- User shall access the HRMS mobile application by two ways :
 - Login with Employee ID and Password as shared by FCI HRMS/IT Section.
 - Login with MPIN created by user.

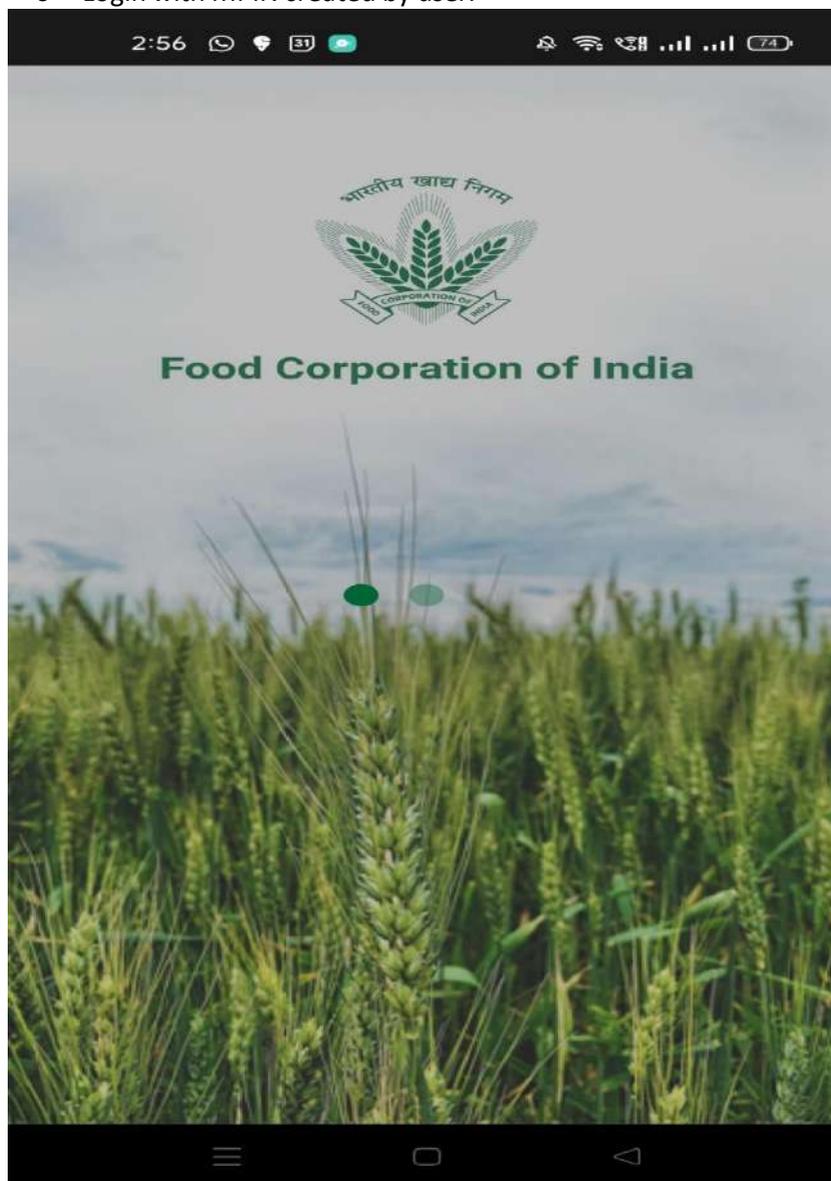


Figure 1: Mobile App Starting Screen

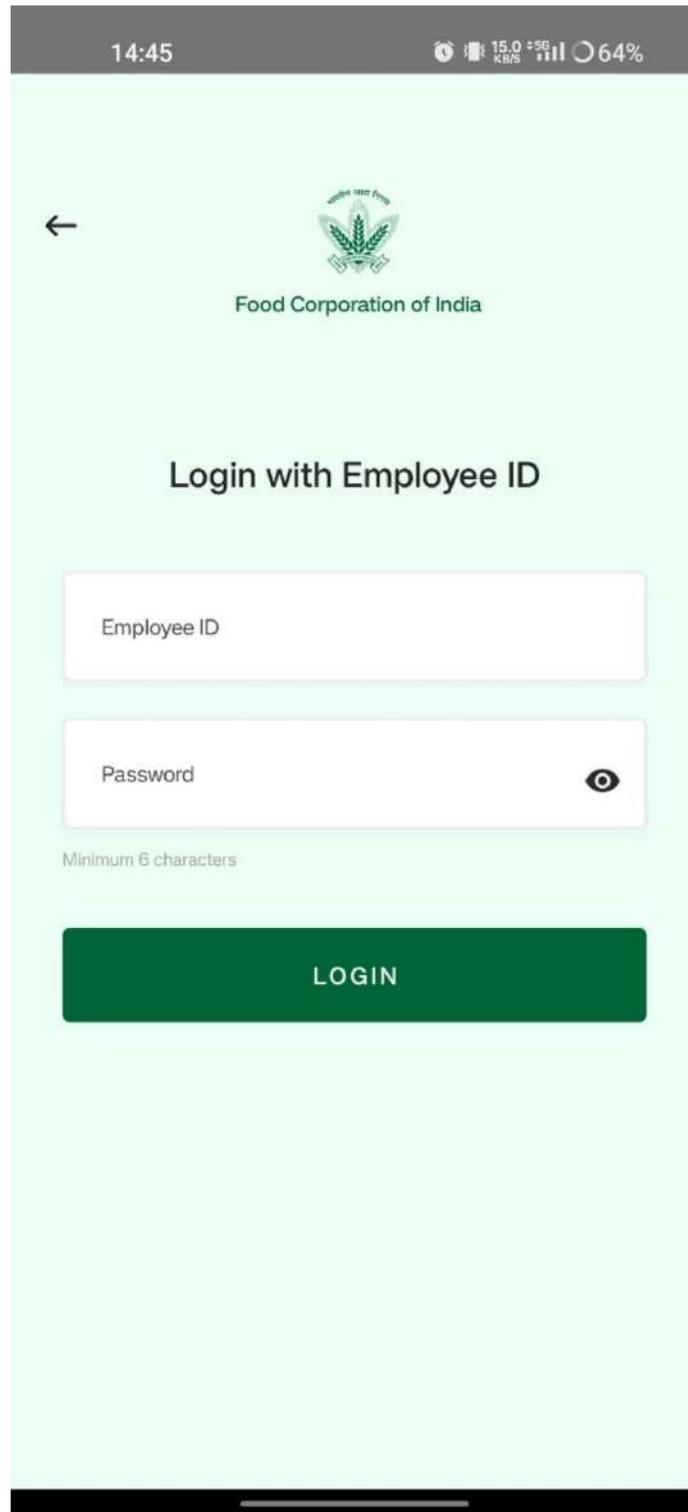


Figure 2: Login via ID & Password

- Enter Login credentials on Login with Employee ID/password and click on 

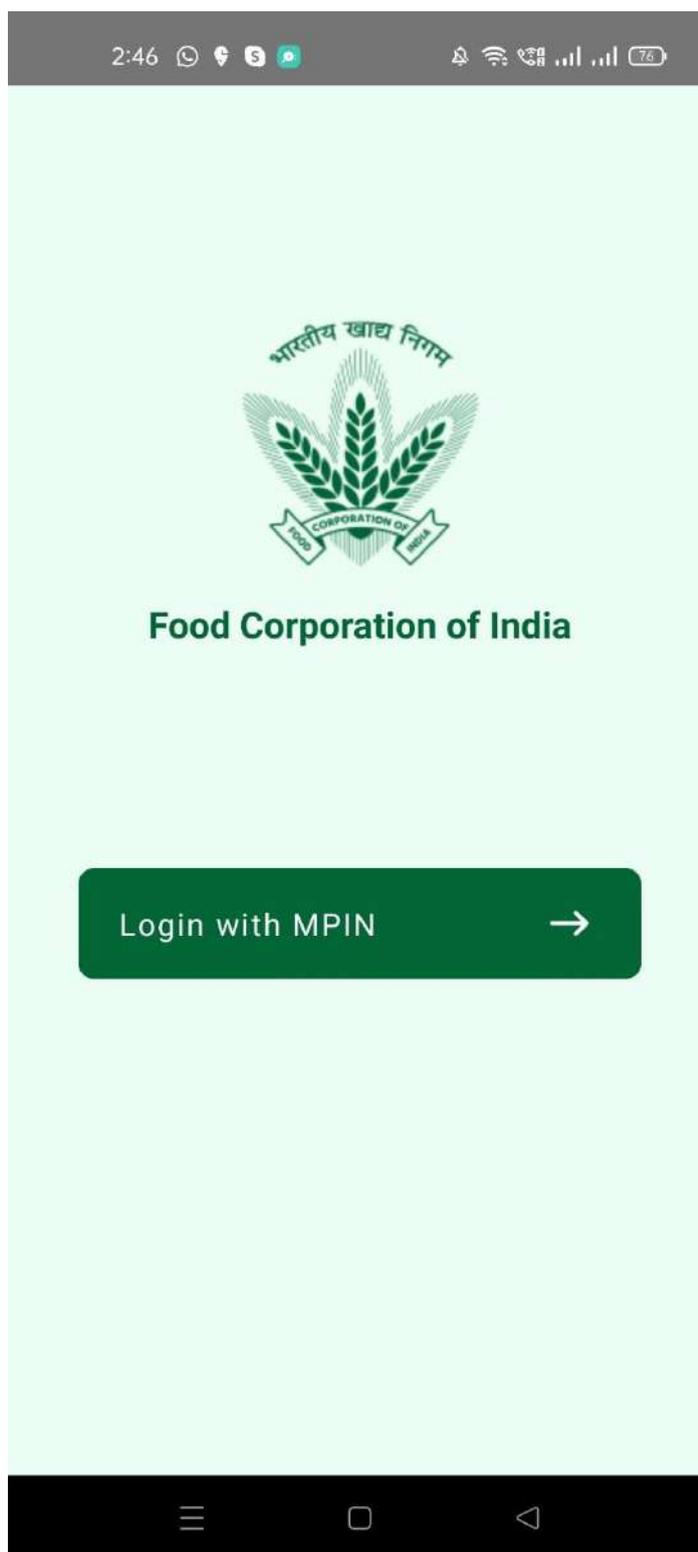


Figure 4: MPIN Login

- Enter MPIN for easy login and click on  as shown in Figure 4.



Figure 4: MPIN Login

1.2 Create New MPIN

To create a new MPIN, Click on Login with MPIN as shown in Figure 2, and then click on Create MPIN as shown in Figure 4.

Enter the required details and click on  as shown in Figure 5.

11:22

←


Food Corporation of India

Create New MPIN

Employee ID

DOB 

New MPIN View

Confirm New MPIN View

Continue

Figure 5: New MPIN

An OTP will be sent on registered mobile number for verification. Employee need to Enter OTP as shown in Figure 6 to verify and create MPIN.

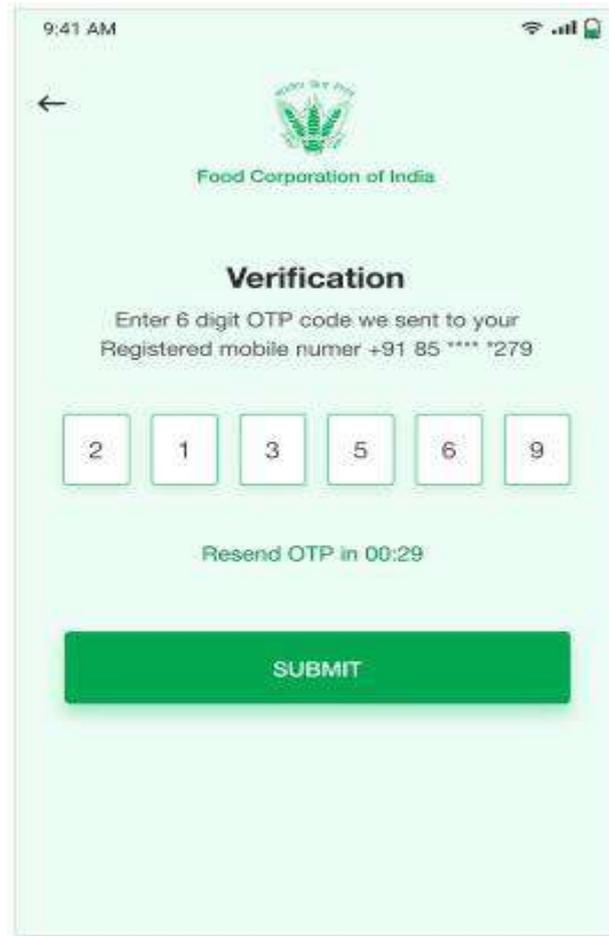


Figure 6: OTP for New MPIN

Click on  to create MPIN after entering OTP. And success message will be shown as Figure 7.

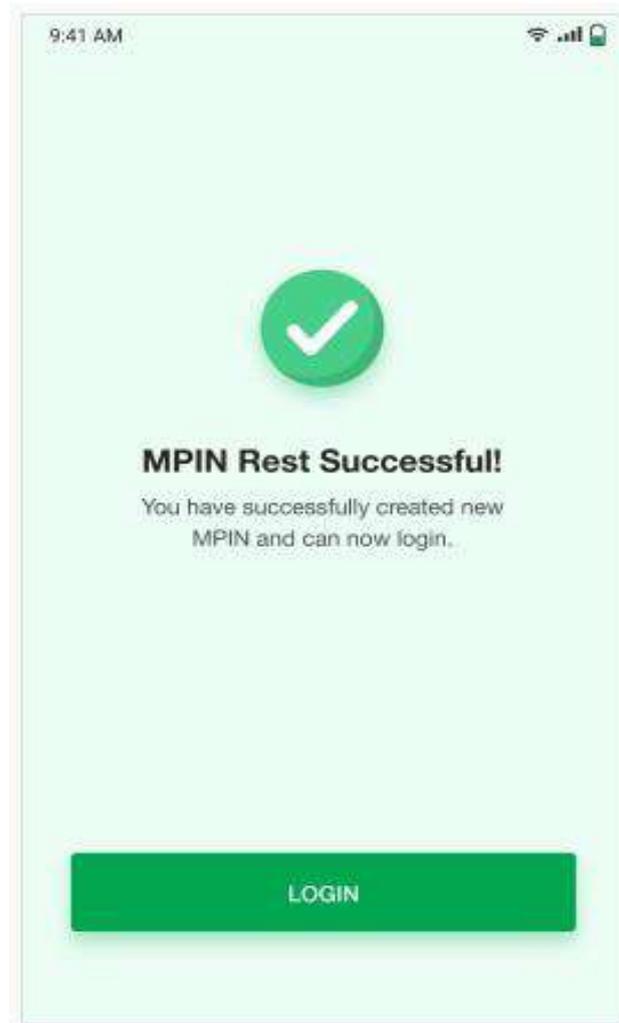


Figure 7: Success MPIN Message

2 Employee Dashboard

The Employee Self Service (ESS) will serve as employee service portal allowing foremost collaboration among FCI employees to initiate, track and monitor various service requests. ESS shall serve as one stop workspace for intercommunication of various other process areas in HRMS, providing an impression of seamless business transaction management with high degree of usability to FCI employees.

2.1 Employee Dashboard

- FCI employees can access the Employee Dashboard after login. After Login you will Land on Employee Self Service **Dashboard**

2.1.1 Navigation

Navigation: Login>>Dashboard

2.1.2 Landing Page

User shall traverse the navigation as mentioned to reach the Employee Dashboard.

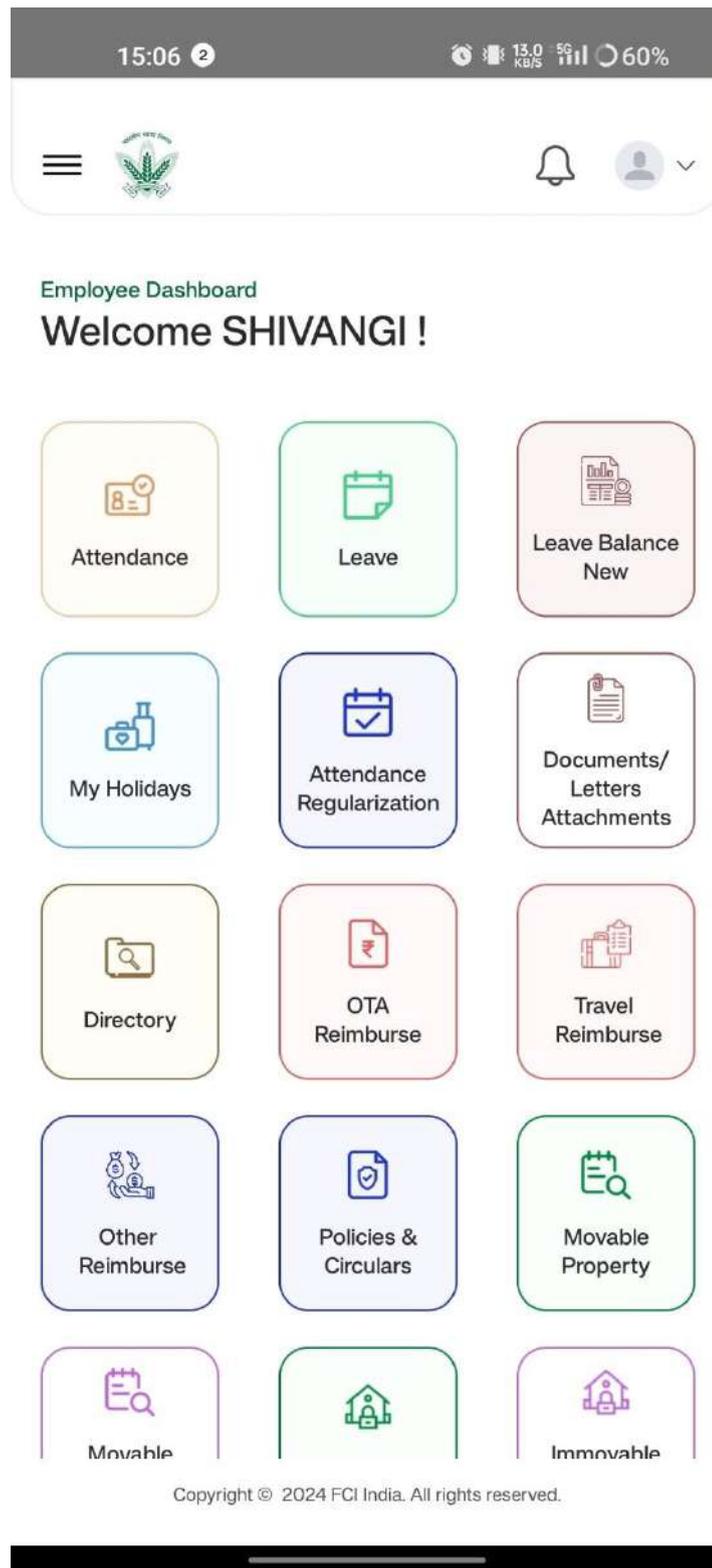


Figure 8: Employee Dashboard

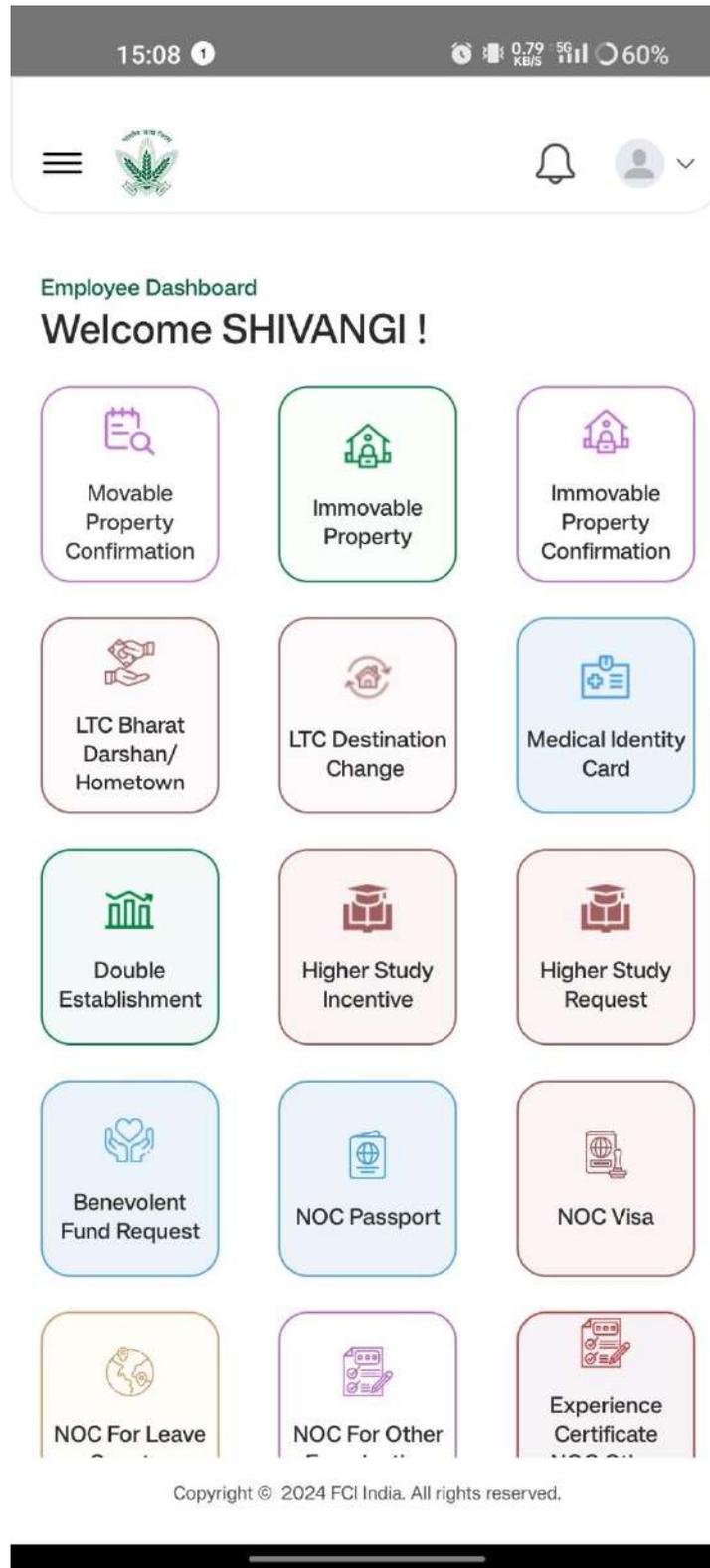


Figure 8.1: Employee Dashboard

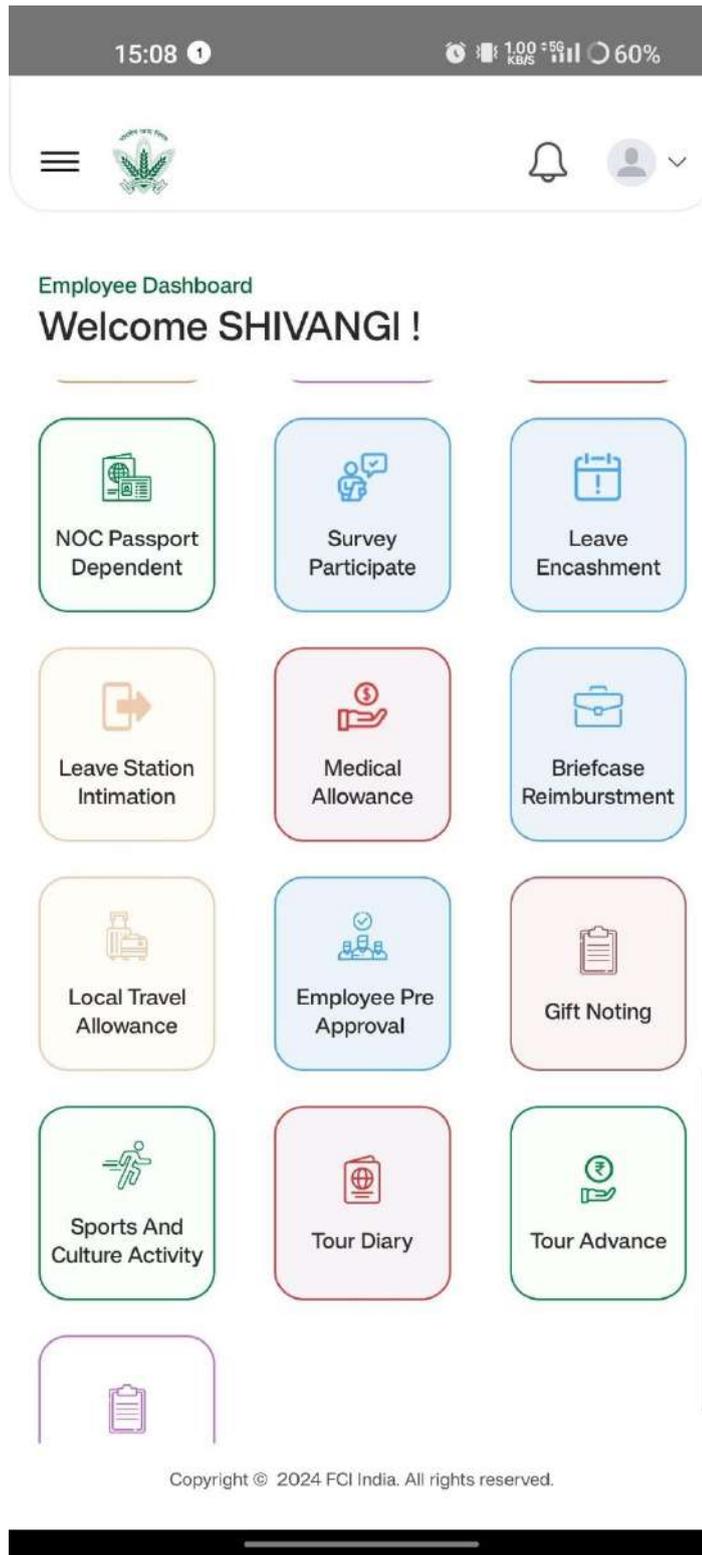


Figure 8.2: Employee Dashboard



Figure 8.3: Employee Dashboard

2.2 Profile

Profile contain detail of employee he can view them there

2.2.1 Navigation

Navigation: Home Page>> Dashboard(top right corner of the HRMS application)>> View Profile

2.2.2 Landing Page

User shall traverse the navigation.

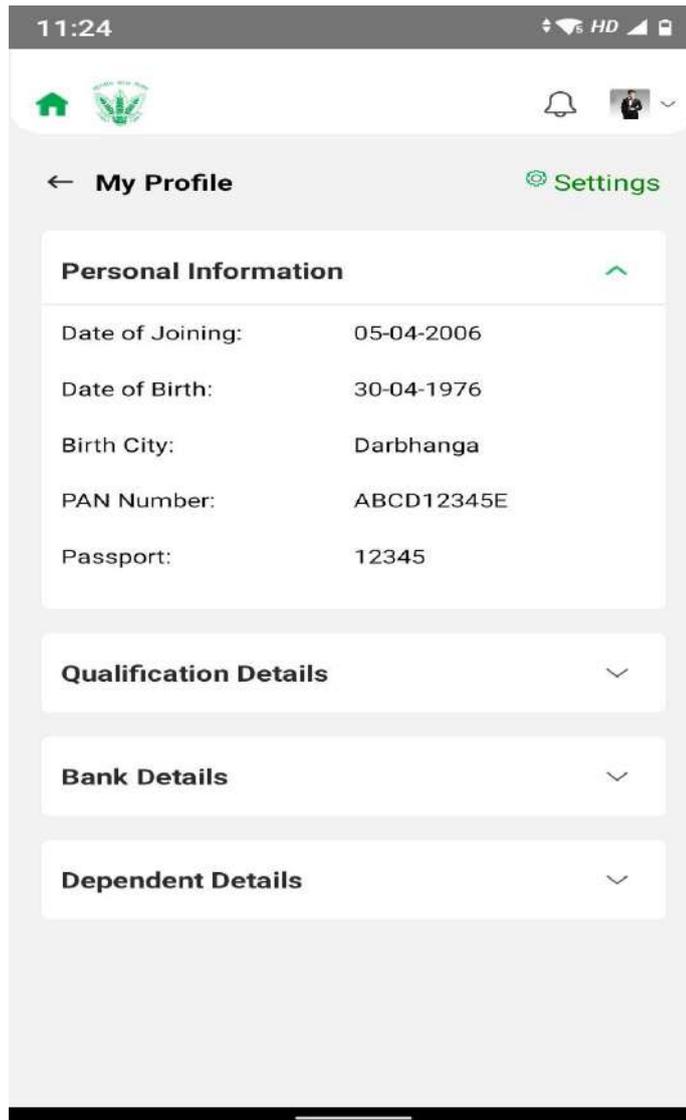


Figure 9: View Profile

2.3 Change MPIN

Its use to change MPIN

2.3.1 Navigation

Navigation: Home Page>> Dashboard (top right corner of the HRMS application)>> View Profile>> Setting

2.3.2 Landing Page

User shall traverse the navigation as mentioned.

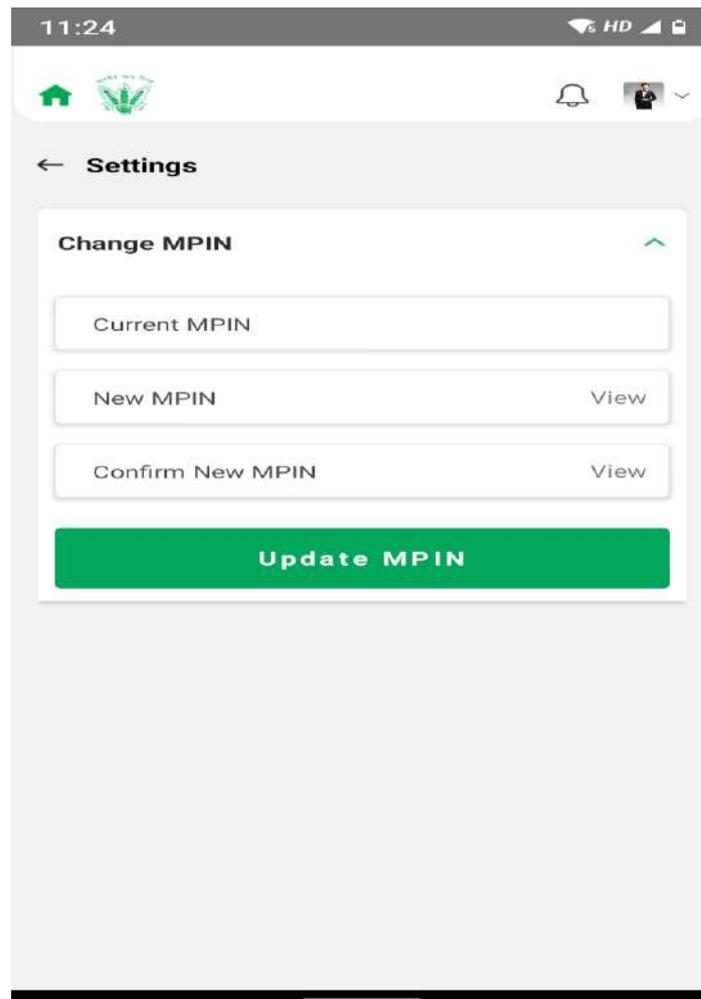


Figure 10: Change MPIN

2.4 Notification

Update and notification are shown here

2.4.1 Navigation

Navigation: Home Page >> Click Bell Icon

2.4.2 Landing Page

User shall traverse the navigation as mentioned.

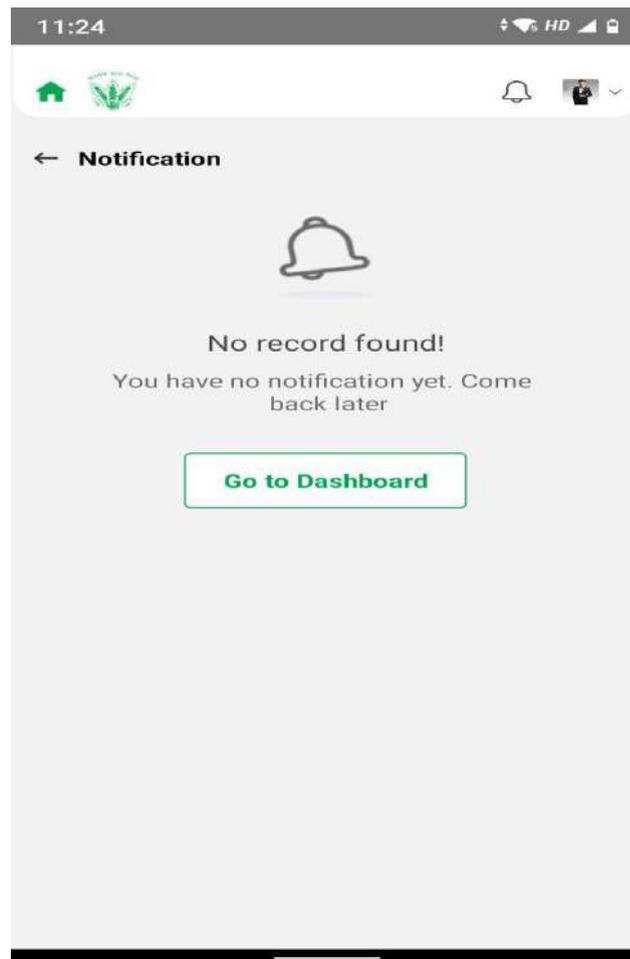


Figure 11: Notification

2.5 Attendance

Employees' statement of being absent, present or on leave will be maintained in this process.

2.5.1 Navigation

Navigation: Home Page>> Dashboard>>Attendance

2.5.2 Landing Page

User shall traverse the navigation as mentioned.



Date	Day	Status
01-12-2020	Tuesday	Present
02-12-2020	Wednesday	Present
03-12-2020	Thursday	Absent
04-12-2020	Friday	Absent
05-12-2020	Saturday	Absent
06-12-2020	Sunday	Absent
07-12-2020	Monday	Absent
08-12-2020	Tuesday	Present
09-12-2020	Wednesday	Present
10-12-2020	Thursday	Present
11-12-2020	Friday	Absent
12-12-2020	Saturday	Absent
13-12-2020	Sunday	Absent

Figure 12: Attendance Statement

2.6 Leave

Employee can View leaves balance, apply leave, view applied leave

2.6.1 Navigation

Navigation: Home Page>> Dashboard>>Leave

2.6.2 Landing Page

User shall traverse the navigation as mentioned.

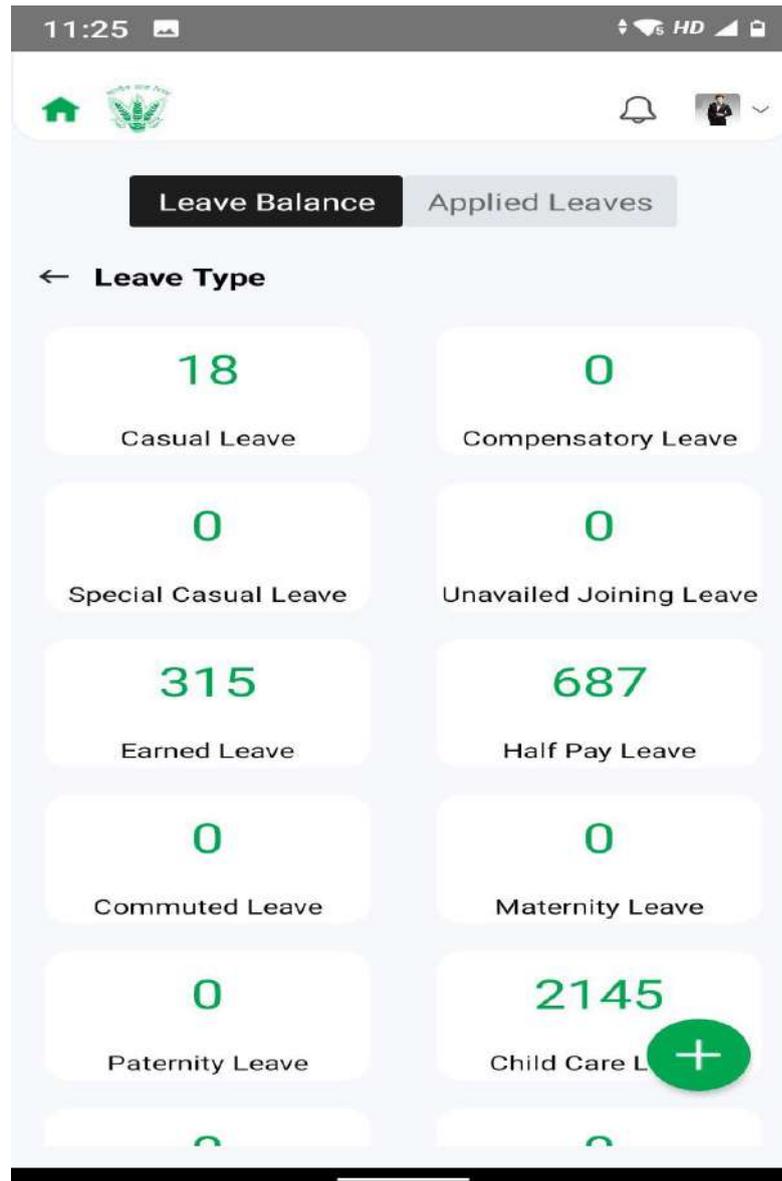


Figure 13: Leave Balance

2.6.3 Apply Leave Request

Click on  to open the Apply Leave Request.



The screenshot shows the 'Apply Leave' screen in the FCI HRMS mobile application. At the top, the status bar shows the time 11:25, signal strength, HD, and battery level. Below the status bar is a navigation bar with a home icon, the FCI logo, a notification bell, and a user profile icon. The main heading is 'Apply Leave' with a back arrow. The form contains the following fields:

Employee name AMITABH KUMAR	Office HQ-Delhi
Division Personnel	Designation Assistant General Manager

Below the employee details are several input fields:

- Leave Type (dropdown menu)
- From (calendar icon)
- To (calendar icon)
- Session (dropdown menu)
- Reason (dropdown menu)
- Comment (text input)
- Address (text input)
- Contact Number (text input)

At the bottom, there is a section for 'Responsible / Officiating Employee in' with a dropdown menu.

Figure 14: Apply Leave Request

Enter the details and click on  such that a success message will be shown

2.6.4 View Leave Request

Click on Applied leave Tab in LEAVE Section to view Request of Leave and their status.

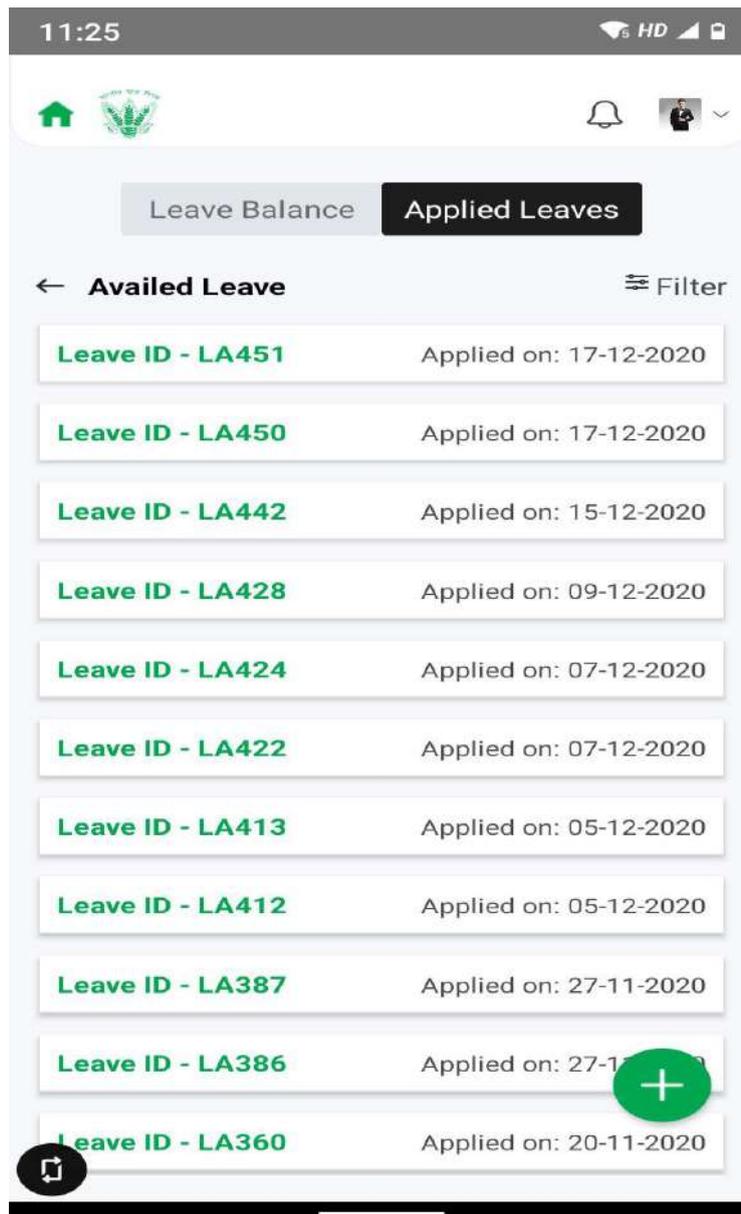


Figure 15: Apply Leave Status

2.7 Leave Balance New

Employees can View Status of previously raised request and also apply for leave balance new request here.

2.7.1 Navigation

Navigation: ESS Dashboard>>Leave Balance New

2.7.2 Landing Page

User shall traverse the navigation as mentioned.

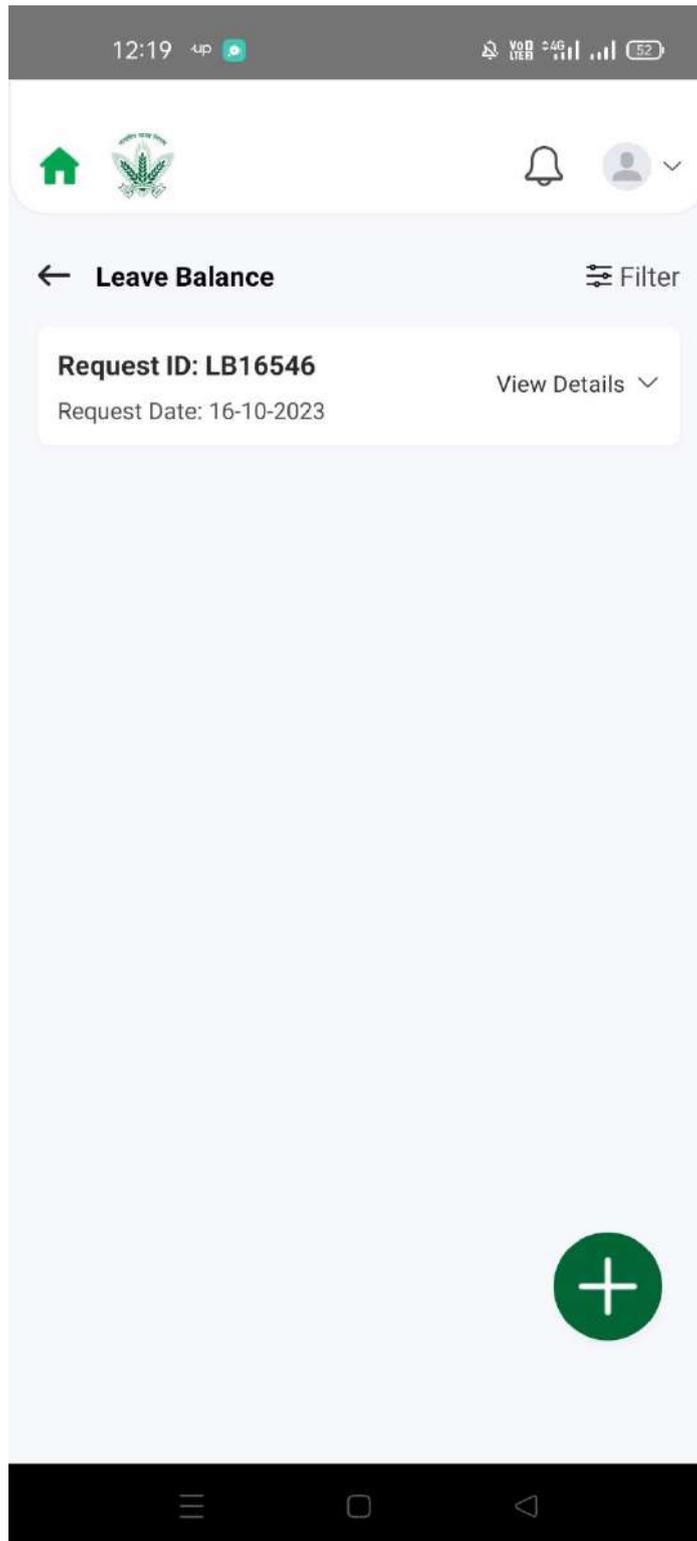


Figure 16: Leave Balance New

2.7.3 Apply Leave Balance New

Click on  to open the Apply Leave balance new Request.

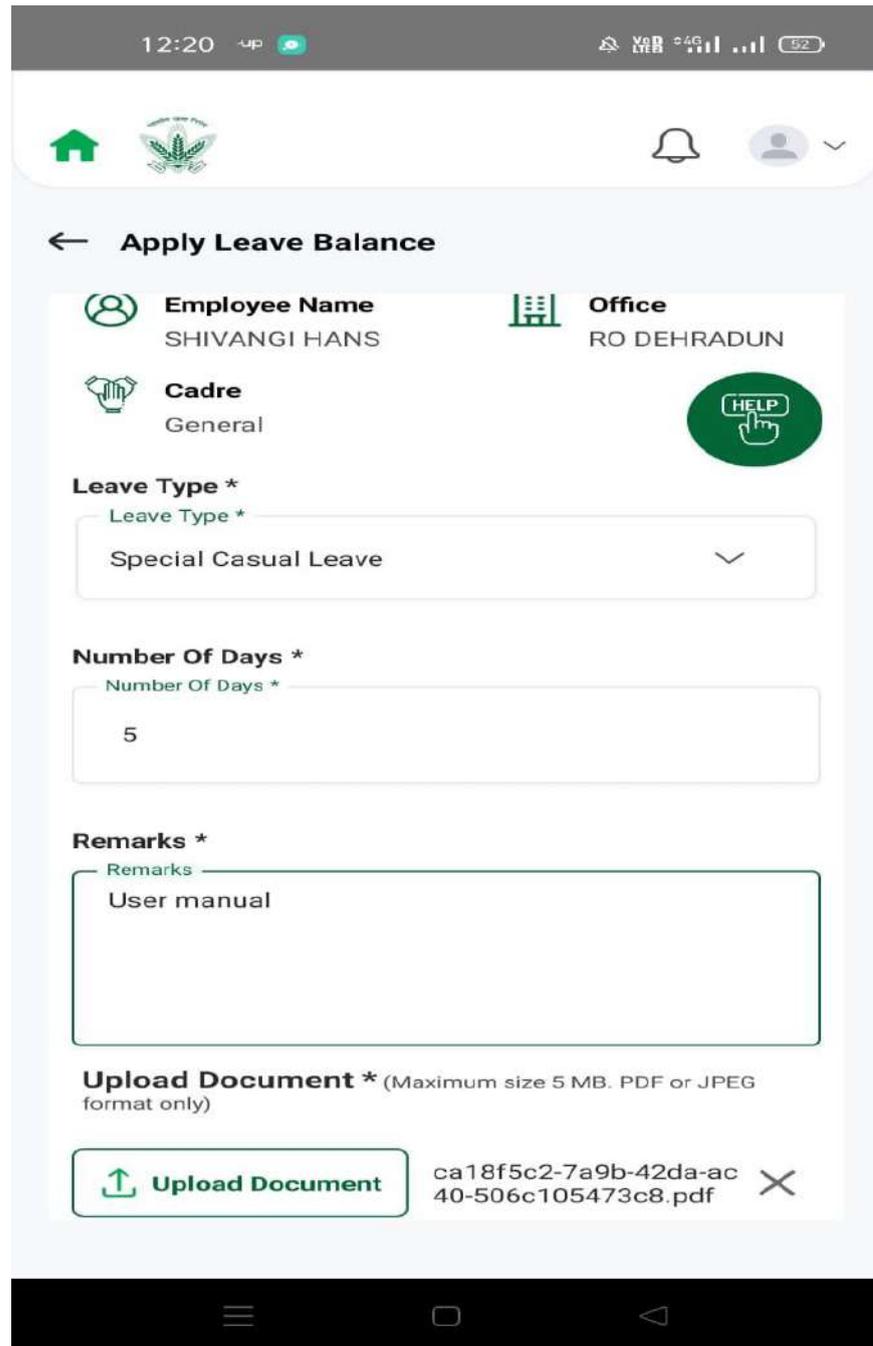


Figure 17: Apply Leave balance new request

2.7.4 View Leave Balance New Request Action History

Click on status of the applied request of Leave balance new to view the action history.

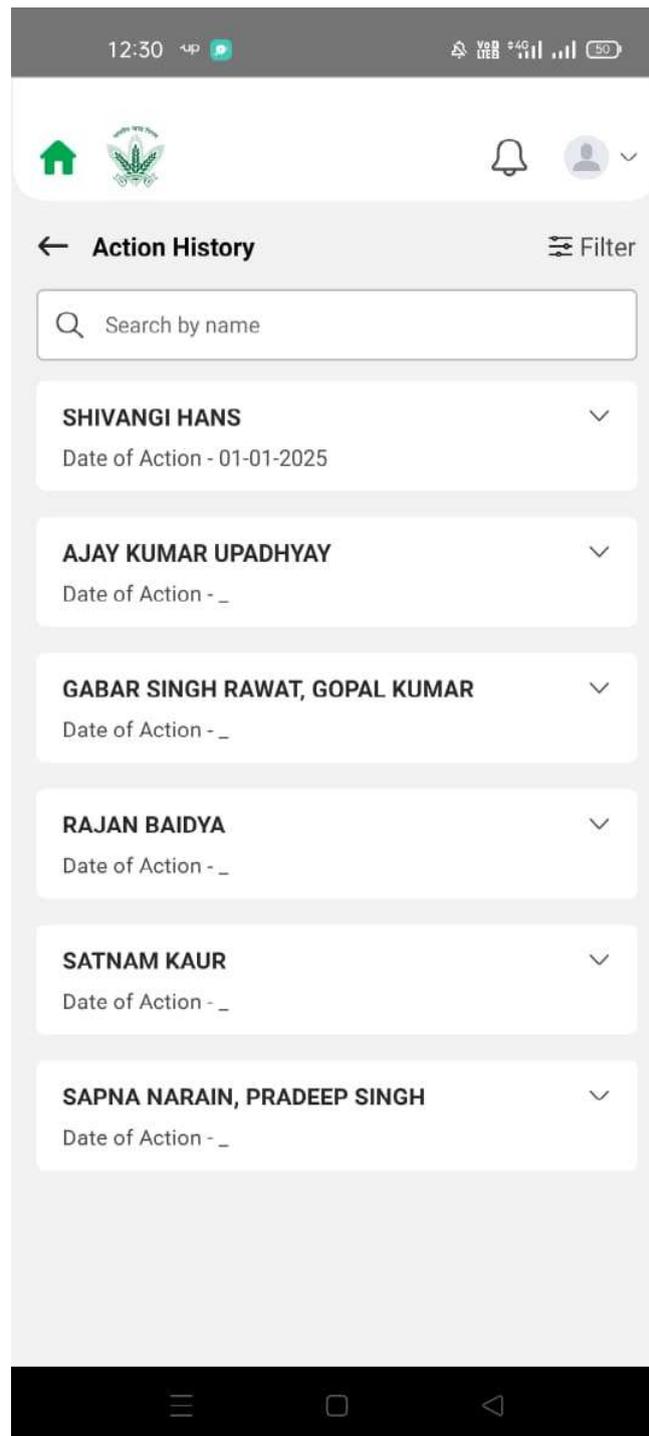


Figure 18: Leave Balance New Action History

2.8 My Holidays

As the holidays has been defined each year employees of the organization can view know the date and type of the holidays.

2.8.1 Navigation

Navigation: ESS >> My Holidays

2.8.2 Landing Page

User shall traverse the navigation as mentioned.

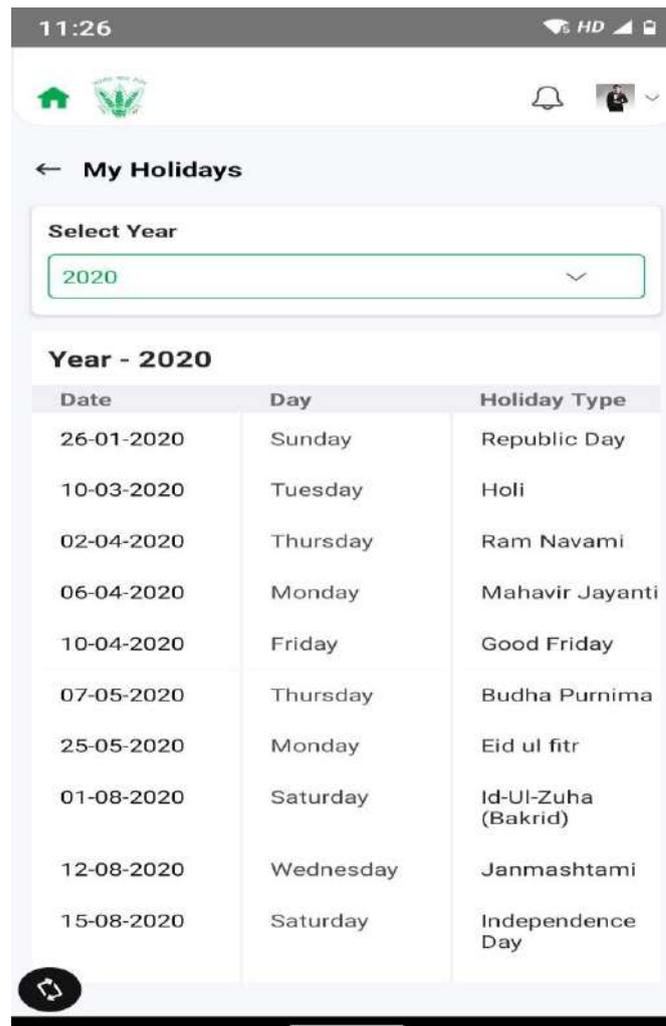


Figure 19: My Holidays

2.9 Attendance Regularization

As the employees is on duty to another site other than FCI or biometric is not being able to take the punch in or punch out or due to some personal reasons the employee is not being to reach on time, attendance regularization will allow the employees to add their updated in and out time through the system.

Step1: Employee will raise the request by adding their updated in and out time.

Step2: Assigned Reporting officer of that employee will approve the regularized time request.

2.9.1 Navigation

Navigation: ESS>>Attendance Regularization

2.9.2 Landing Page

User shall traverse the navigation as mentioned.

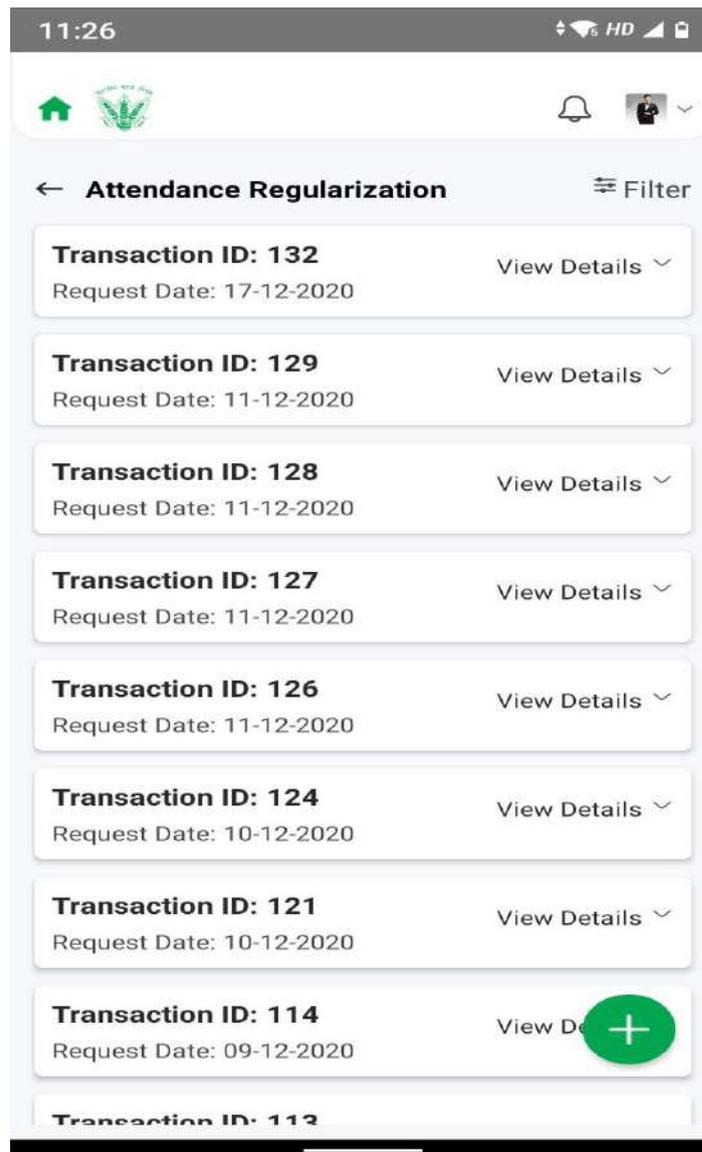
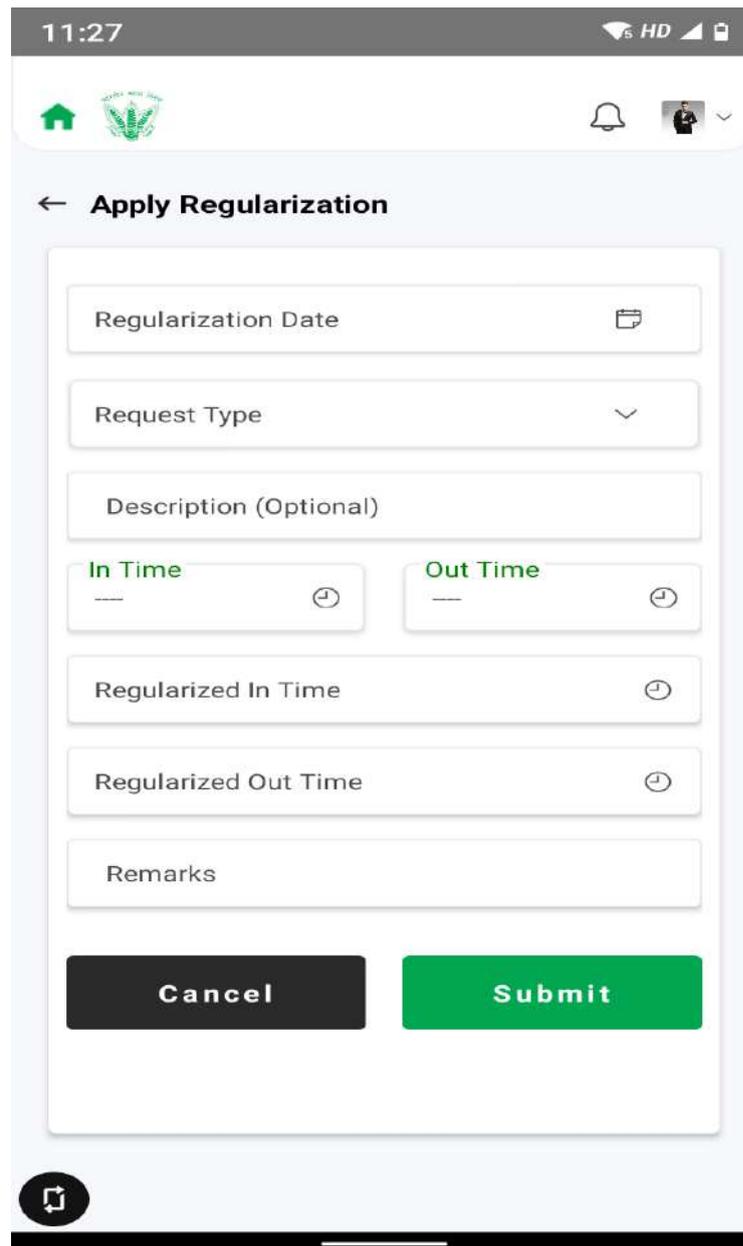


Figure 20: Attendance Regularization

2.9.3 Apply Regularization

Click on  to open the Apply for Attendance Regularization.



The screenshot shows a mobile application interface for 'Apply Regularization'. At the top, there is a status bar with the time 11:27, signal strength, HD, and battery icons. Below the status bar is a navigation bar with a home icon, a logo, a notification bell, and a user profile icon. The main title is 'Apply Regularization'. The form contains the following fields: 'Regularization Date' with a calendar icon, 'Request Type' with a dropdown arrow, 'Description (Optional)', 'In Time' and 'Out Time' with clock icons, 'Regularized In Time' and 'Regularized Out Time' with clock icons, and 'Remarks'. At the bottom of the form are two buttons: 'Cancel' (black) and 'Submit' (green). A floating action button with a plus sign is located at the bottom left of the screen.

Figure 21: Apply for Attendance Regularization

Enter the details and click on  such that a success message will be shown for addition of a new record.

2.10 Documents Letters/Attachments

Employees can view their service book.

2.10.1 Navigation

Navigation: ESS >>Documents letters/Attachments

2.10.2 Landing Page

User shall traverse the navigation as mentioned.

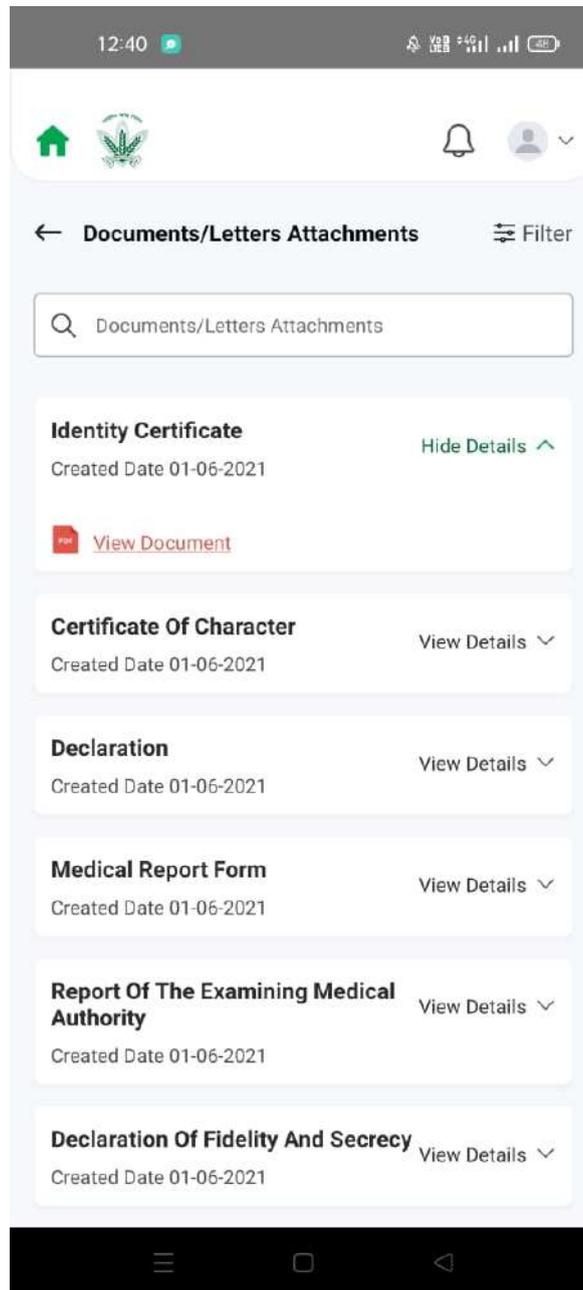


Figure 22: Employee Documents letters/attachments

All the approved requests with their order/action history and attachments will be displayed.

2.11 Employee Directory

Employee Directory contains a list of FCI Employee spread across different zones and regions.

2.11.1 Navigation

Navigation: ESS >>Employee Directory

2.11.2 Landing Page

User shall traverse the navigation as mentioned.

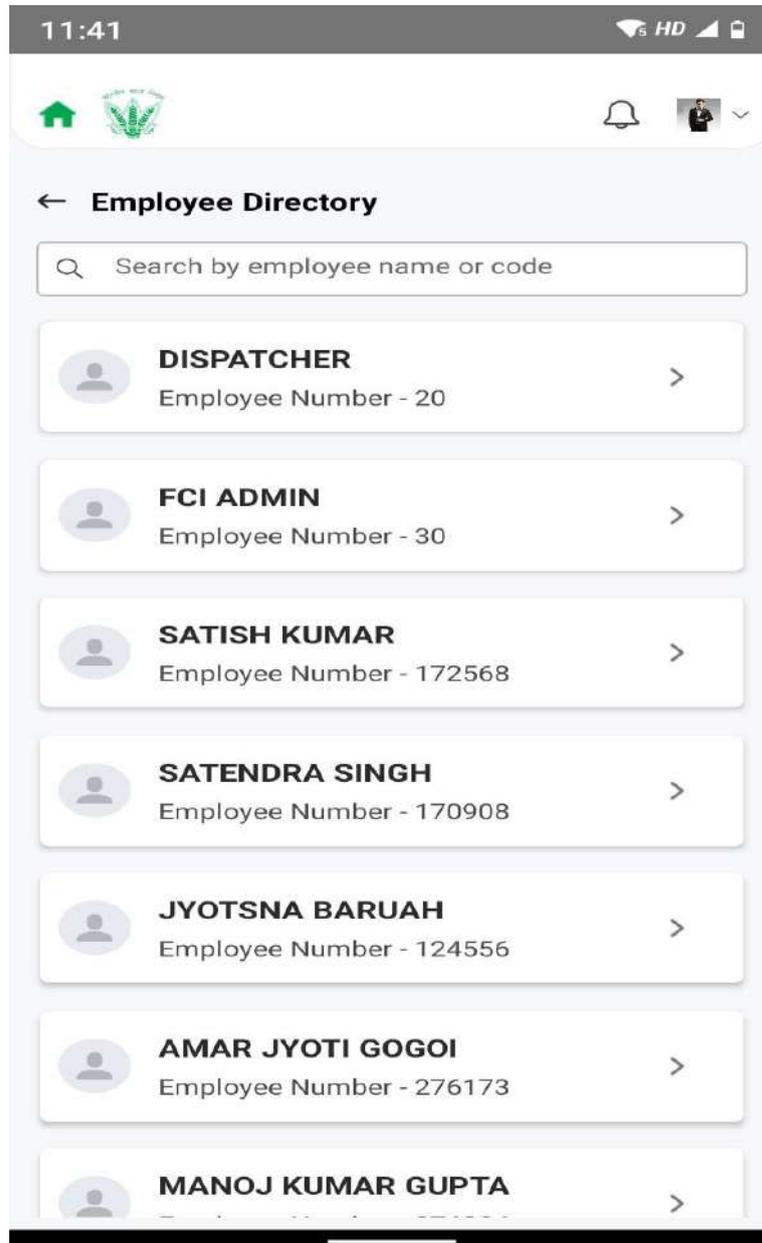


Figure 23: Employee Directory

The Employee Directory can be search using name or employee Number.

2.12 OTA Reimbursement

Employees can View Status of previously raised request and also apply for OTA reimbursement here

2.12.1 Navigation

Navigation: ESS Dashboard>>OTA Reimbursement

2.12.2 Landing Page

User shall traverse the navigation as mentioned.

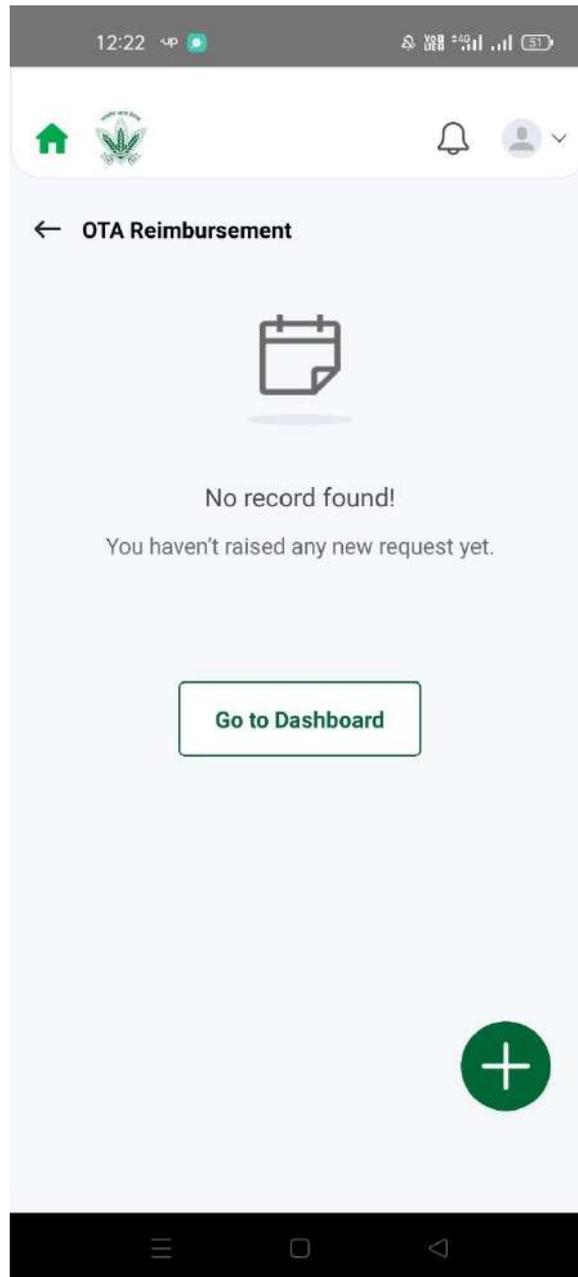


Figure 24: OTA Reimbursement

2.12.3 Apply OTA Request

Click on  to open the OTA reimbursement request.

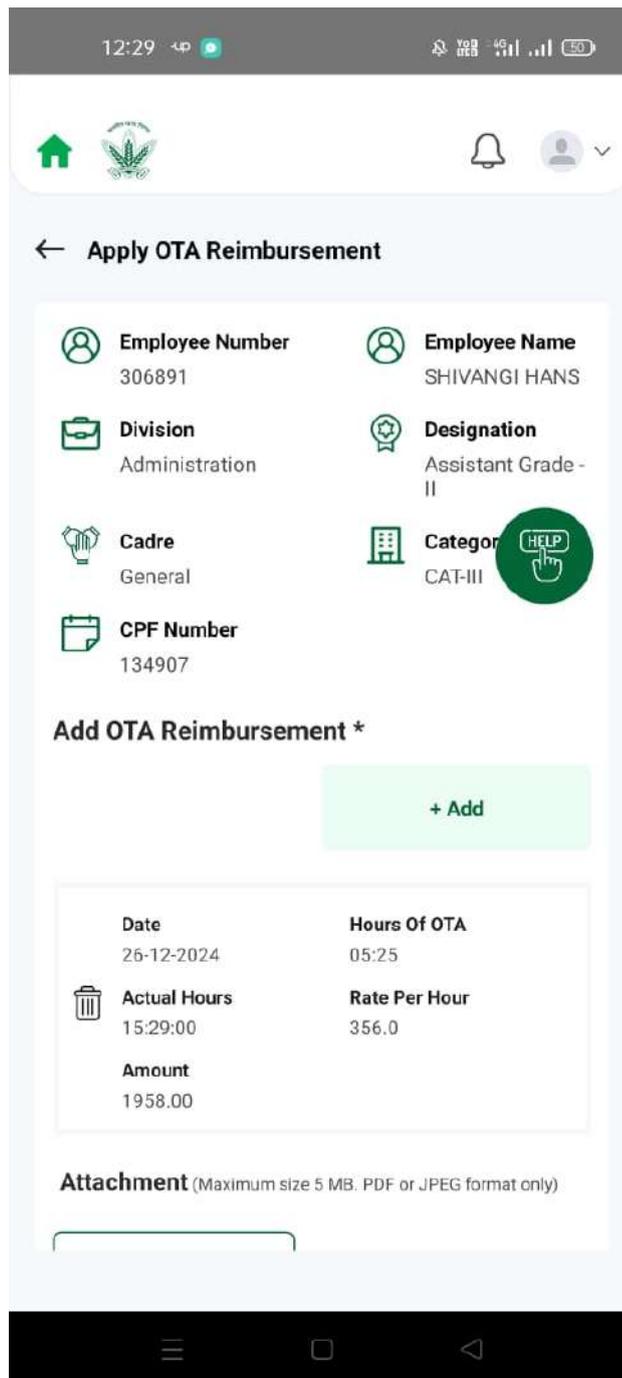


Figure 25: Apply OTA Reimbursement Request

2.12.4 View OTA Reimbursement Action History

Click on the status of the applied request of OTA Reimbursement to view the action history.

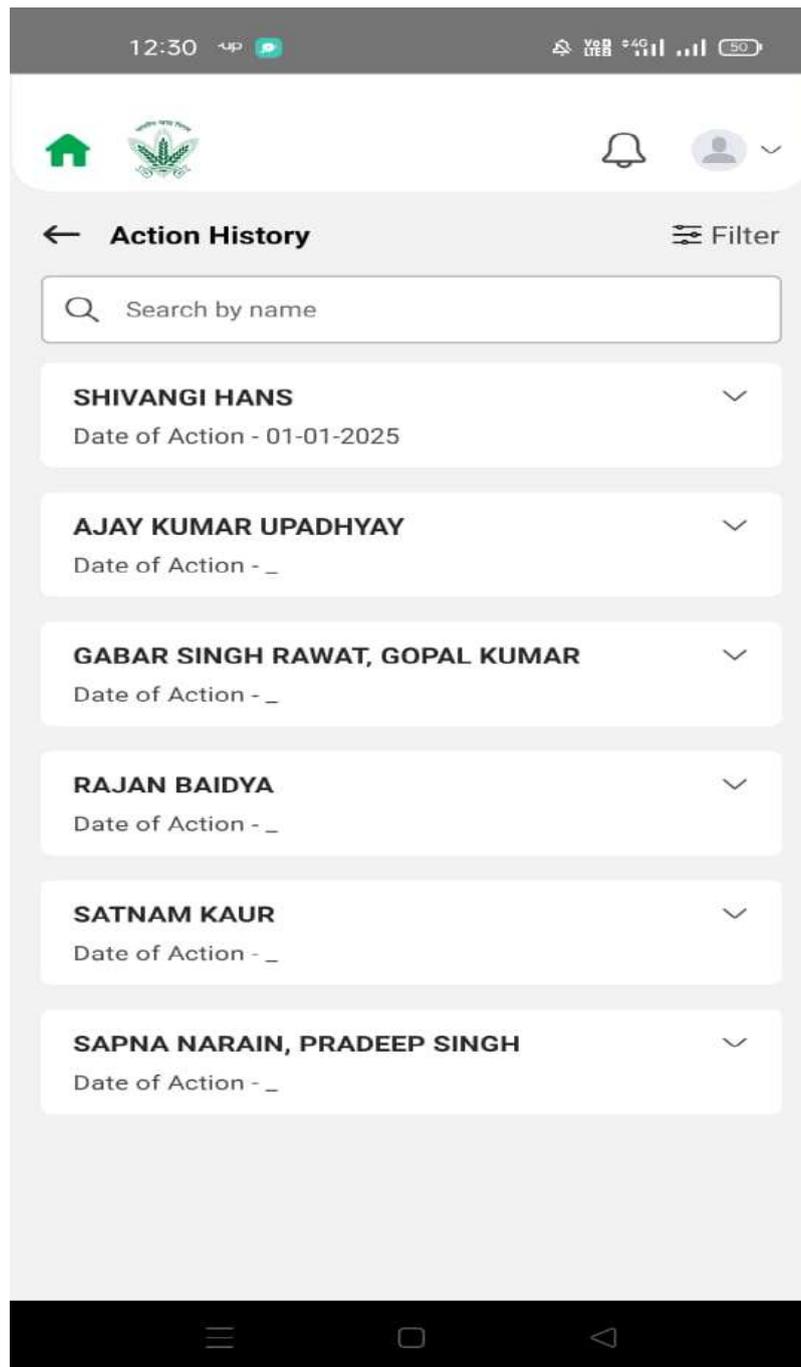


Figure 26: OTA Reimbursement Action History

2.13 Travel Reimbursement

Employees can View Status of previously raised request and also apply for travel reimbursement here.

2.13.1 Navigation

Navigation: ESS Dashboard>>Travel Reimbursement

2.13.2 Landing Page

Users shall traverse the navigation as mentioned.

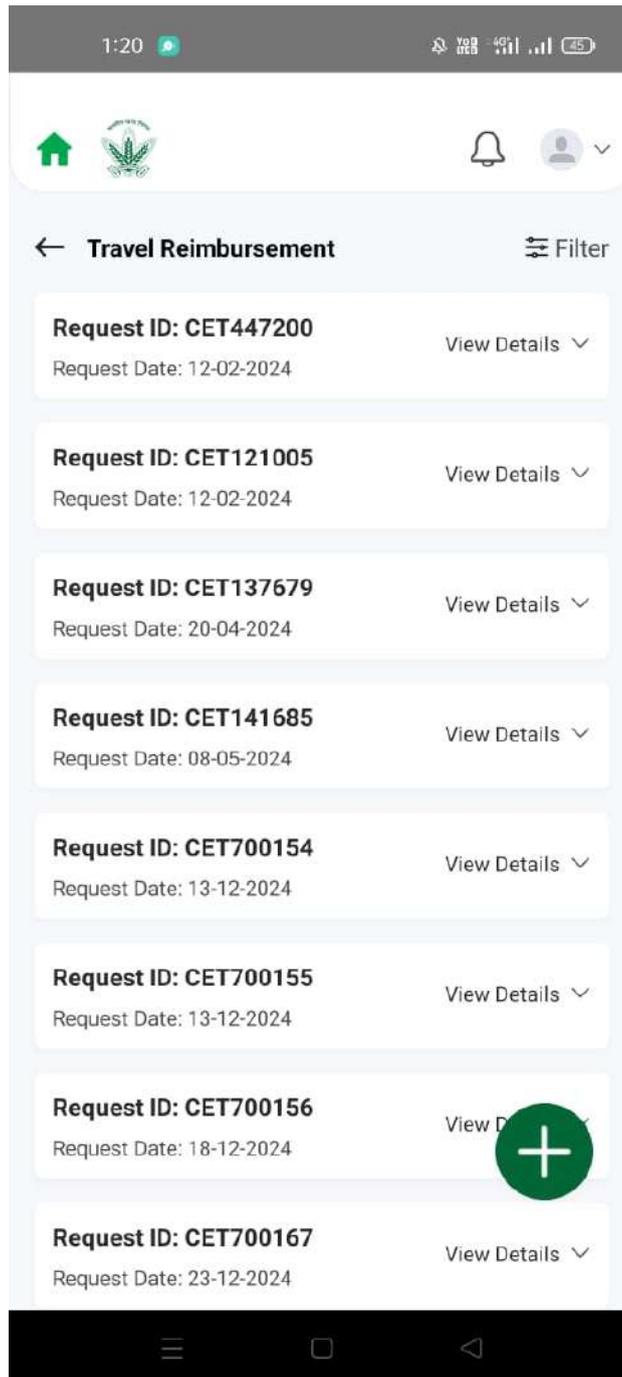


Figure 27: Travel Reimbursement

2.13.3 Apply Travel Reimbursement Request

Click on  to open the Travel reimbursement request.

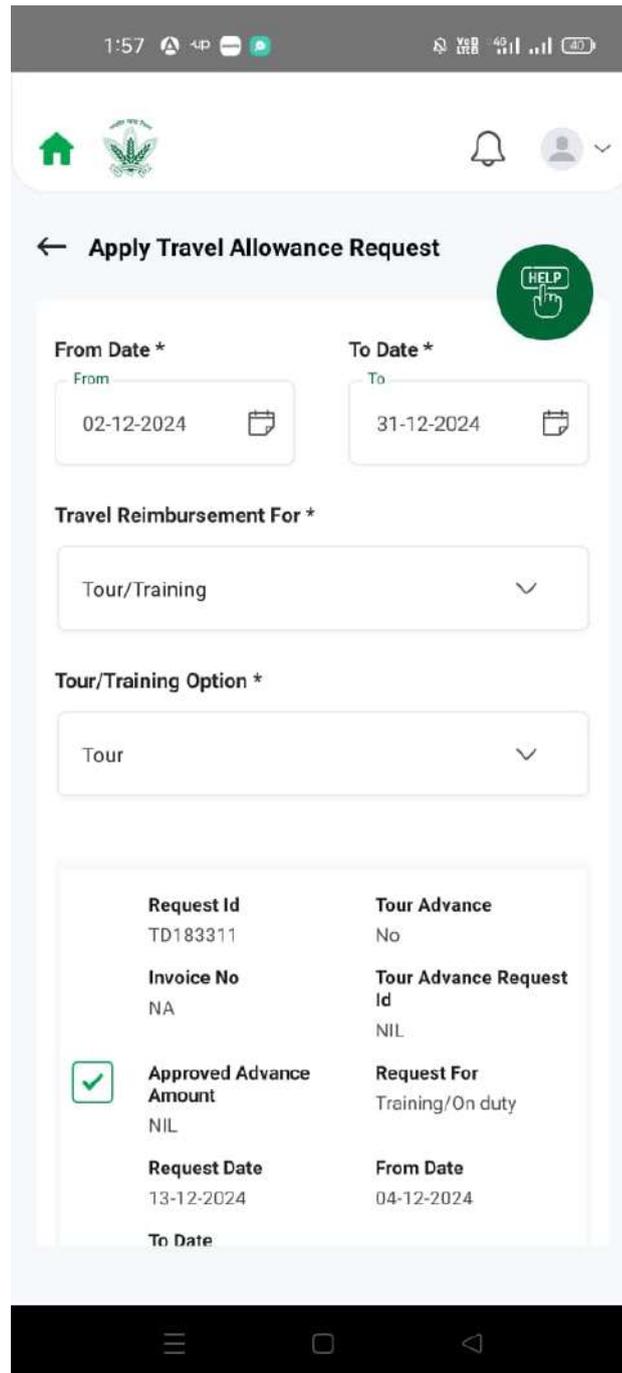


Figure 28: Apply Travel Reimbursement Request

2.13.4 View Travel Reimbursement Action History

Click on the status of the applied request of Travel Reimbursement request to view the action history.

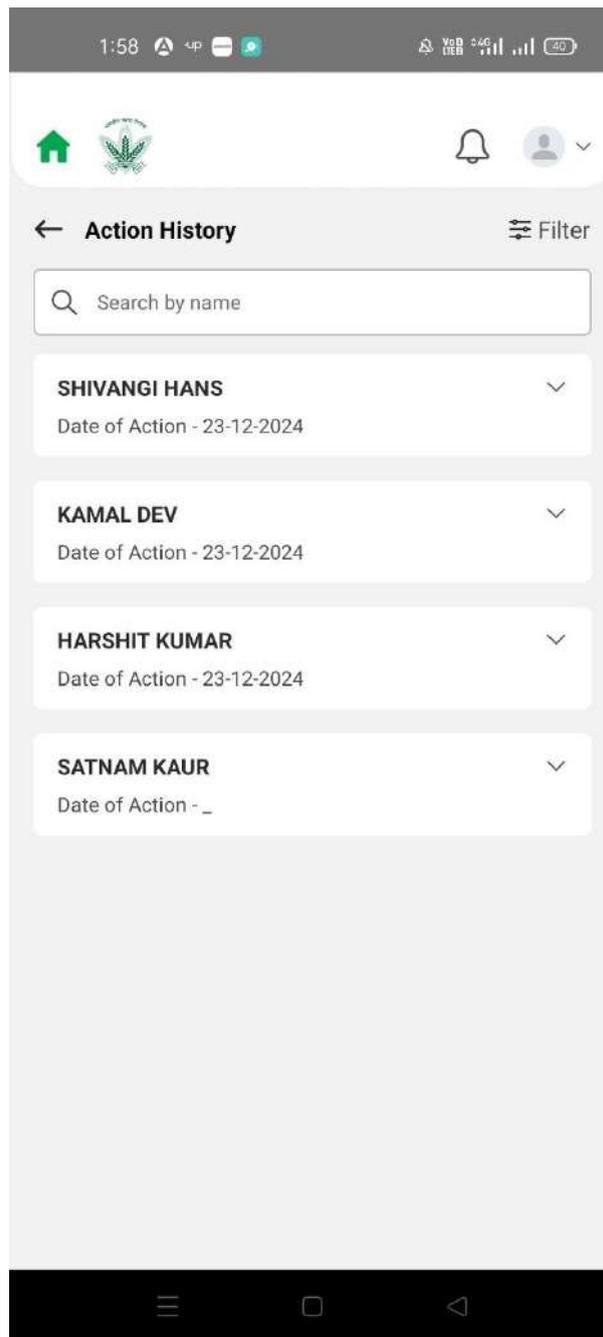


Figure 29: Travel Reimbursement Action History

2.14 Other Reimbursement

Employees can View Status of previously raised request and apply for other reimbursement request here

2.14.1 Navigation

Navigation: ESS Dashboard>>Other Reimbursement

2.14.2 Landing Page

User shall traverse the navigation as mentioned.

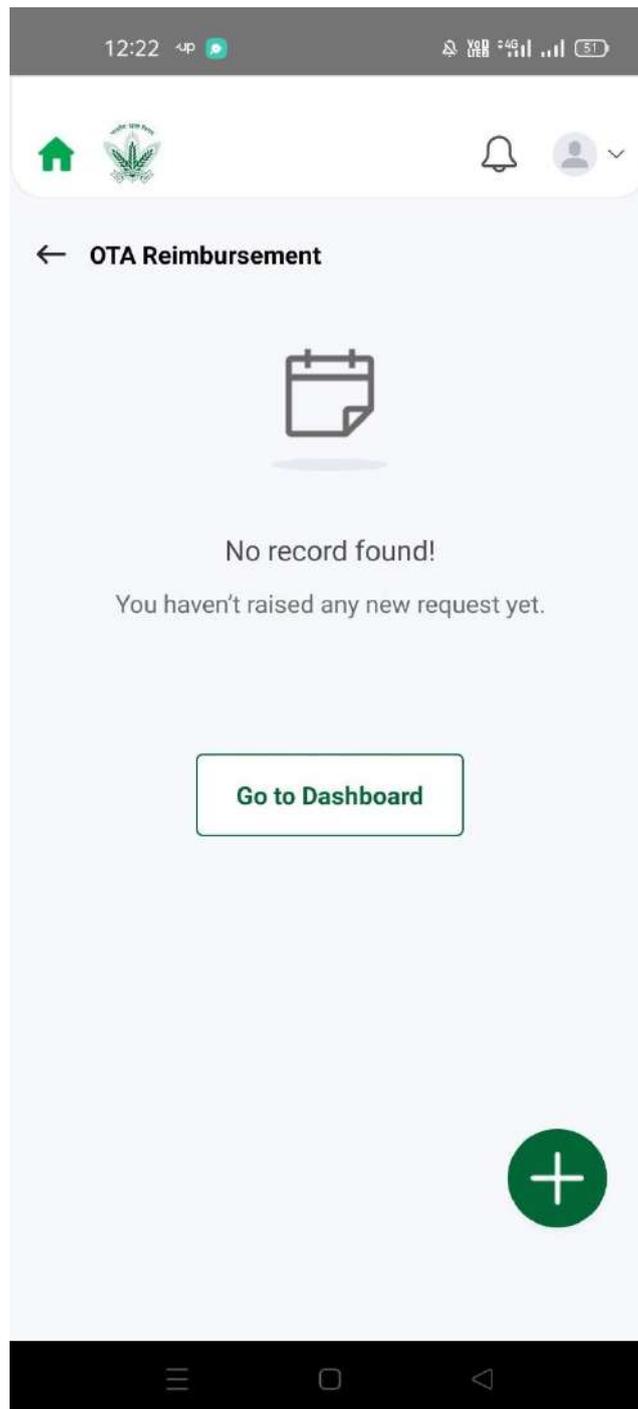


Figure 30: Other Reimbursement

2.14.3 Apply Other Reimbursement Request

Click on  to open the Other reimbursement request.

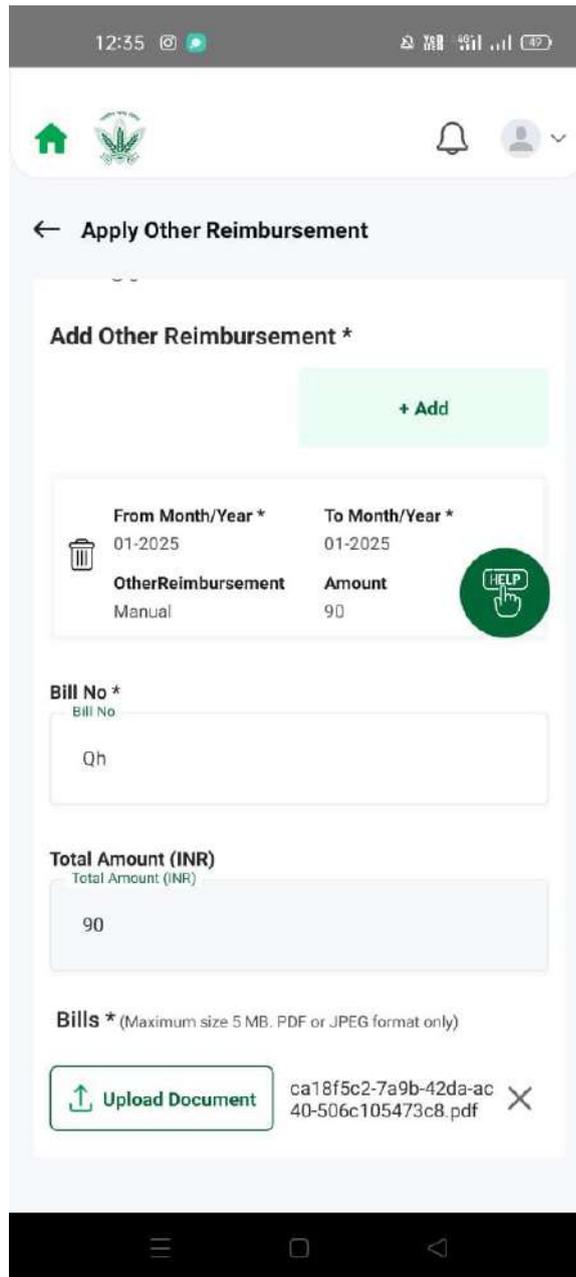


Figure 31: Apply Other Reimbursement Request

2.14.4 View Other Reimbursement Action History

Click on the status of the applied request of Other Reimbursement to view the action history.

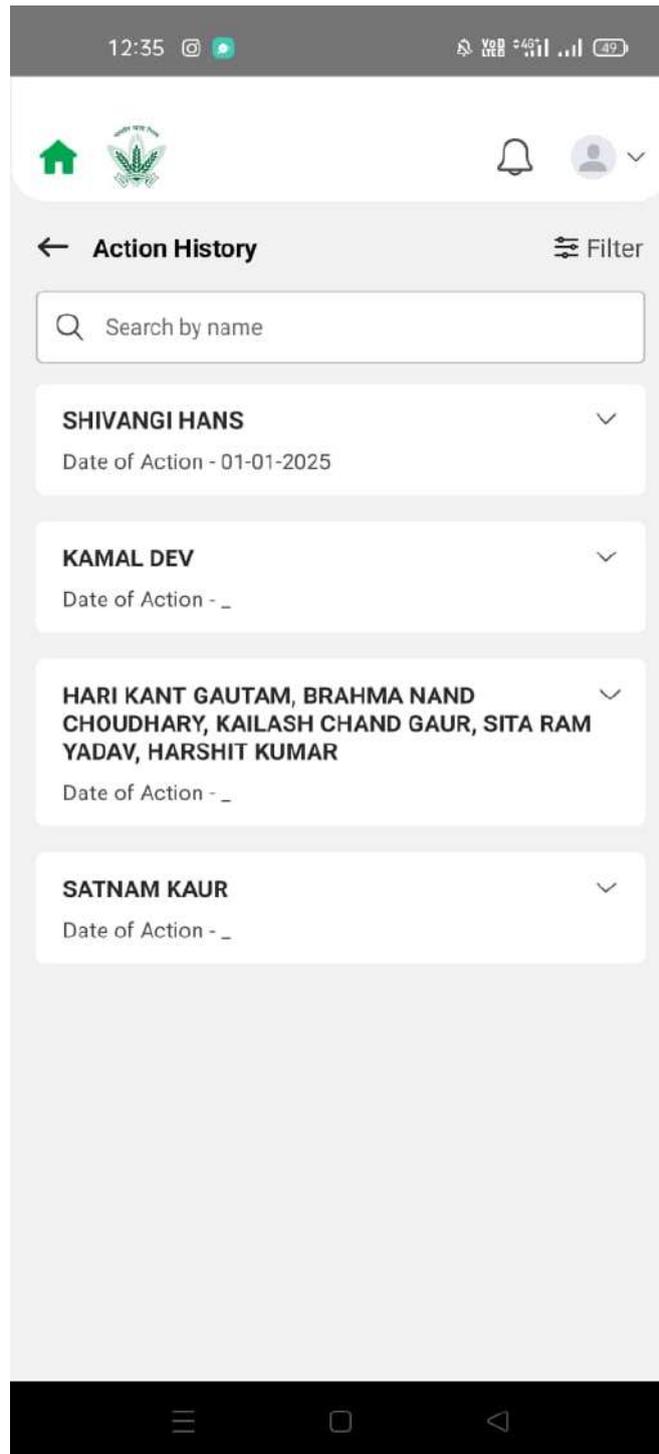


Figure 32: Other Reimbursement Action History

2.15 Policies and Circular

Policies and Circulars section show policy and circular uploaded in organization.

2.15.1 Navigation

Navigation: ESS >> Policy and Circulars

2.15.2 Landing Page

User shall traverse the navigation as mentioned.

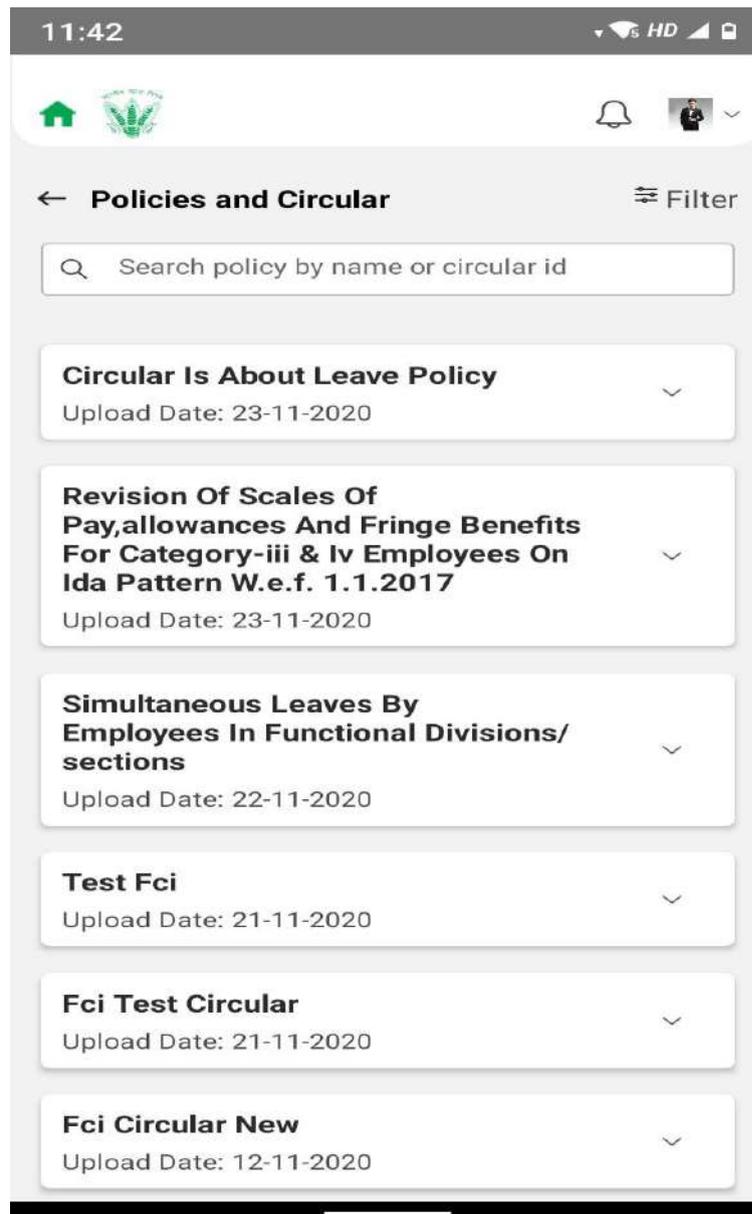


Figure 33: Policy and Circulars Page.

2.16 Movable Property

Employees can View Status of previously raised requests and also apply for movable property here

2.16.1 Navigation

Navigation: Home Page>> Dashboard>> Movable property

2.16.2 Landing Page

User shall traverse the navigation as mentioned.

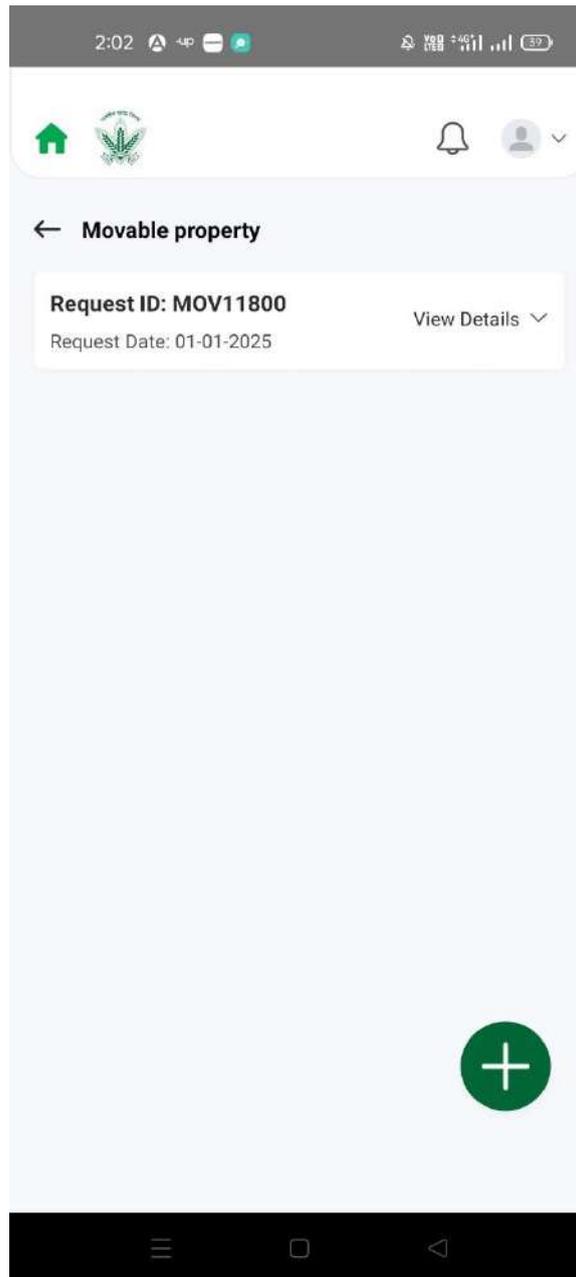


Figure 34: Movable Property Listing

2.16.3 Apply movable property

Click on  to Apply the movable property request.

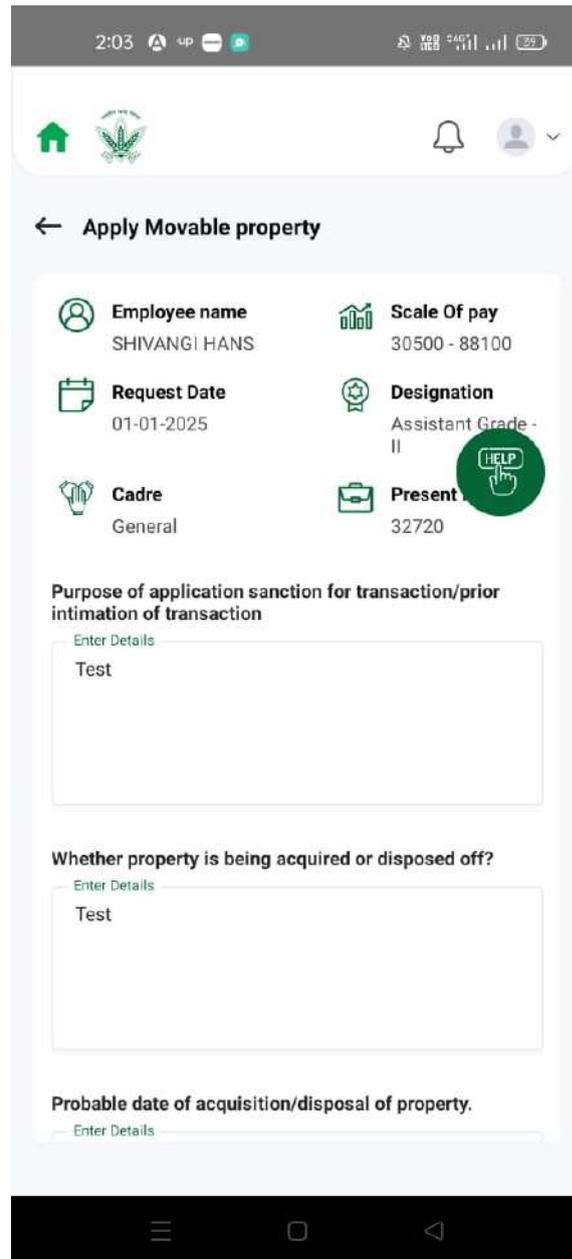


Figure 35: Movable Property Landing

Enter the details and click on  such that a success message will be shown

2.16.4 View Movable Property Action History

Click on the status of the applied request of Movable property to view the action history.

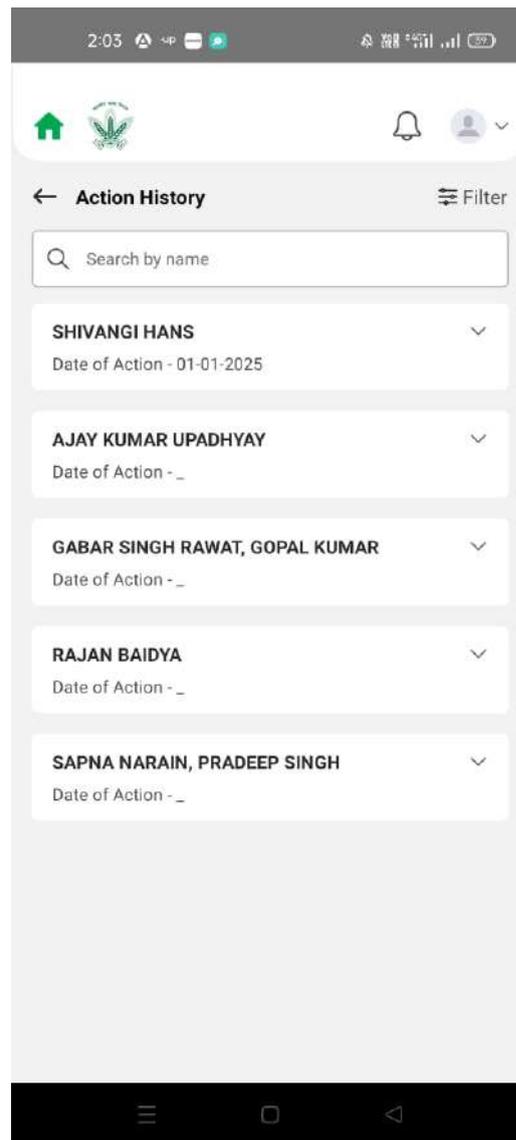


Figure 36: Movable Property Action History

2.17 Movable Property Confirmation

Employees can View Status of previously raised requests and also apply for movable property confirmation here. It will displays the approved request of movable property declaration.

2.17.1 Navigation

Navigation: Home Page>> Dashboard>> Movable property confirmation

2.17.2 Landing Page

User shall traverse the navigation as mentioned.

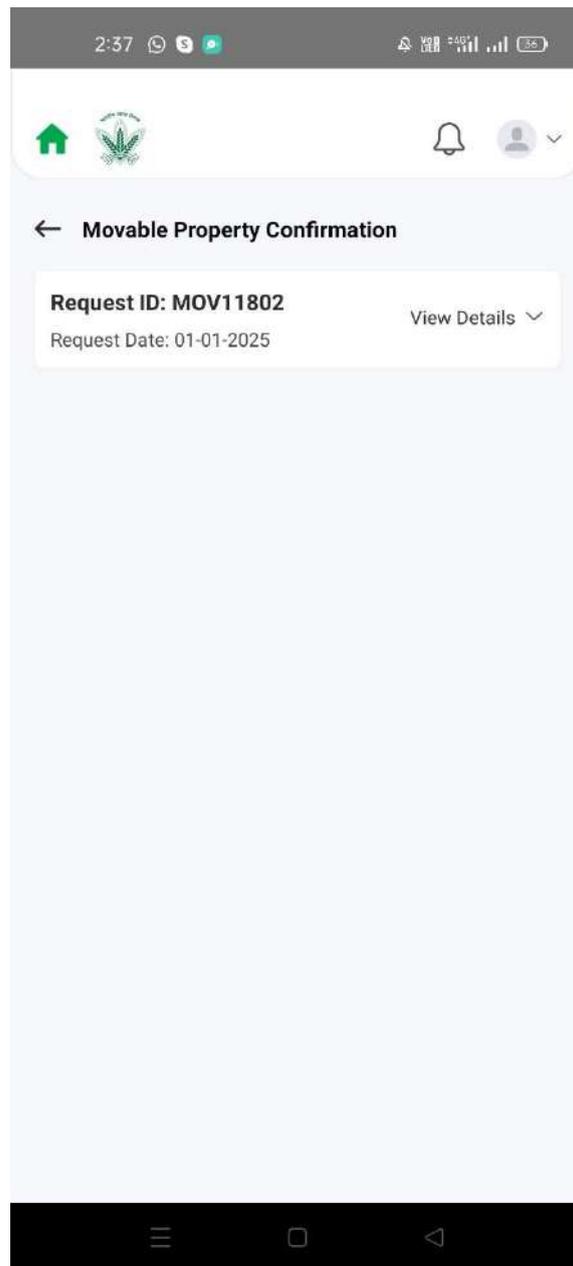


Figure 37: Movable Property Confirmation Listing

2.17.3 Apply movable property Confirmation

Click on  to Apply the movable property confirmation request.

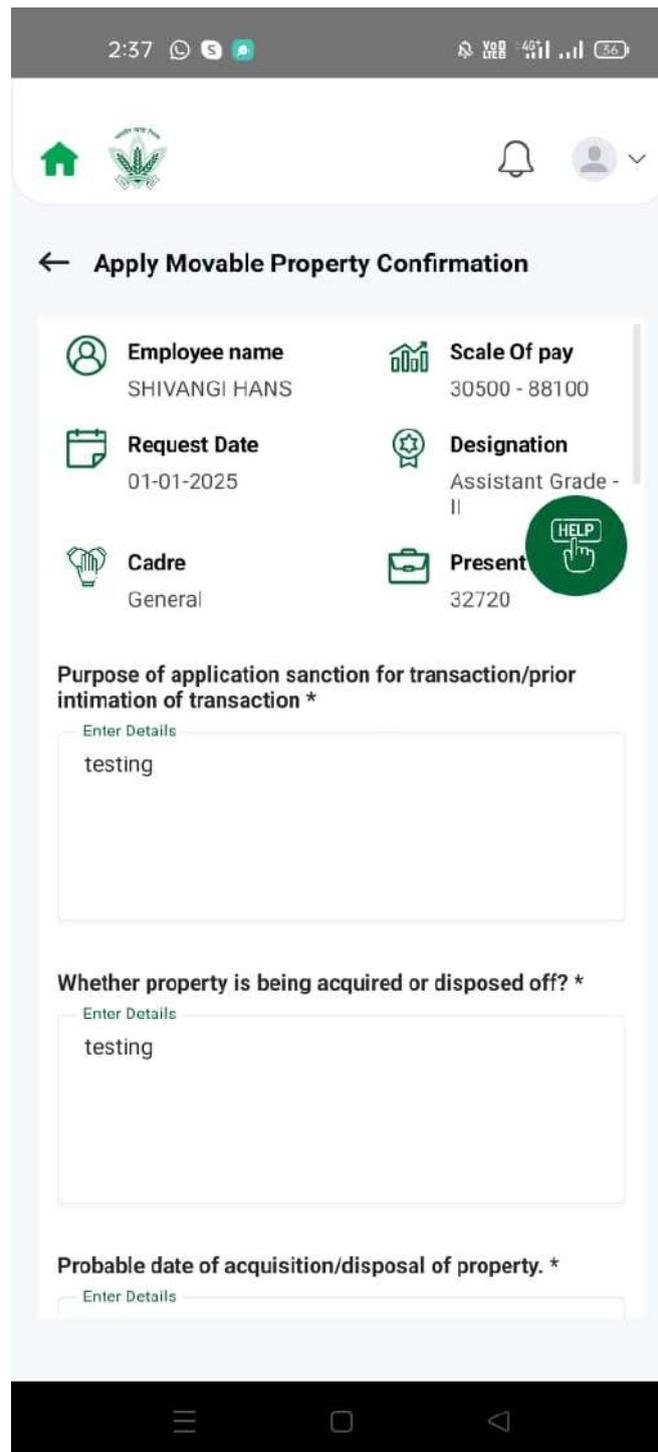


Figure 38: Movable Property Confirmation Landing

Enter the details and click on **Submit** such that a success message will be shown

2.17.4 View Movable Property Confirmation Action History

Click on the status of the applied request of Movable property confirmation to view the action history.

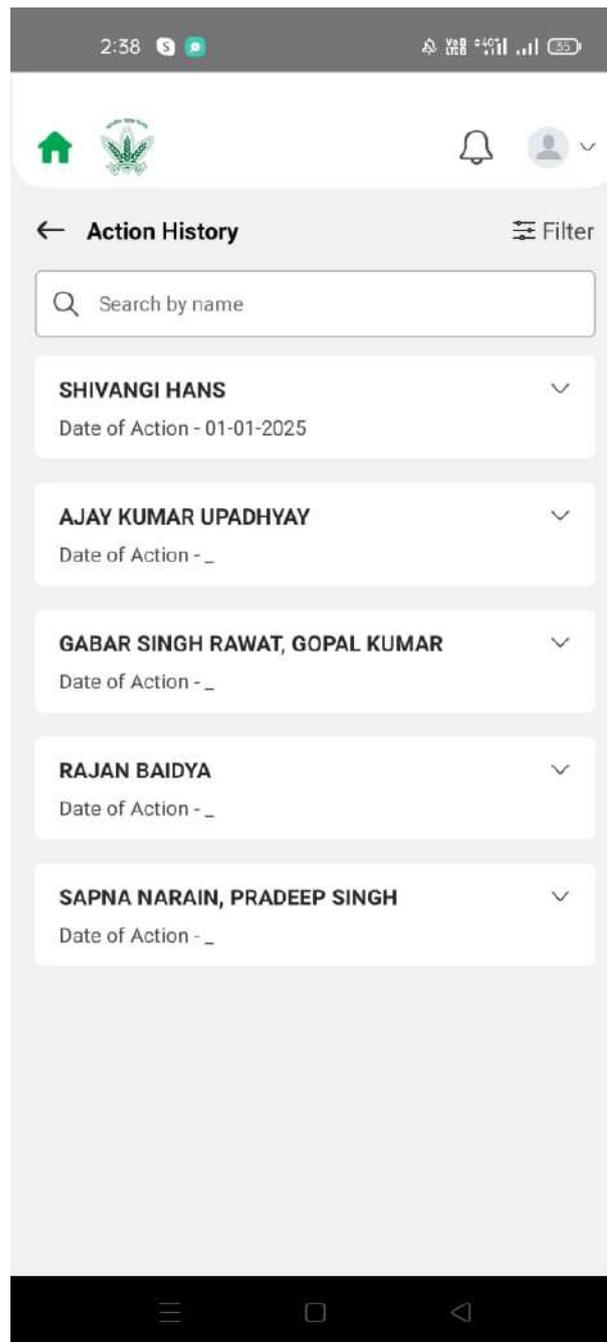


Figure 39: Movable Property Confirmation Action History

2.18 Immovable Property

Employees can View Status of previously raised requests and also apply for immovable property declaration here.

2.18.1 Navigation

Navigation: Home Page>> Dashboard>> Immovable property

2.18.2 Landing Page

User shall traverse the navigation as mentioned.

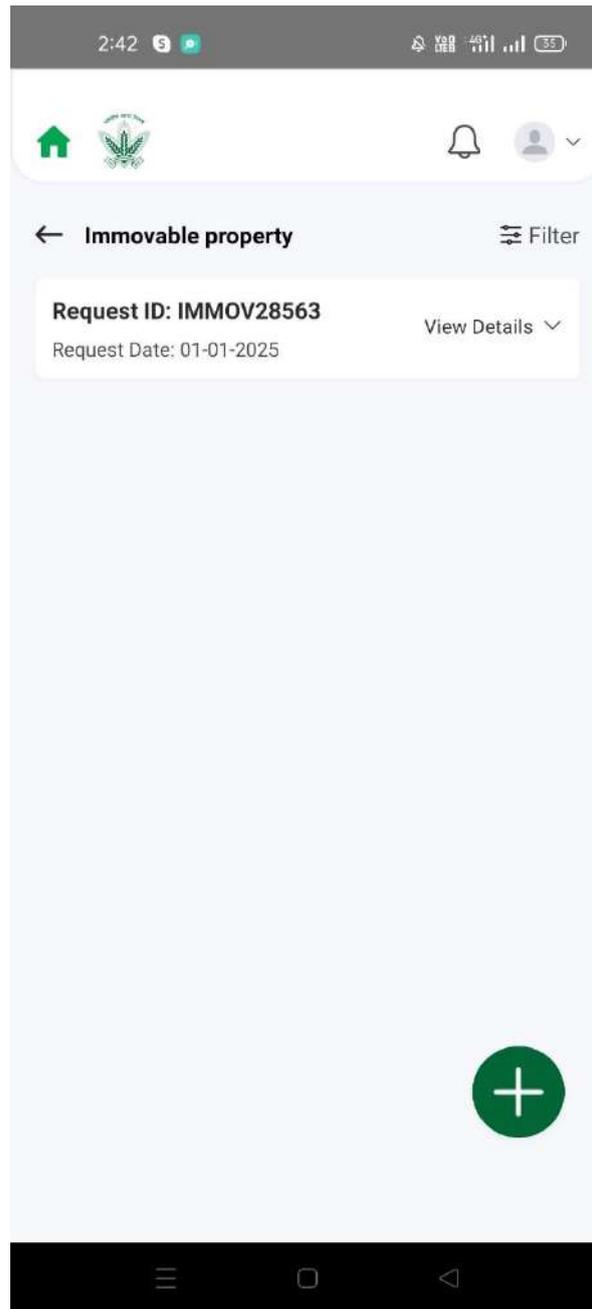


Figure 40: Immovable Property Listing

2.18.3 Apply Immovable property

Click on  to Apply the immovable property request.

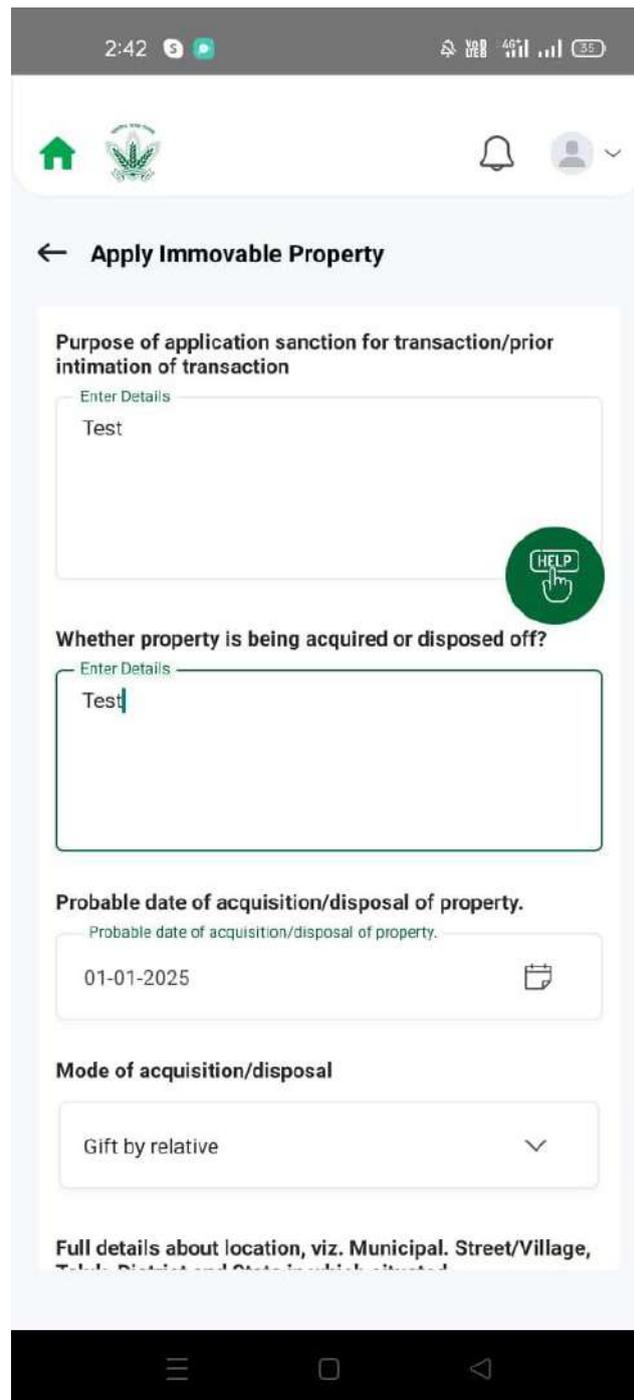


Figure 41: Immovable Property Landing

Enter the details and click on  such that a success message will be shown

2.18.4 View Immovable Property Action History

Click on the status of the applied request of immovable property to view the action history.

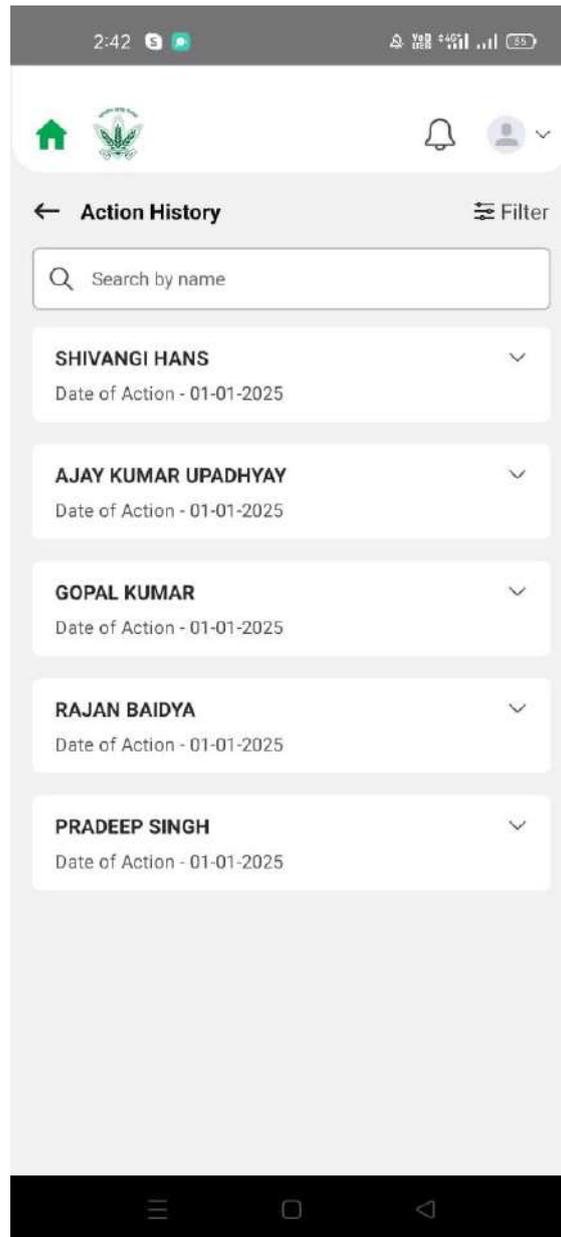


Figure 42: Movable Property Action History

2.19 Immovable Property Confirmation

Employees can View Status of previously raised requests and also apply for immovable property confirmation here. It will displays the approved request of immovable property declaration.

2.19.1 Navigation

Navigation: Home Page>> Dashboard>> immovable property confirmation

2.19.2 Landing Page

User shall traverse the navigation as mentioned.

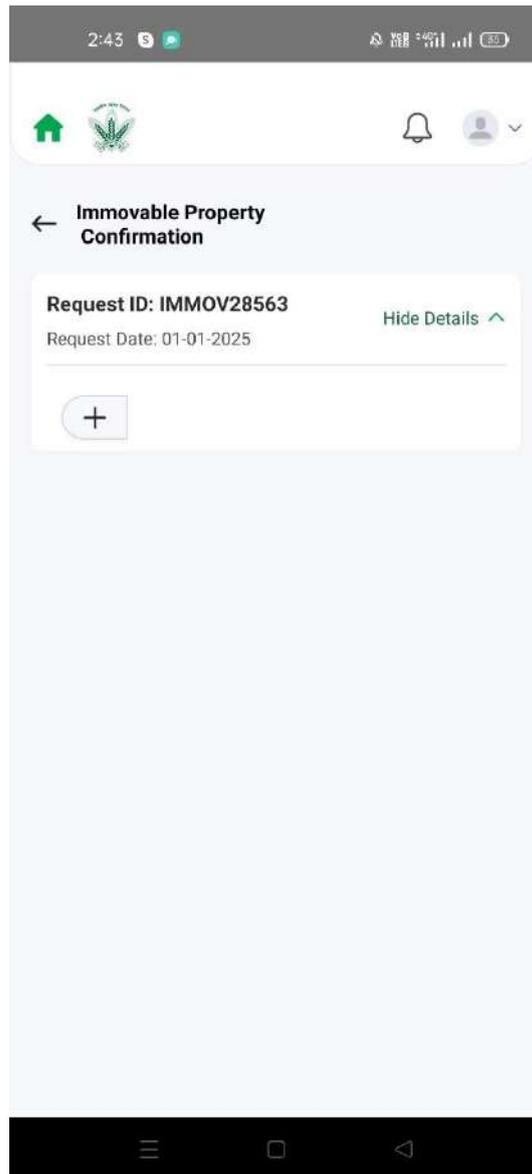


Figure 43: Immovable Property Listing

2.19.3 Apply Immovable property Confirmation

Click on  to Apply the immovable property confirmation request.

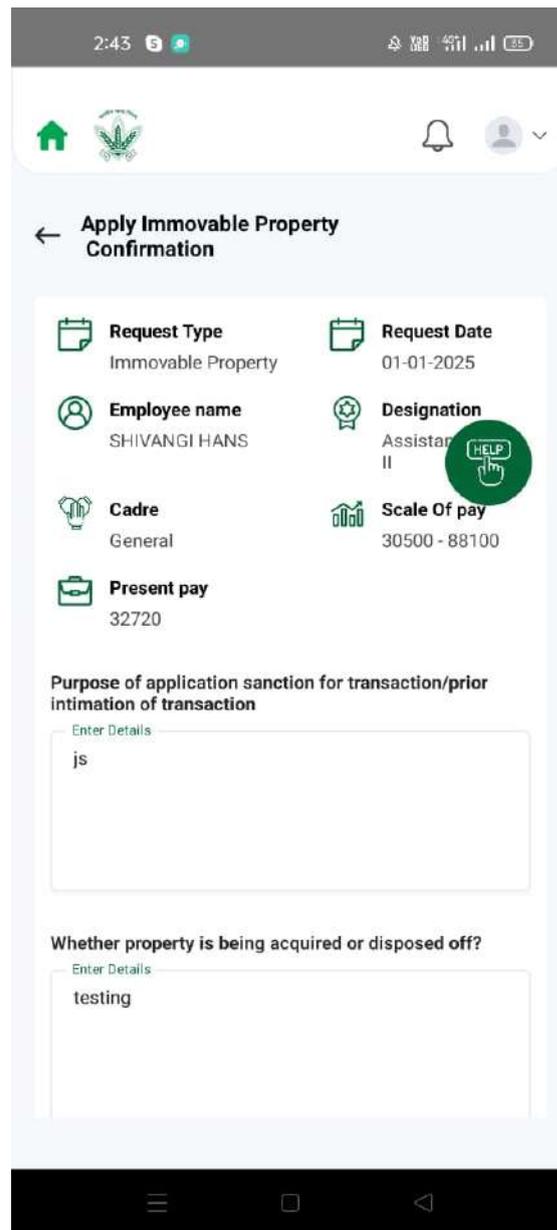


Figure 44: Immovable Property Confirmation Landing

Enter the details and click on  such that a success message will be shown

2.19.4 View Immovable Property confirmation Action History

Click on the status of the applied request of Immovable property confirmation to view the action history.

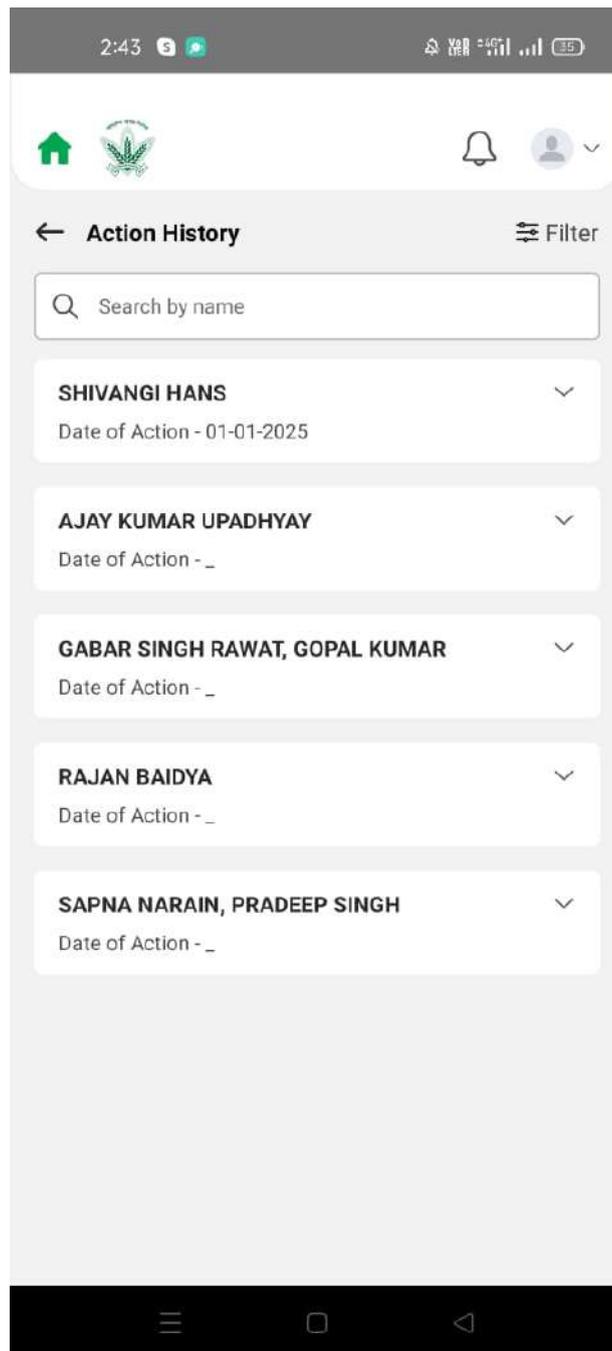


Figure 45: Immovable Property Confirmation Action History

2.20 LTC Bharat Darshan /Hometown

Employees can View Status of previously raised requests and also apply for LTC Bharat darshan/hometown/encashment here

2.20.1 Navigation

Navigation: Home Page>> Dashboard>> LTC Bharat darshan/hometown

2.20.2 Landing Page

User shall traverse the navigation as mentioned.

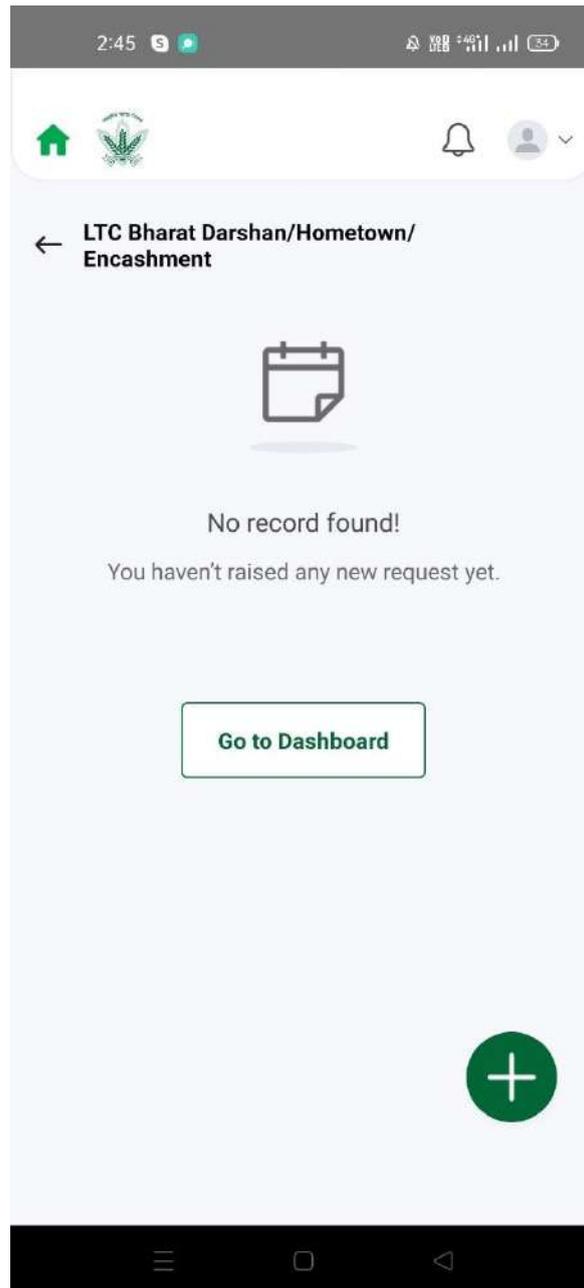


Figure 46: LTC Bharat darshan/hometown

2.20.3 Apply LTC Bharat darshan/hometown

Click on  to Apply the LTC Bharat darshan/hometown.

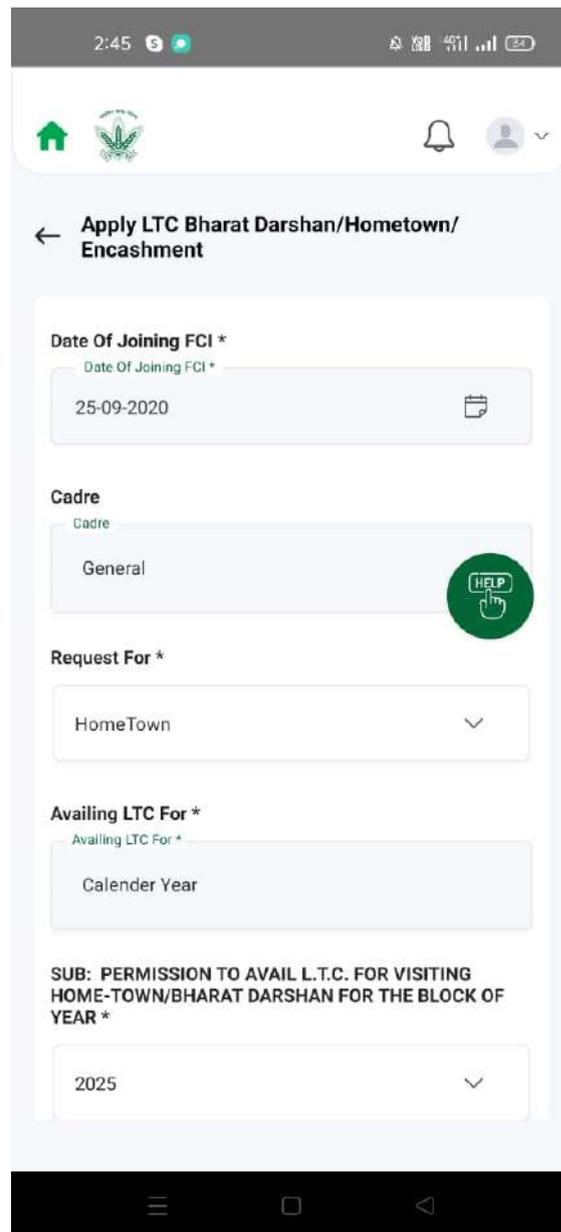


Figure 47: LTC Bharat darshan/hometown Landing

Enter the details and click on  such that a success message will be shown

2.20.4 View LTC Bharat darshan/hometown Action History

Click on the status of the applied request of LTC Bharat darshan/hometown to view the action history.

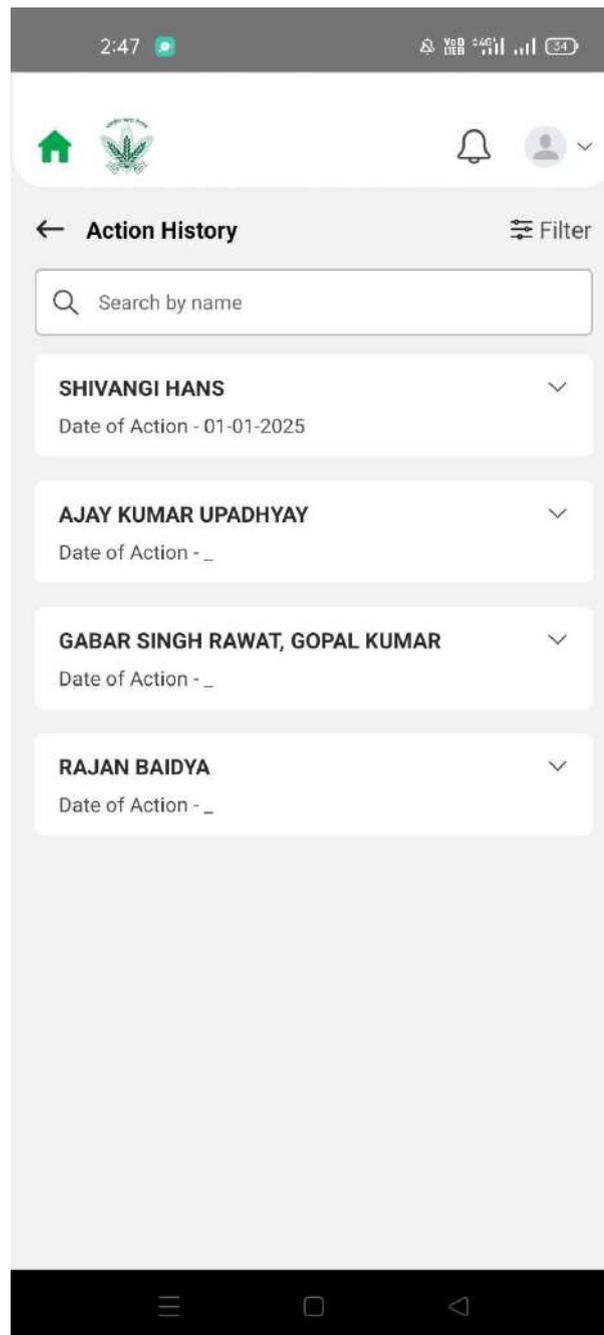


Figure 48: LTC Bharat darshan/hometown Action History

2.21 LTC Destination Change

Employees can View Status of previously raised requests and also apply for LTC Destination change here

2.21.1 Navigation

Navigation: Home Page>> Dashboard>> LTC Destination Change

2.21.2 Landing Page

User shall traverse the navigation as mentioned.

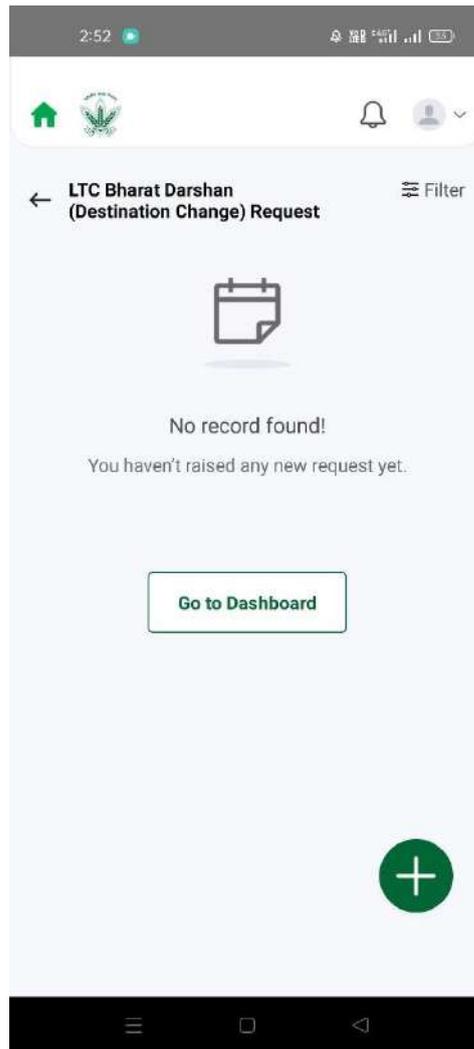


Figure 49: LTC Destination Change Listing

2.21.3 Apply LTC Destination Change

Click on  to Apply the LTC Destination Change request.

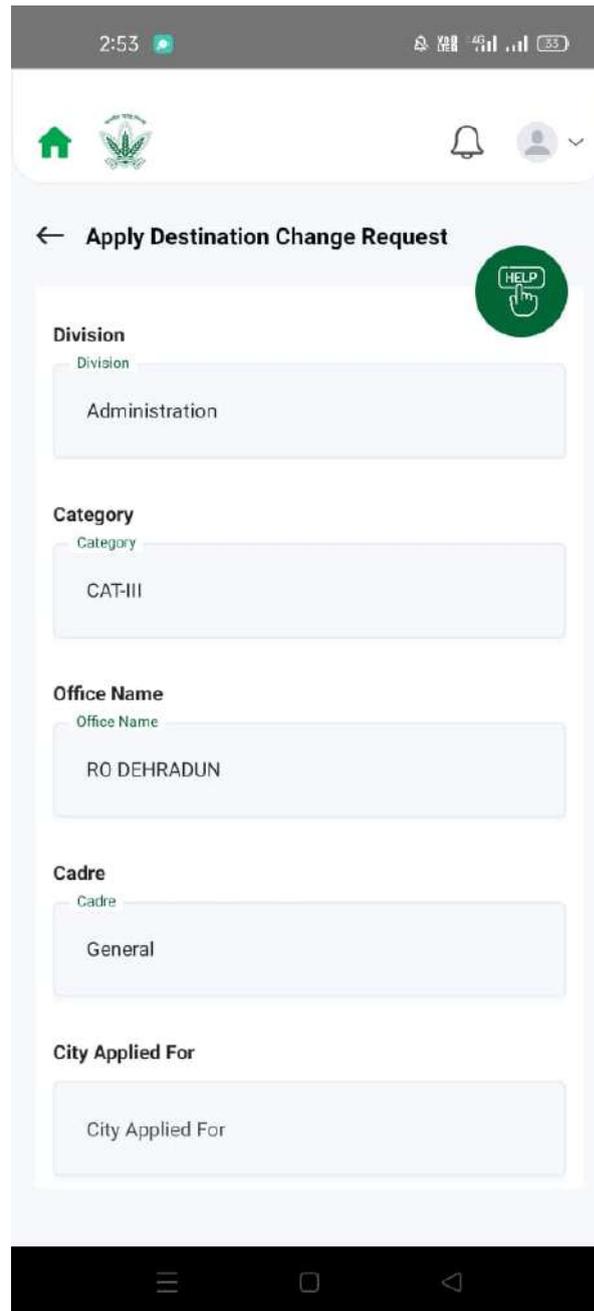


Figure 50: LTC Destination Change Landing

Enter the details and click on **Submit** such that a success message will be shown

2.21.4 View LTC Destination Change Action History

Click on the status of the applied request of Movable property to view the action history.

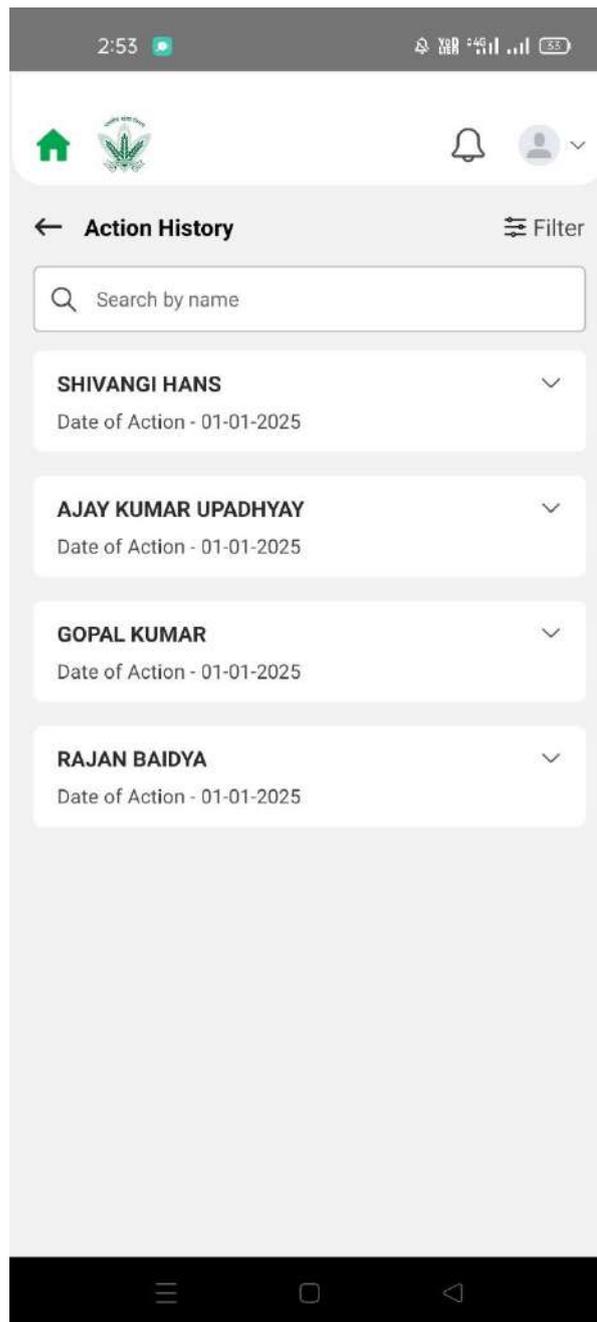


Figure 51: LTC Destination Change Action History

2.22 Medical Identity Card

Employees can View Status of previously raised requests and also apply for medical identity card here

2.22.1 Navigation

Navigation: Home Page>> Dashboard>> Medical Identity Card

2.22.2 Landing Page

User shall traverse the navigation as mentioned.

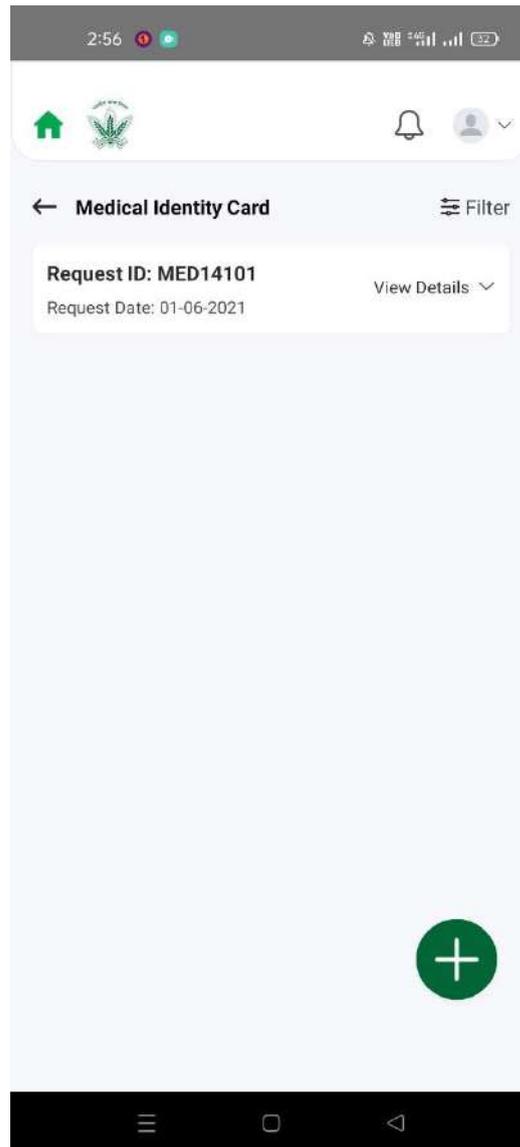


Figure 52: Medical Identity Card Listing

2.22.3 Apply Medical Identity Card

Click on  to Apply the medical identity card.

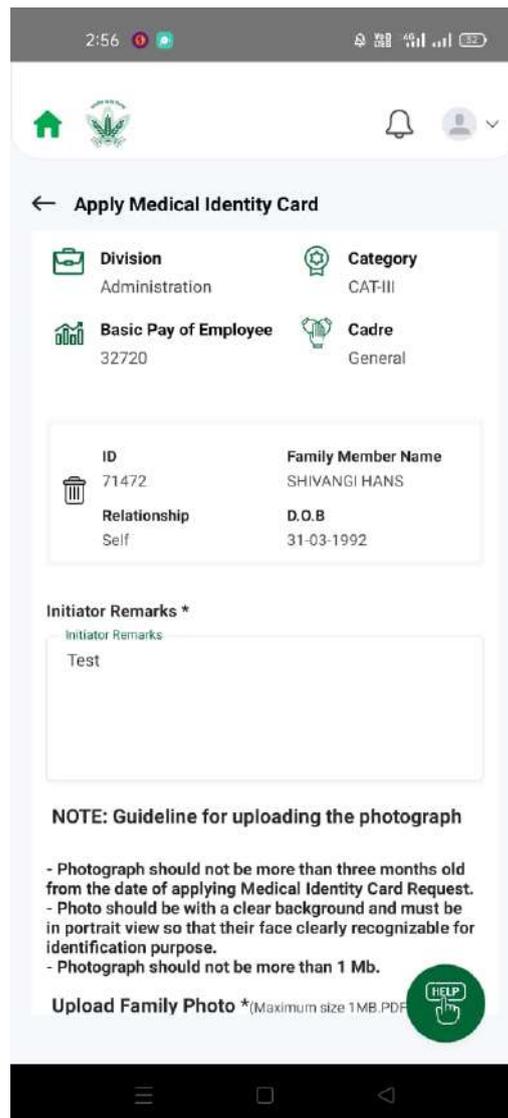


Figure 53: Medical Identity Card Landing

Enter the details and click on  such that a success message will be shown

2.22.4 View Medical Identity Card Action History

Click on the status of the applied request of Medical Identity Card to view the action history.

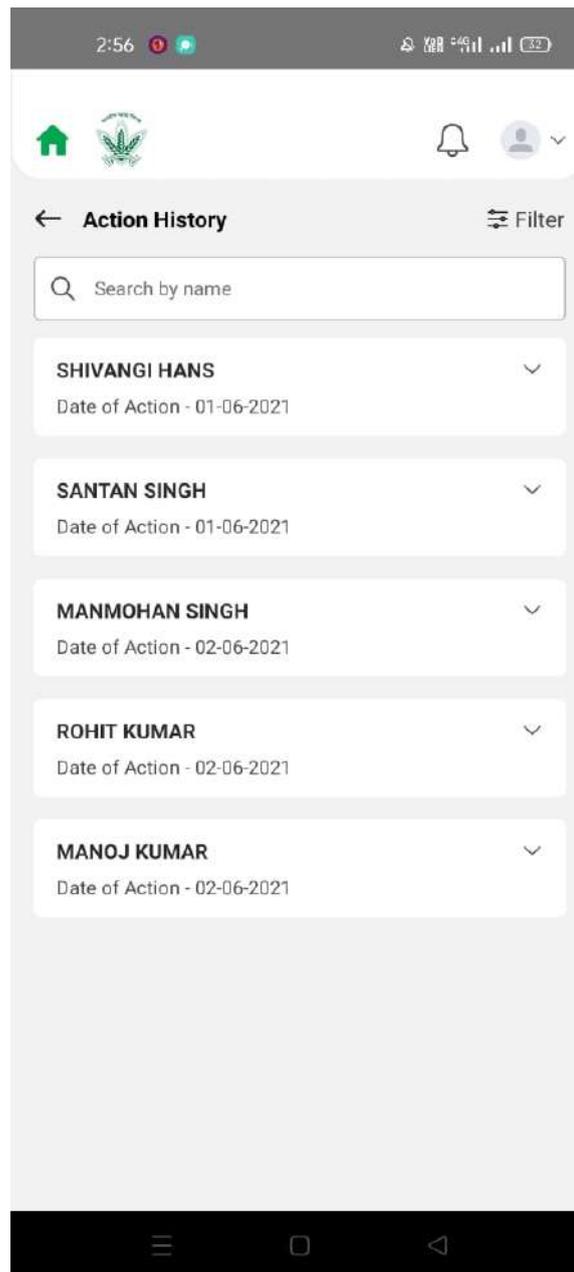


Figure 54: Medical Identity Card Action History

2.23 Double Establishment

Employees can View Status of previously raised requests and also apply for Double establishment here

2.23.1 Navigation

Navigation: Home Page>> Dashboard>> Double establishment

2.23.2 Landing Page

User shall traverse the navigation as mentioned.

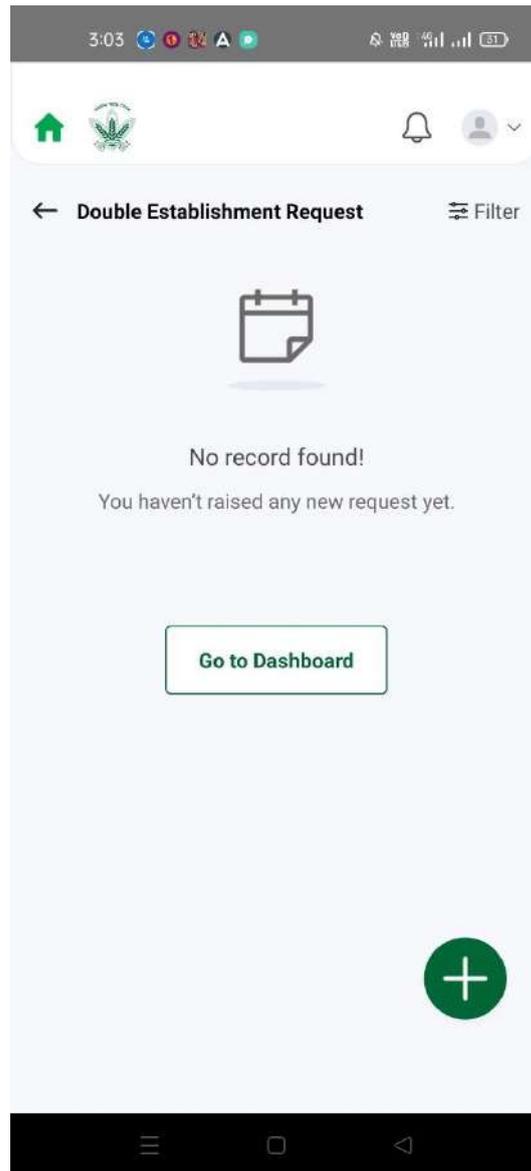


Figure 55: Double Establishment Listing

2.23.3 Apply Double Establishment

Click on  to Apply the Double Establishment request.

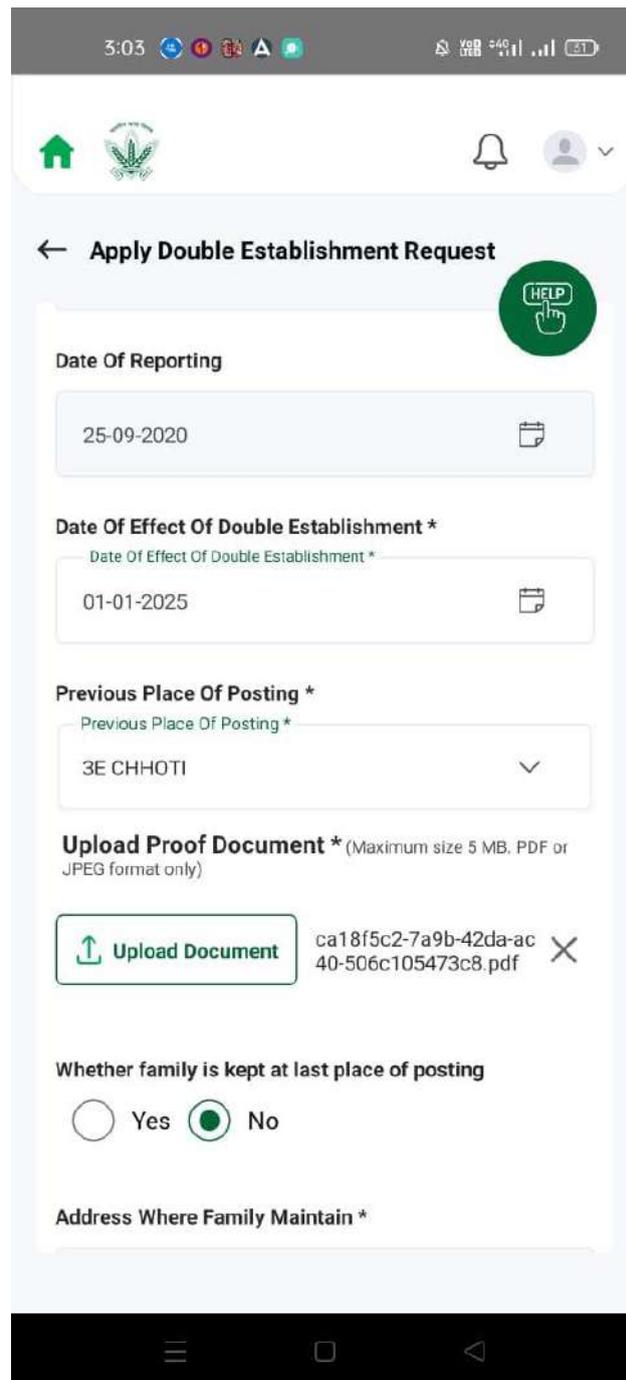


Figure 56: Double Establishment Landing

Enter the details and click on **Submit** such that a success message will be shown

2.23.4 View Double Establishment Action History

Click on the status of the applied request of Double Establishment to view the action history.

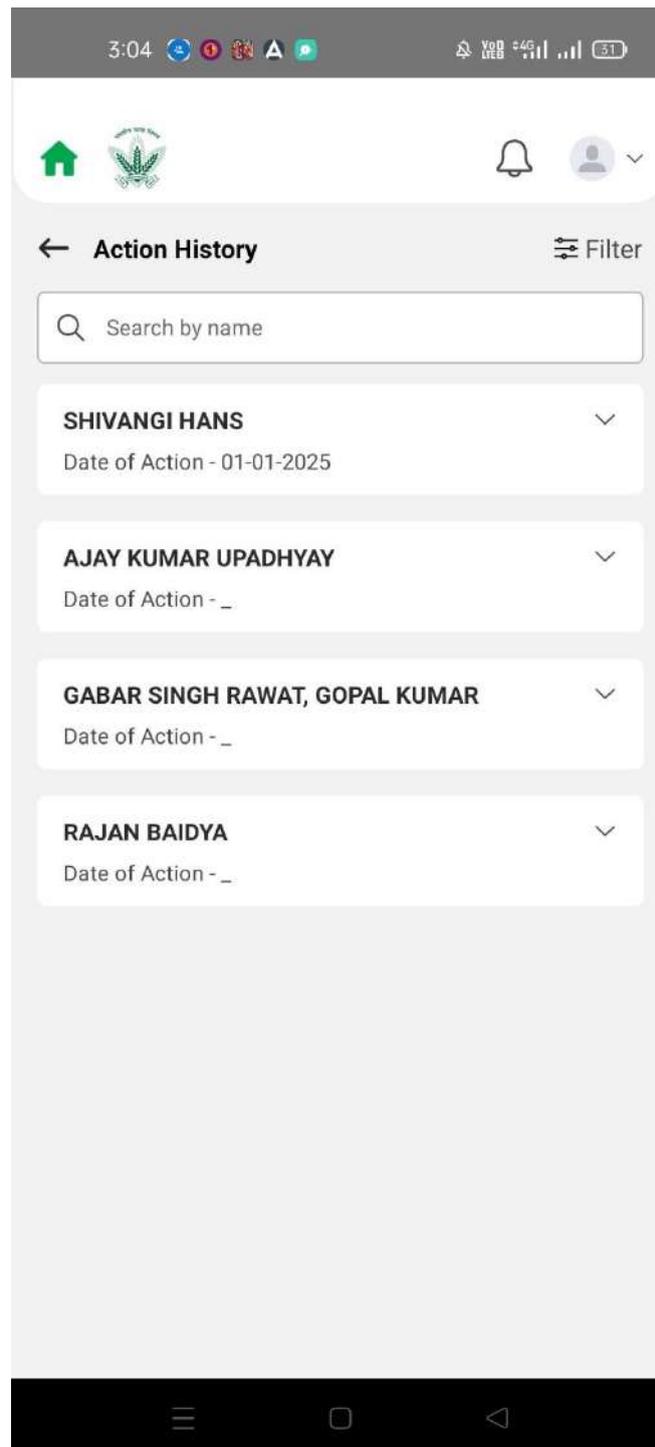


Figure 57: Double establishment Action History

2.24 Higher Studies Request

Employees can View Status of previously raised requests and also apply for Higher Studies Request here

2.24.1 Navigation

Navigation: Home Page>> Dashboard>> Higher Studies Request

2.24.2 Landing Page

**FCI HRMS
Mobile Application User Manual
Version 1.0**



User shall traverse the navigation as mentioned.

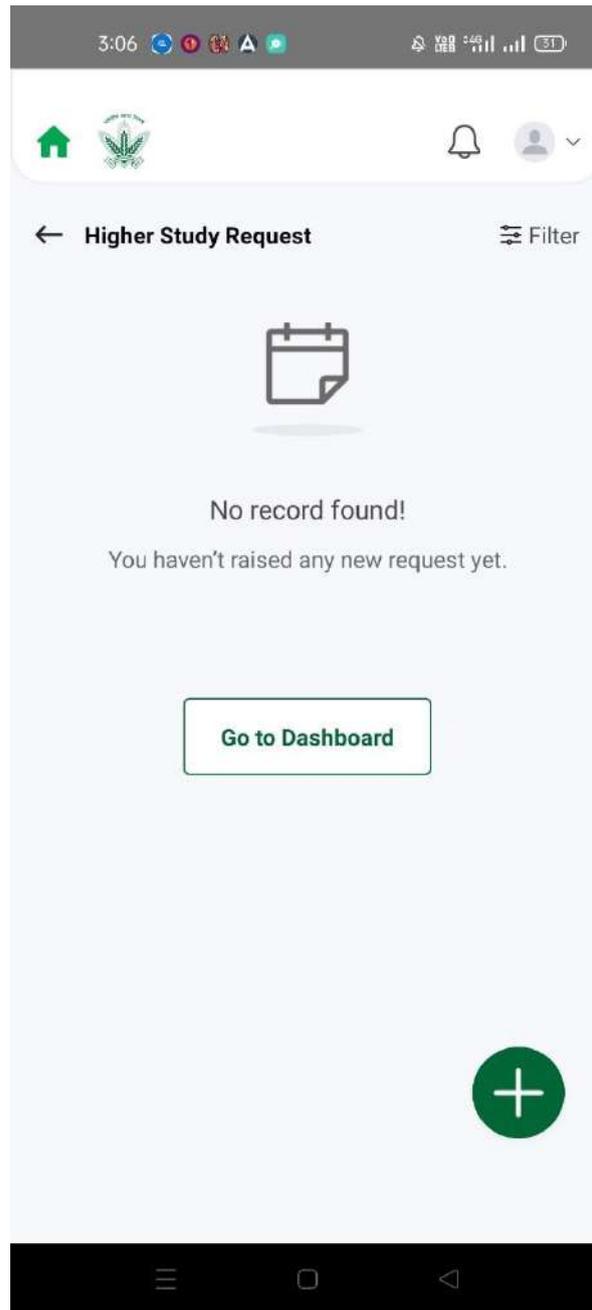


Figure 58: Higher Studies Request Listing

2.24.3 Apply Higher Studies Request

Click on  to Apply the Higher Studies Request.

The screenshot shows the 'Apply Higher Study Request' form with the following details:

- Name of The Course ***: Post Graduate Diploma in Business Management
- Name of The University/Institution ***: ACHARAYA N.G.RANGA AGRICULTURAL UNIVERSITY
- From Date ***: 01-11-2023
- To Date ***: 01-01-2025
- Duration of The Course**: Auto Calculated, 1 Years 2 Months
- Regular** (selected) / **Distance**
- Is Higher Studies Incentives ***: Yes

Figure 59: Higher Studies Request Landing

Enter the details and click on **Submit** such that a success message will be shown

2.24.4 View Higher Studies Request Action History

Click on the status of the applied request of Movable property to view the action history.

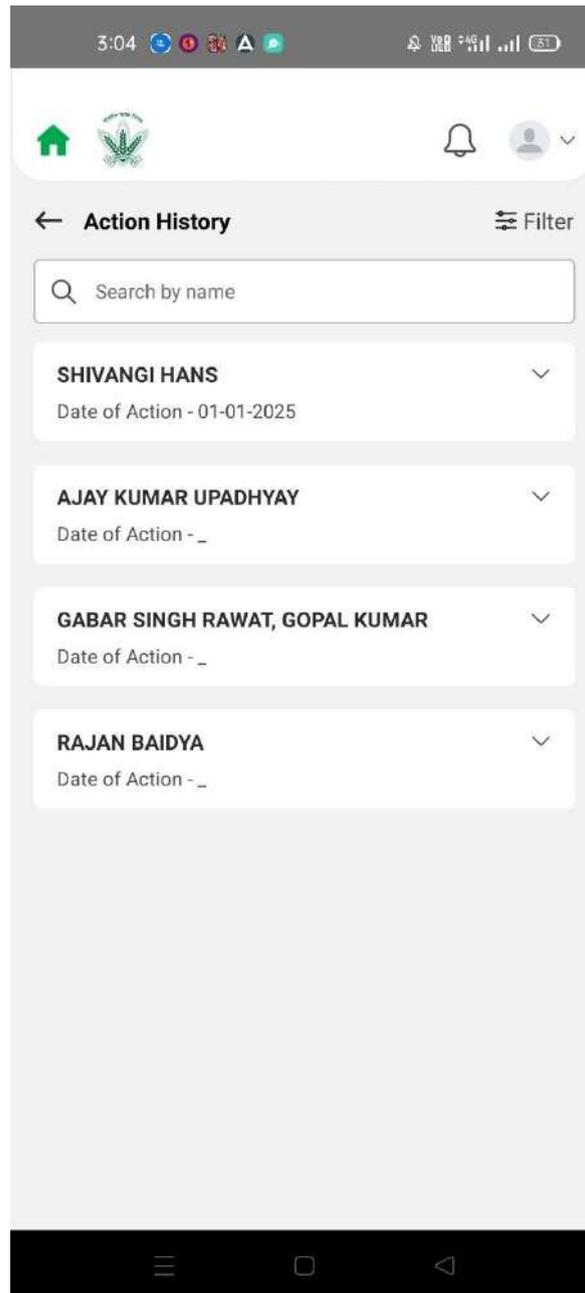


Figure 60: Higher Studies Request Action History

2.25 Higher Studies Incentive Increment

Employees can View Status of previously raised requests and also apply for Higher Studies Incentive Increment here. The approved request of higher studies will be displayed here for increment.

2.25.1 Navigation

Navigation: Home Page>> Dashboard>> Higher Studies Incentive Increment

2.25.2 Landing Page

User shall traverse the navigation as mentioned.

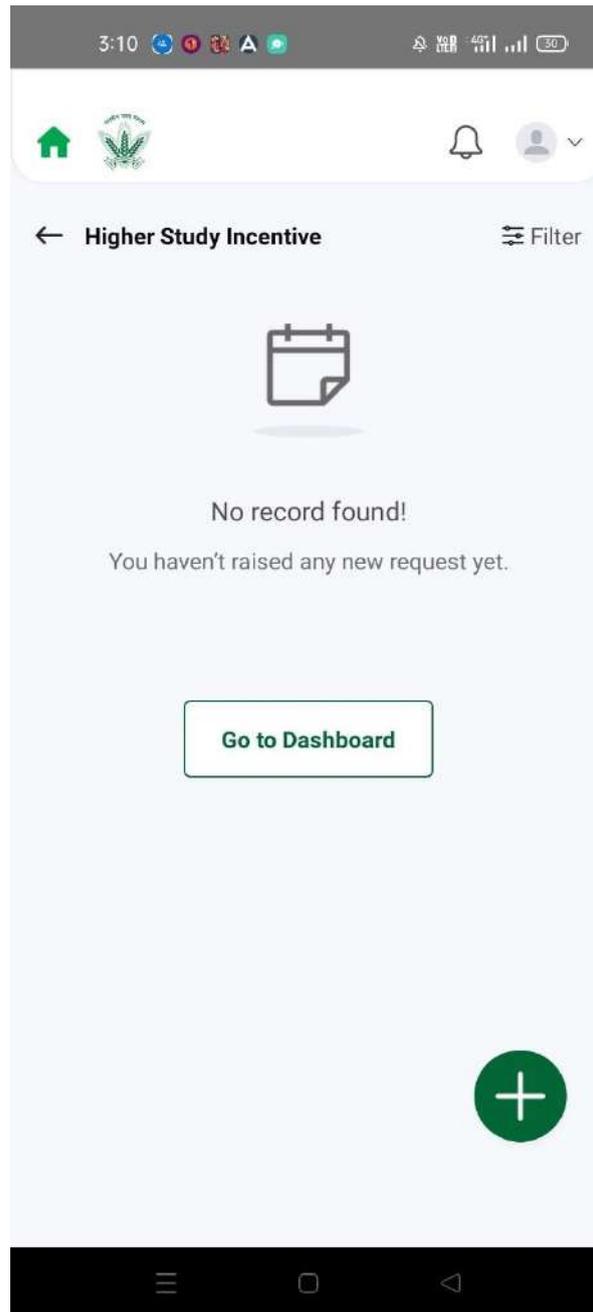


Figure 61: Higher Studies Incentive Increment Listing

2.25.3 Apply Higher Studies Incentive Increment

Click on  to Apply the Higher Studies Incentive Increment request.

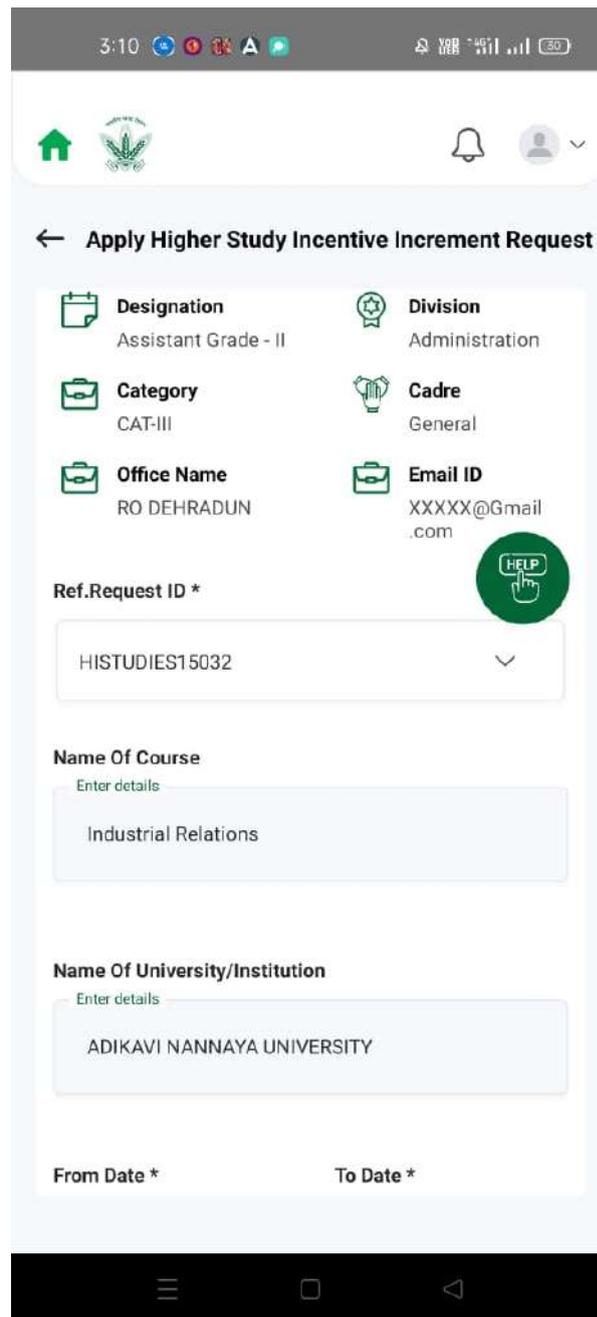


Figure 62: Higher Studies Incentive Increment Landing

Enter the details and click on  such that a success message will be shown

2.25.4 View Higher Studies Incentive Increment Action History

Click on the status of the applied request of Higher Studies Incentive Increment view the action history.

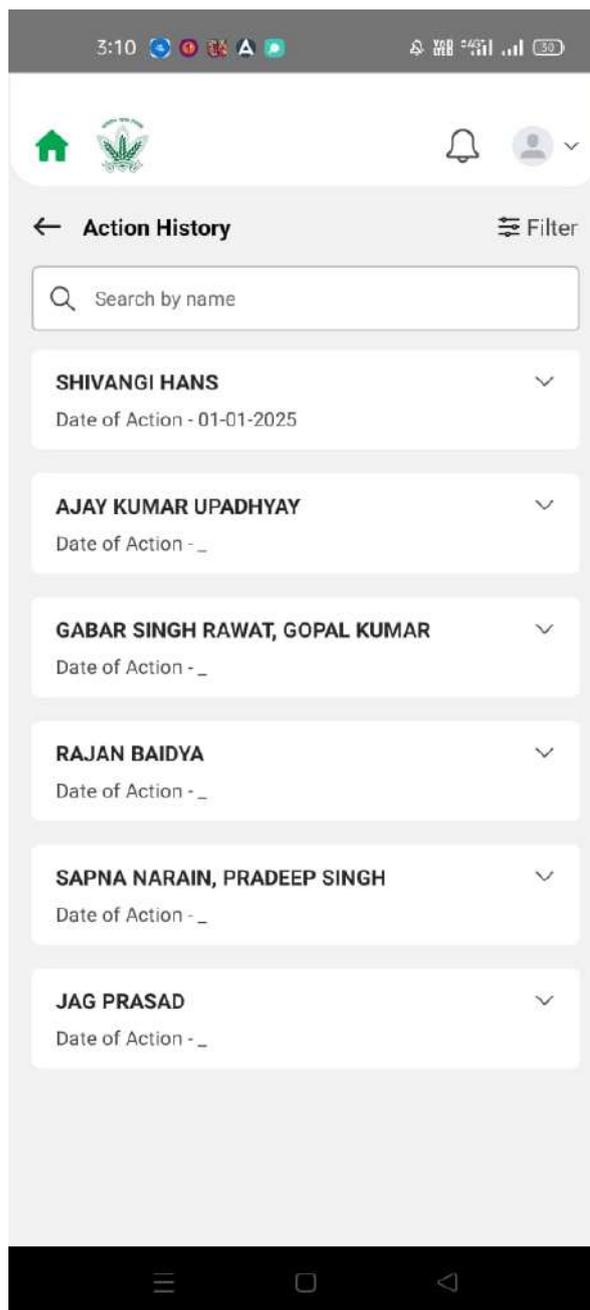


Figure 63: Higher Studies Incentive Increment Action History

2.26 Benevolent Fund

Employees can View Status of previously raised requests and also apply for Benevolent Fund here

2.26.1 Navigation

Navigation: Home Page>> Dashboard>> Benevolent Fund

2.26.2 Landing Page

Users shall traverse the navigation as mentioned.

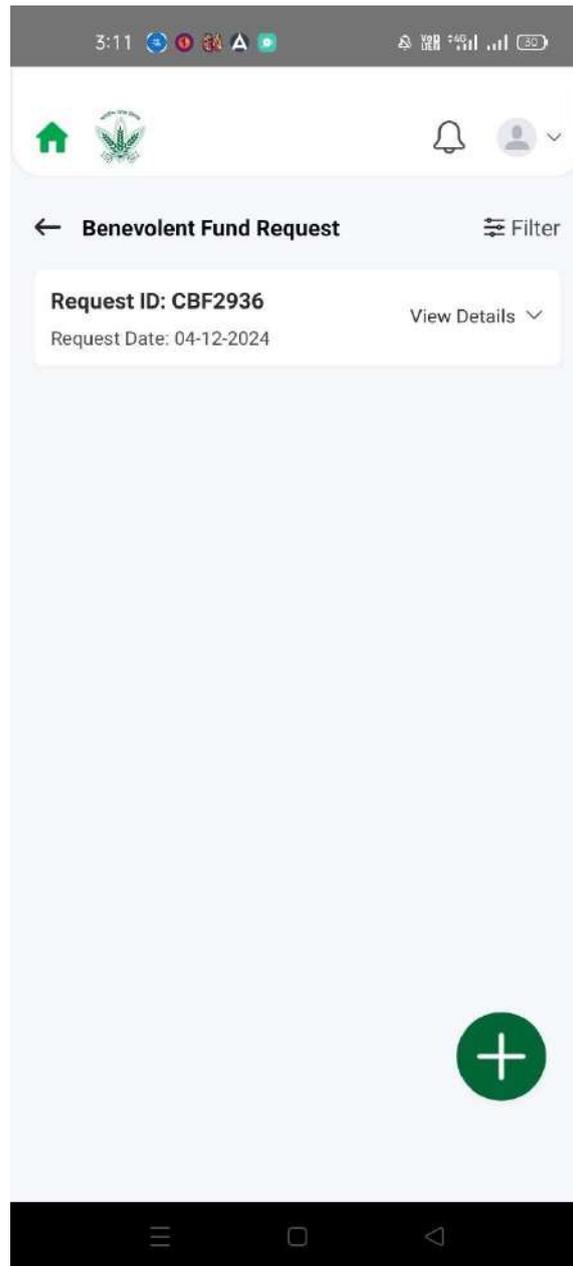


Figure 64: Benevolent Fund Listing

2.26.3 Apply Benevolent Fund

Click on  to Apply the Benevolent Fund request.

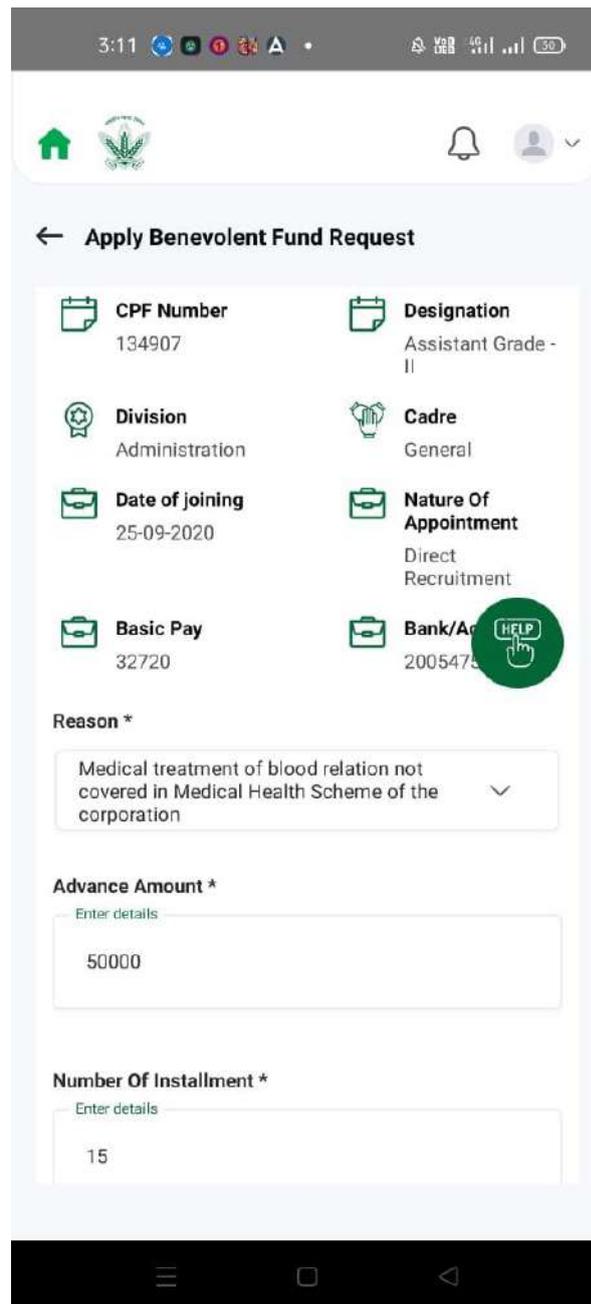


Figure 65: Benevolent Fund Landing

Enter the details and click on  such that a success message will be shown

2.26.4 View Benevolent Fund Action History

Click on the status of the applied request of Benevolent Fund to view the action history.

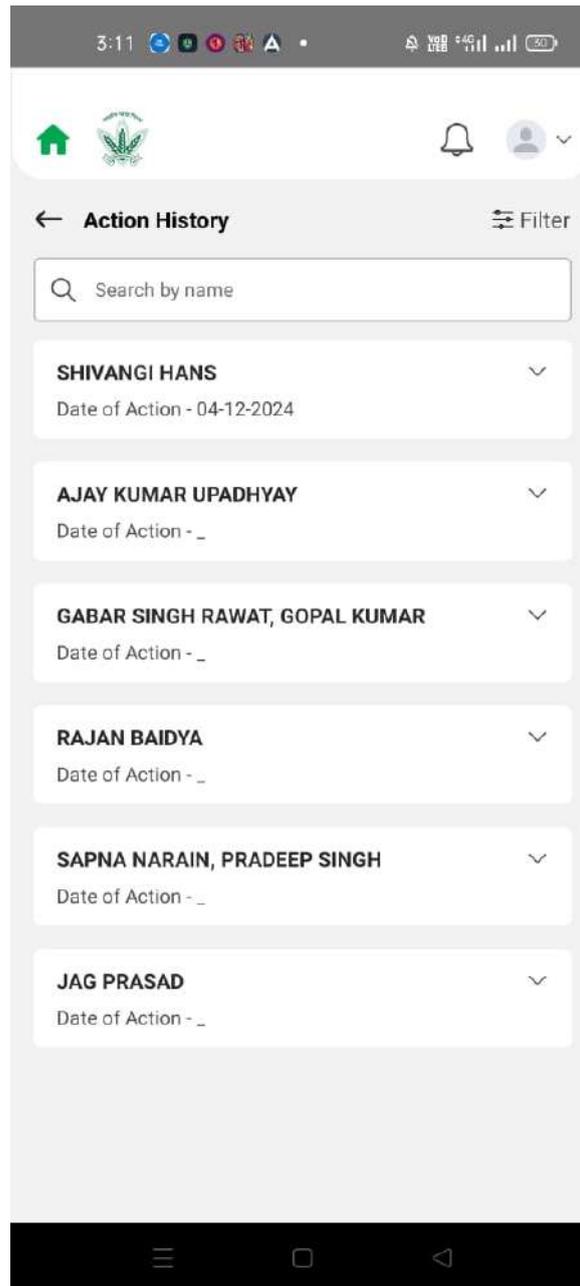


Figure 66: Benevolent Fund Action History

2.27 NOC Passport

Employees can View Status of previously raised requests and also apply for NOC Passport here

2.27.1 Navigation

Navigation: Home Page>> Dashboard>> NOC Passport

2.27.2 Landing Page

User shall traverse the navigation as mentioned.

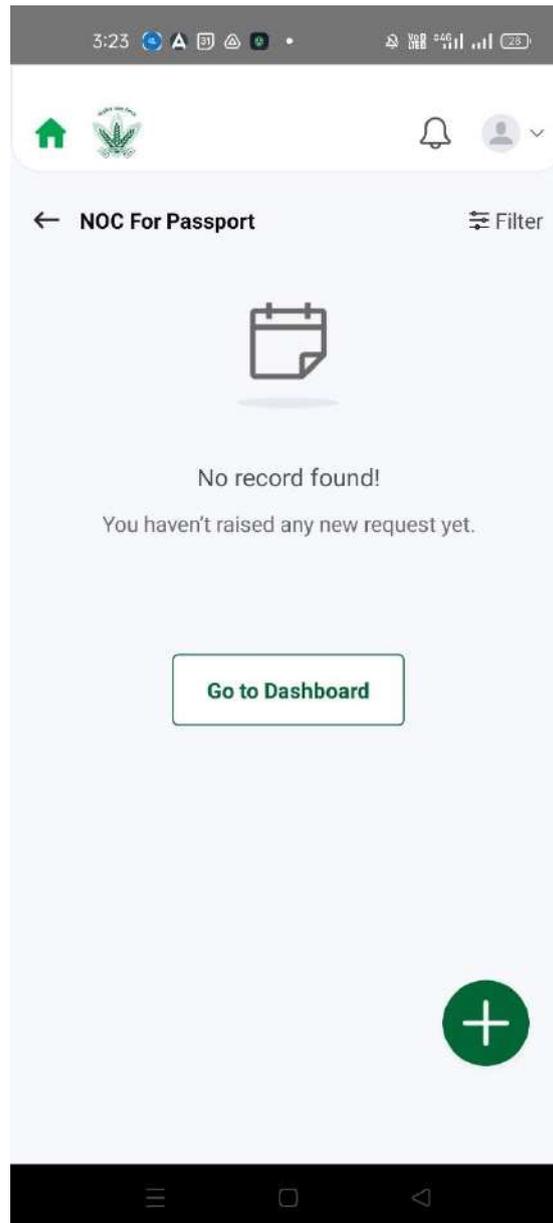


Figure 69: NOC Passport Listing

2.27.3 Apply NOC Passport

Click on  to Apply the NOC Passport request.

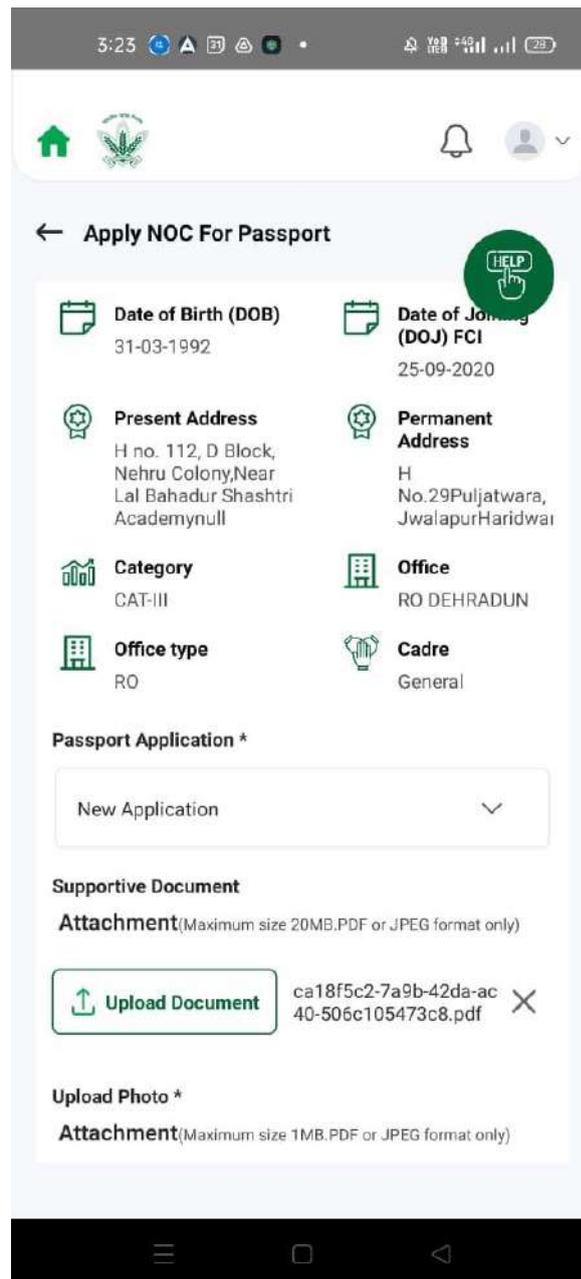


Figure 70: NOC Passport Landing

Enter the details and click on **Submit** such that a success message will be shown

2.27.4 View NOC Passport Action History

Click on the status of the applied request of NOC Passport to view the action history.

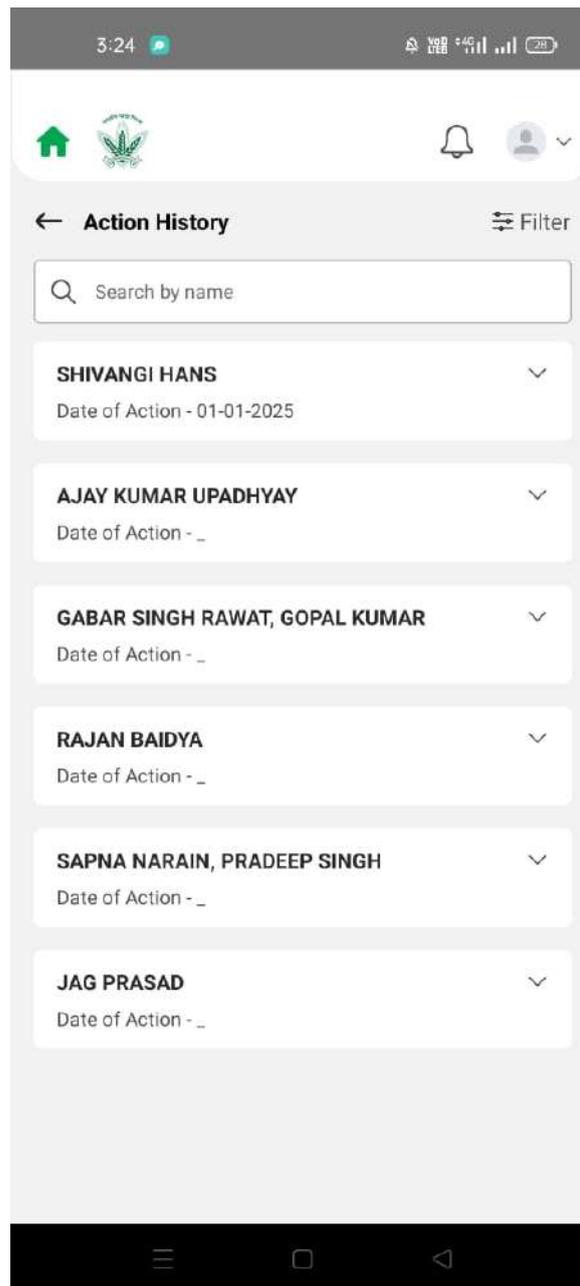


Figure 71: NOC Passport Action History

2.28 NOC VISA

Employees can View Status of previously raised requests and also apply for NOC Visa here

2.28.1 Navigation

Navigation: Home Page>> Dashboard>> NOC Visa

2.28.2 Landing Page

User shall traverse the navigation as mentioned.

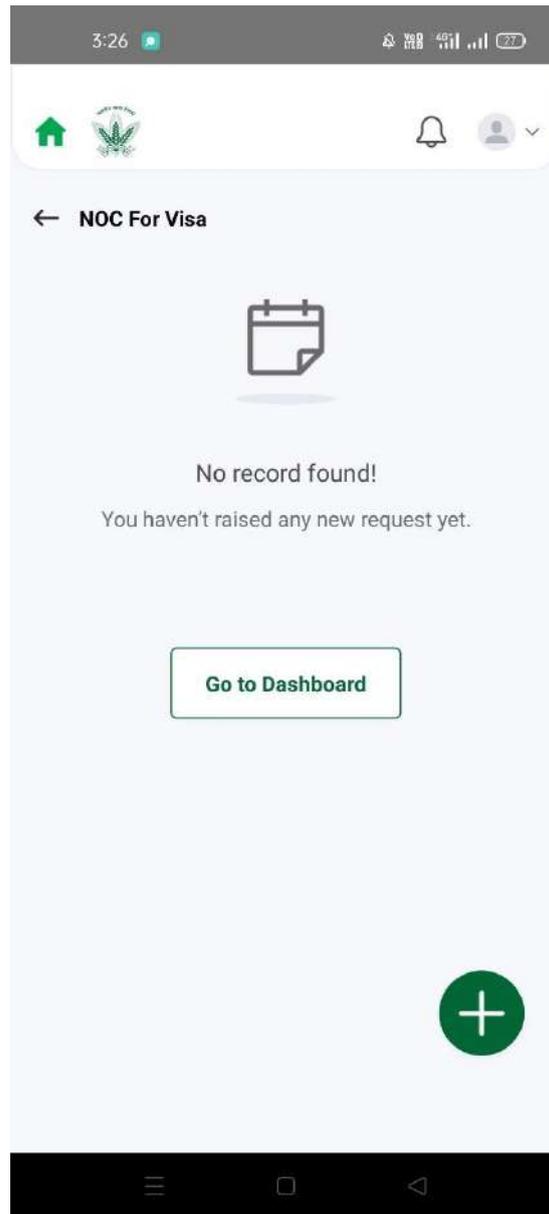


Figure 72: NOC Visa Listing

2.28.3 Apply NOC Visa

Click on  to Apply the NOC Visa request.

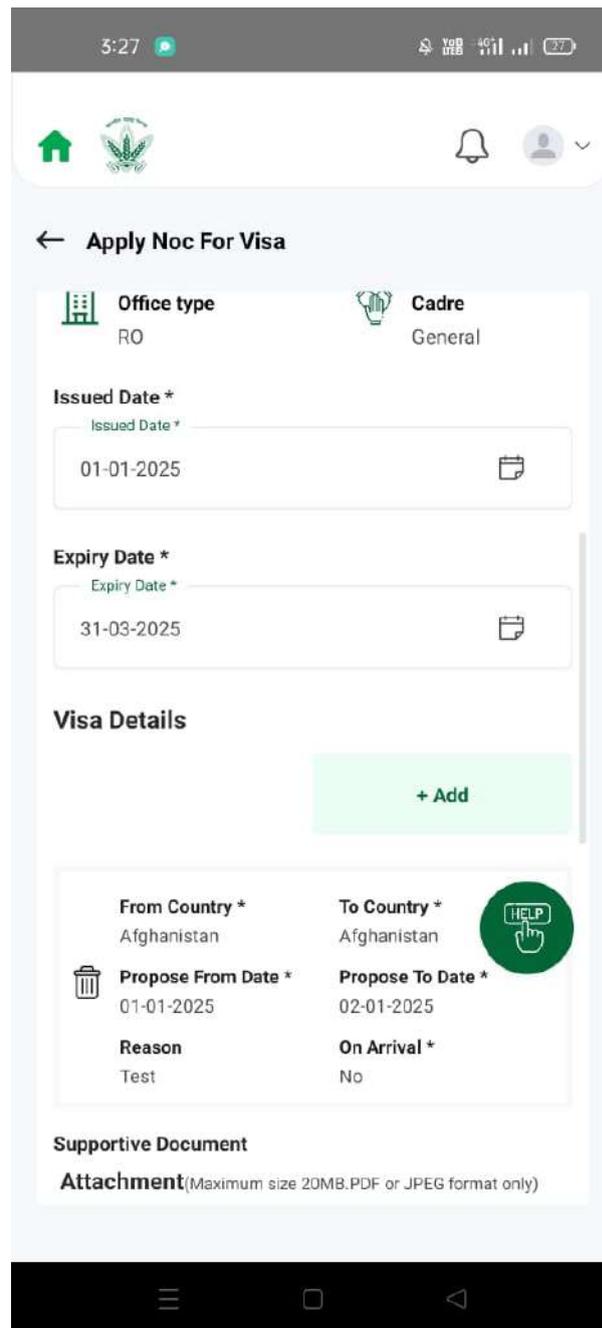


Figure 73: NOC Visa Landing

Enter the details and click on  such that a success message will be shown
2.28.4 View NOC Visa Action History

Click on the status of the applied request of NOC Visa to view the action history.

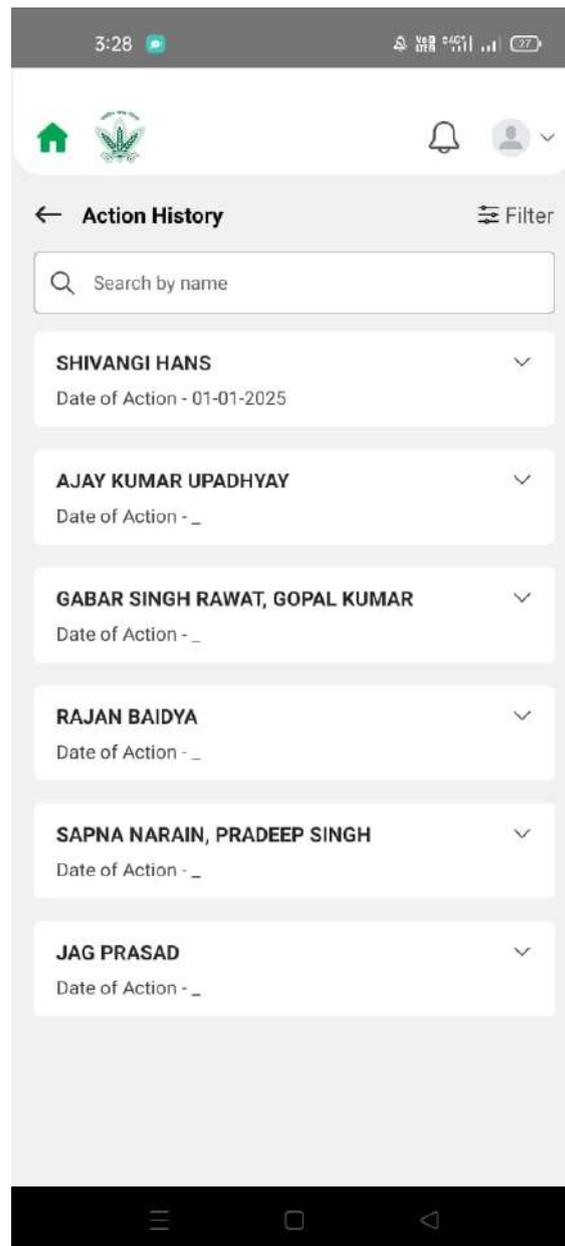


Figure 74: NOC Visa Action History

2.29 NOC For Leave Country

Employees can View Status of previously raised requests and also apply for NOC For Leave Country here

2.29.1 Navigation

Navigation: Home Page>> Dashboard>> NOC For Leave Country

2.29.2 Landing Page

User shall traverse the navigation as mentioned.

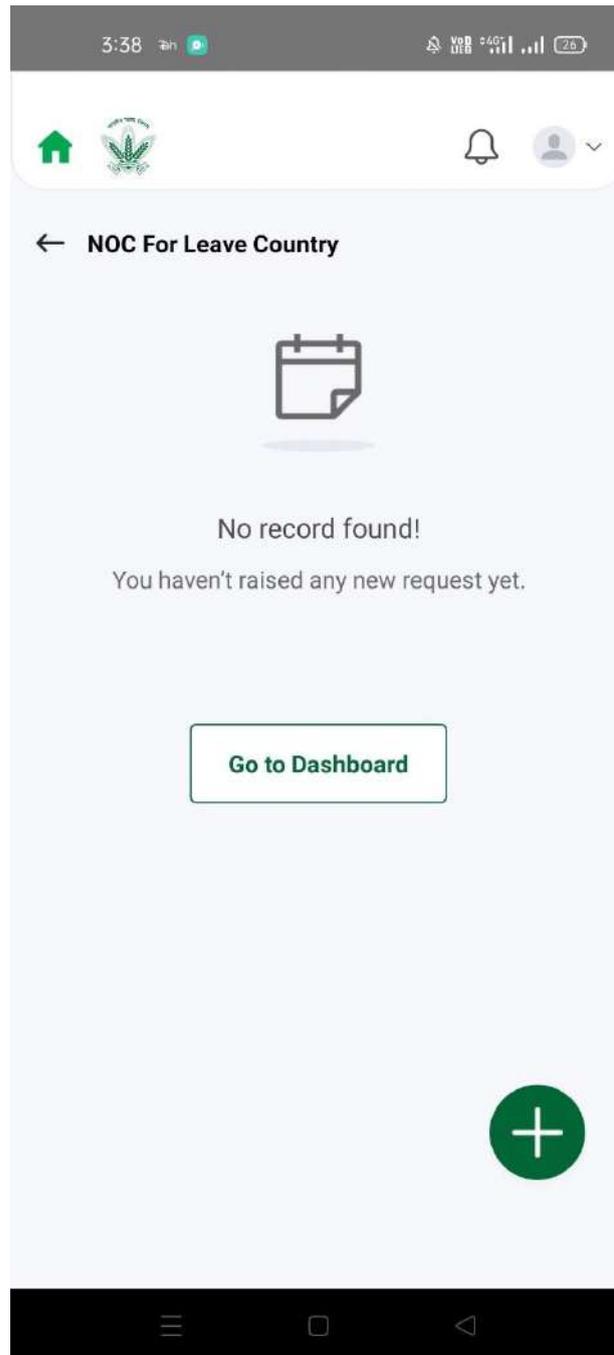


Figure 75: NOC For Leave Country Listing

2.29.3 Apply NOC For Leave Country

Click on  to Apply the NOC For Leave Country request.

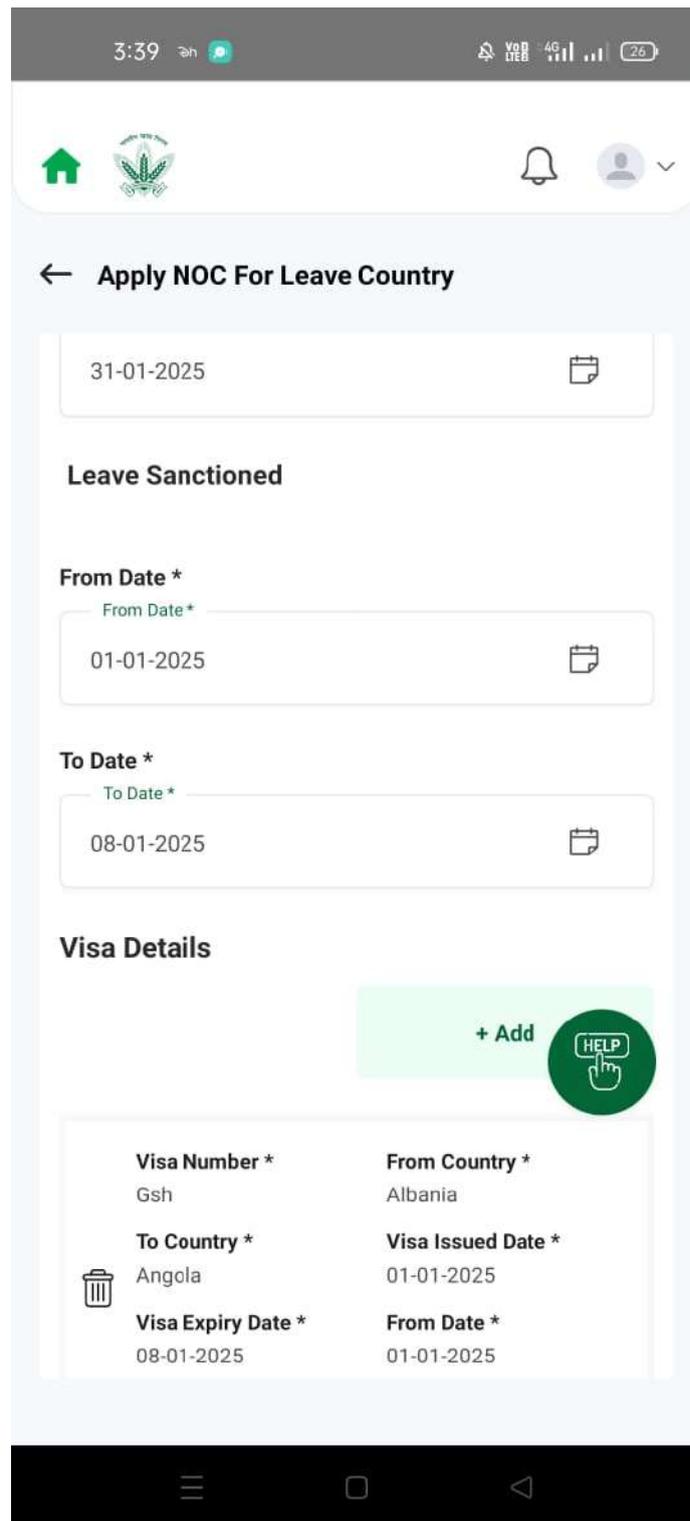


Figure 76: NOC For Leave Country Landing

Enter the details and click on  such that a success message will be shown

2.29.4 View NOC For Leave Country Action History

Click on the status of the applied request of NOC For Leave Country to view the action history.

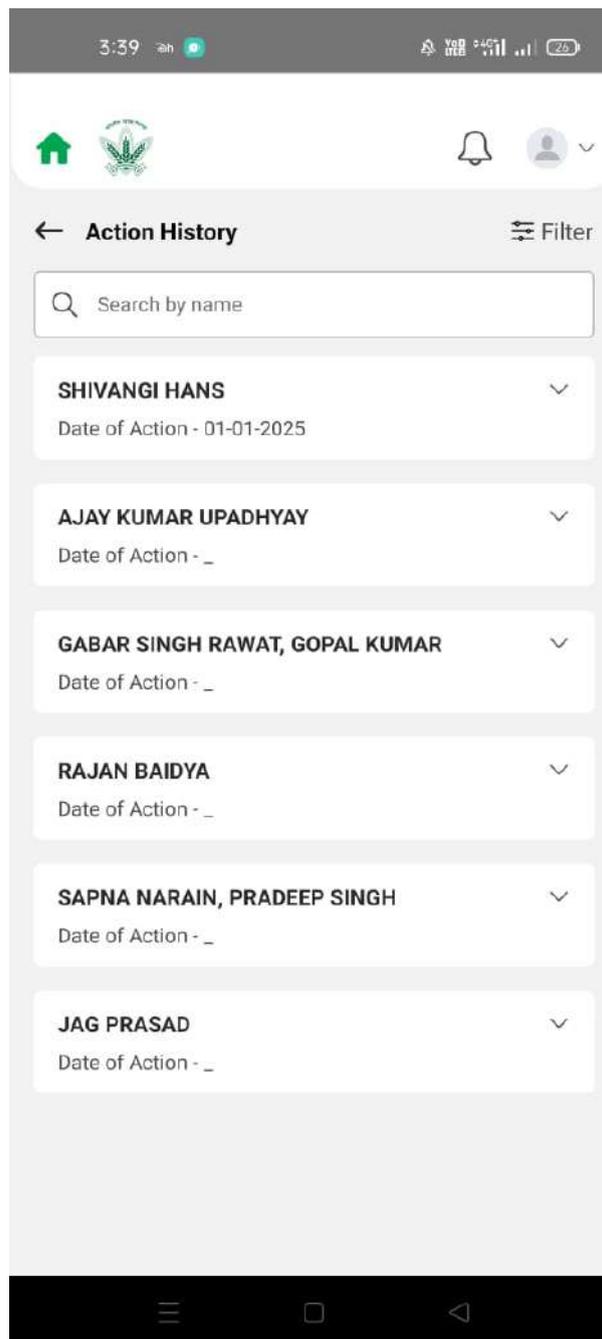


Figure 77: NOC For Leave Country Action History

2.30 NOC For Other Examination

Employees can View Status of previously raised requests and also apply for NOC For Other Examination here

2.30.1 Navigation

Navigation: Home Page>> Dashboard>> NOC For Other Examination

2.30.2 Landing Page

User shall traverse the navigation as mentioned.

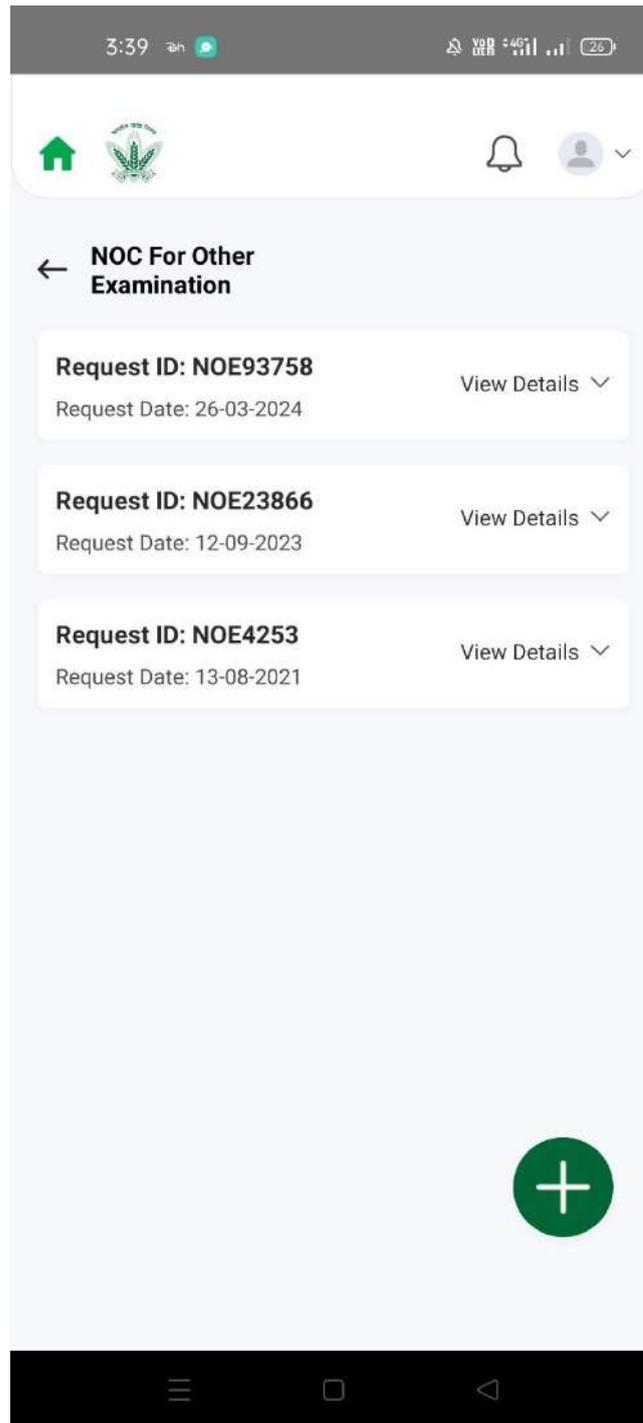


Figure 78: NOC For Other Examination Listing

2.30.3 Apply NOC For Other Examination

Click on  to Apply the NOC For Other Examination request.

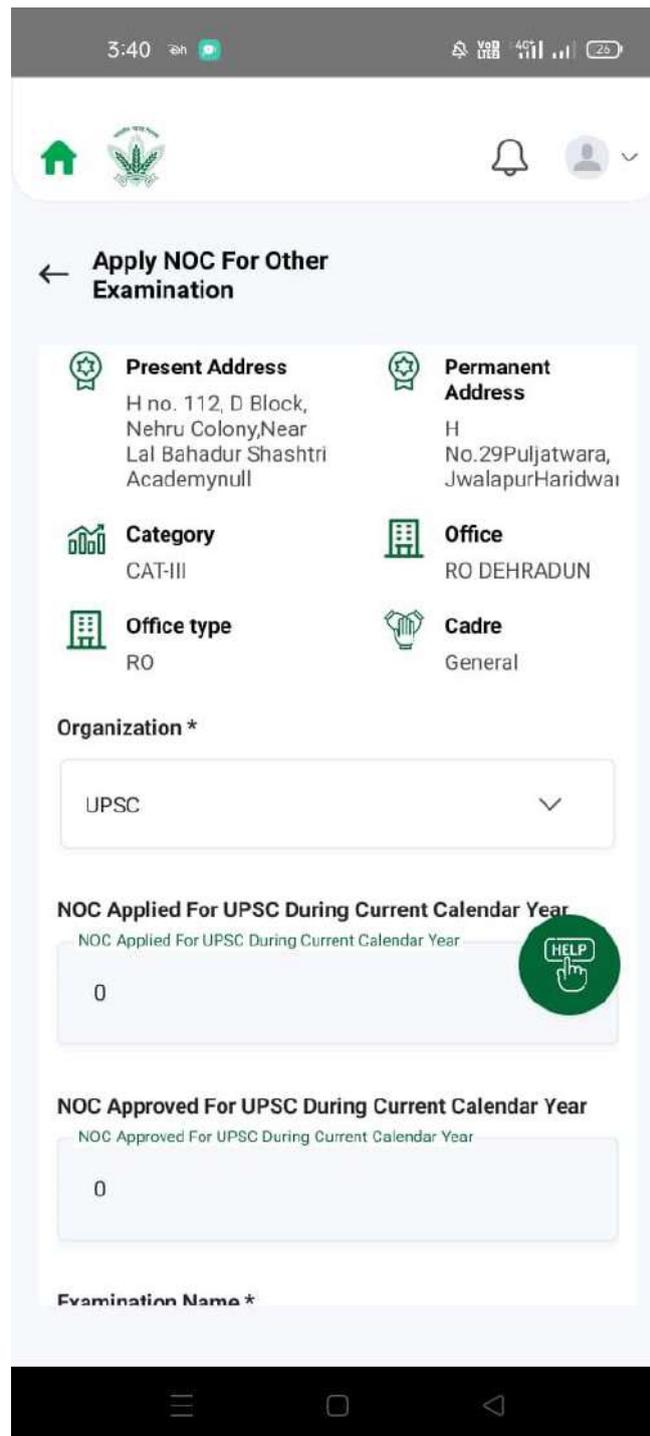


Figure 79: NOC For Other Examination Landing

Enter the details and click on  such that a success message will be shown

2.30.4 View NOC For Other Examination Action History

Click on the status of the applied request of NOC For Other Examination to view the action history.

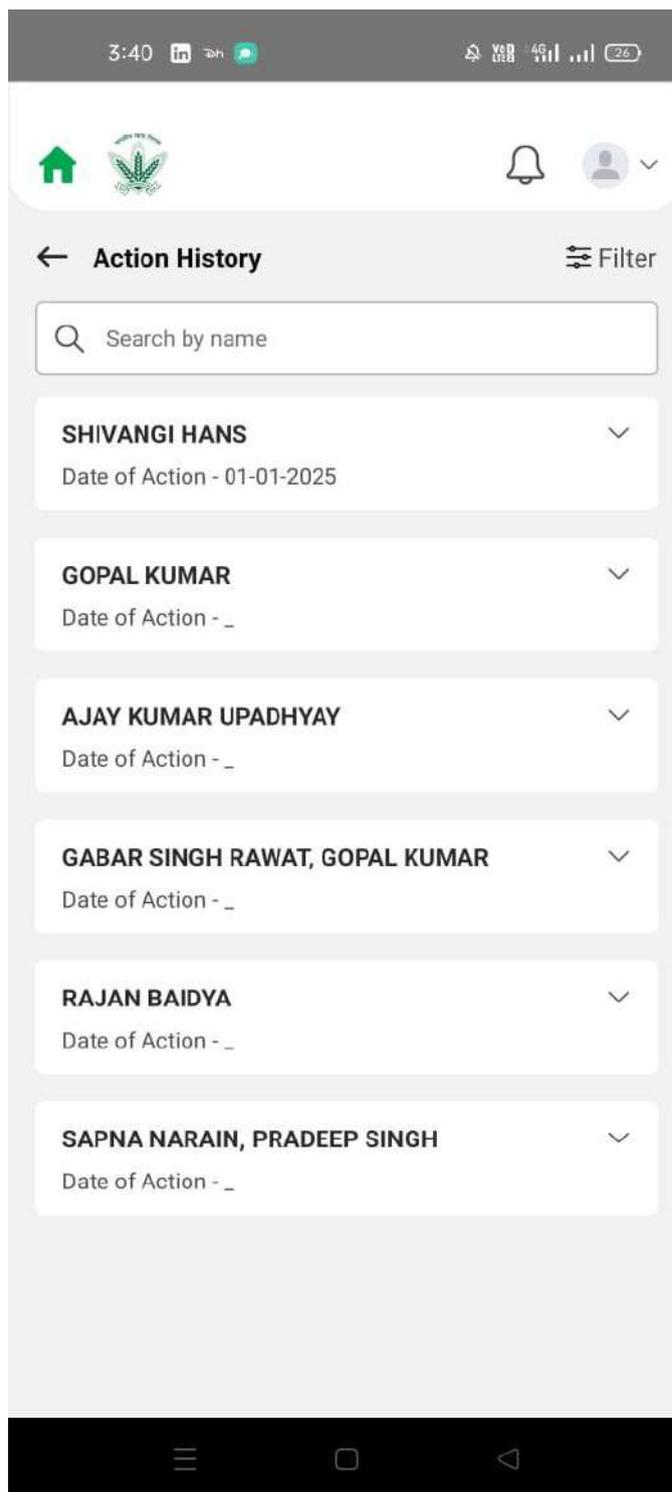


Figure 80: NOC For Other Examination Action History

2.31 Experience Certificate NOC For Other Examination

Employees can View Status of previously raised requests and also apply for Experience Certificate NOC For Other Examination here. The approved request of NOC for other Examination will be displayed.

2.31.1 Navigation

Navigation: Home Page>> Dashboard>> Experience Certificate NOC For Other Examination

2.31.2 Landing Page

User shall traverse the navigation as mentioned.

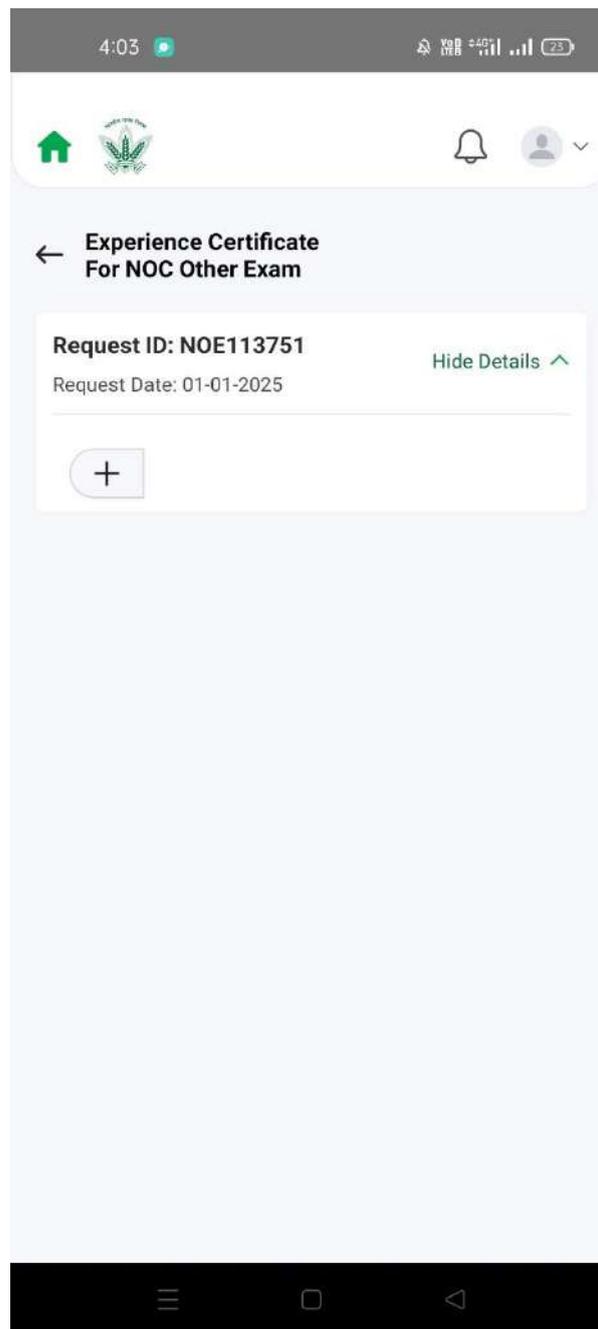


Figure 81: Experience Certificate NOC For Other Examination Listing

2.31.3 Apply Experience Certificate NOC For Other Examination

Click on  to Apply the movable property request.

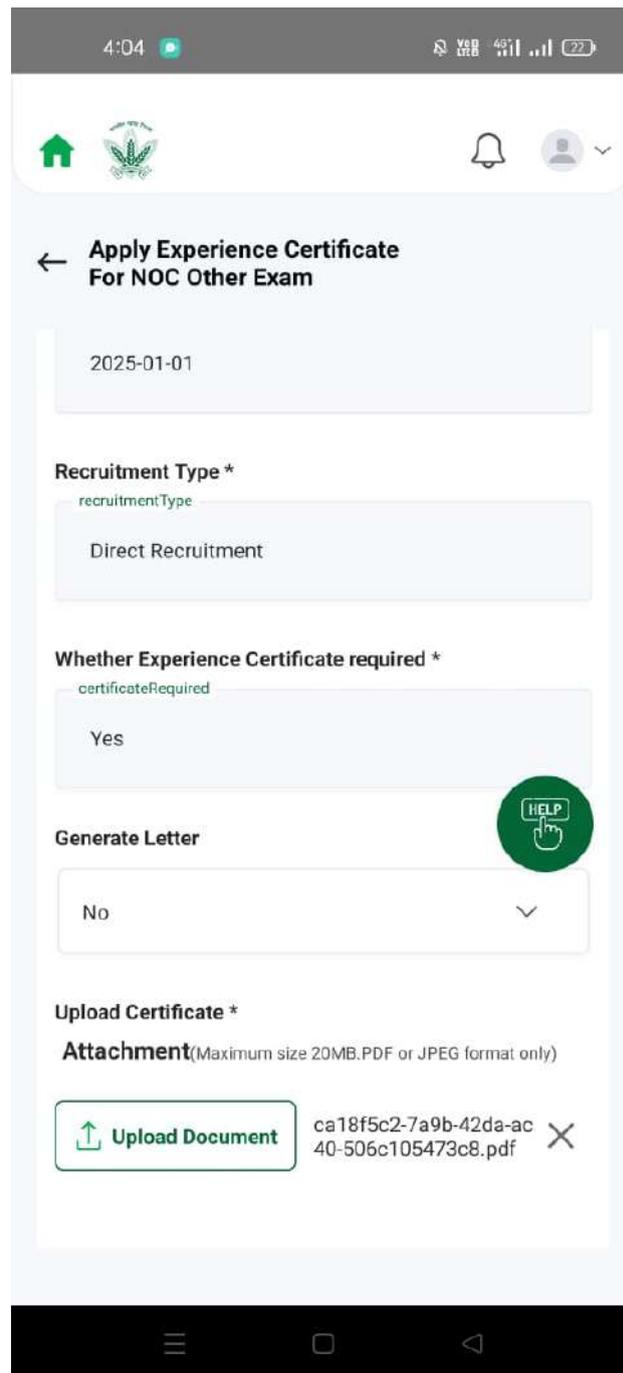


Figure 82: Experience Certificate NOC For Other Examination Landing

Enter the details and click on  such that a success message will be shown

2.31.4 View Experience Certificate NOC For Other Examination Action History

Click on the status of the applied request of Experience Certificate NOC For Other Examination to view the action history.

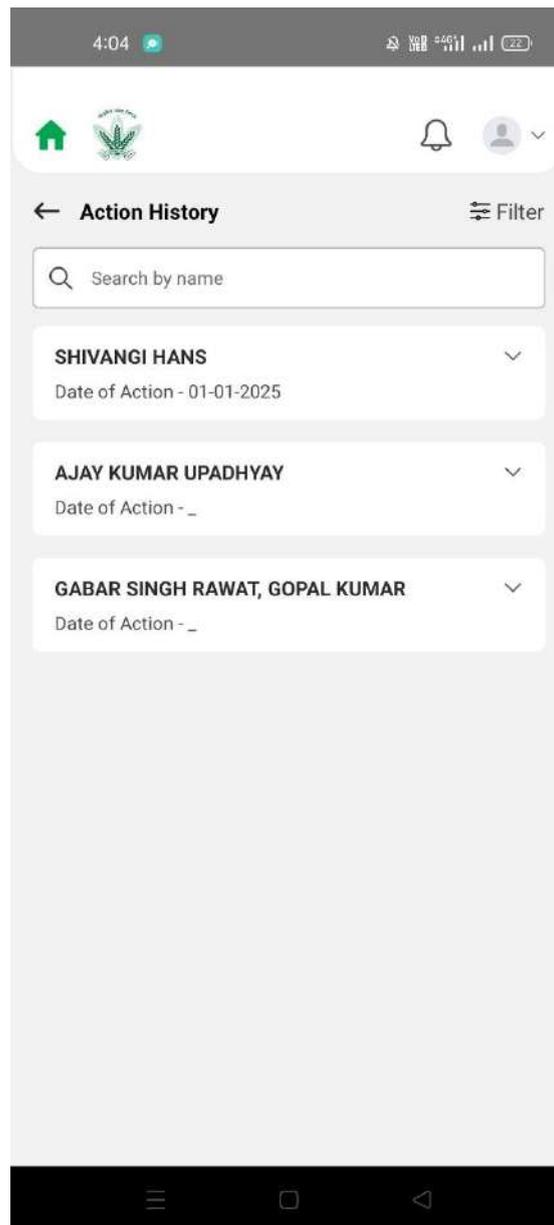


Figure 83: Experience Certificate NOC For Other Examination Action History

2.32 NOC Passport Dependent

Employees can View Status of previously raised requests and also apply for NOC Passport Dependent here

2.32.1 Navigation

Navigation: Home Page>> Dashboard>> NOC Passport Dependent

2.32.2 Landing Page

User shall traverse the navigation as mentioned.

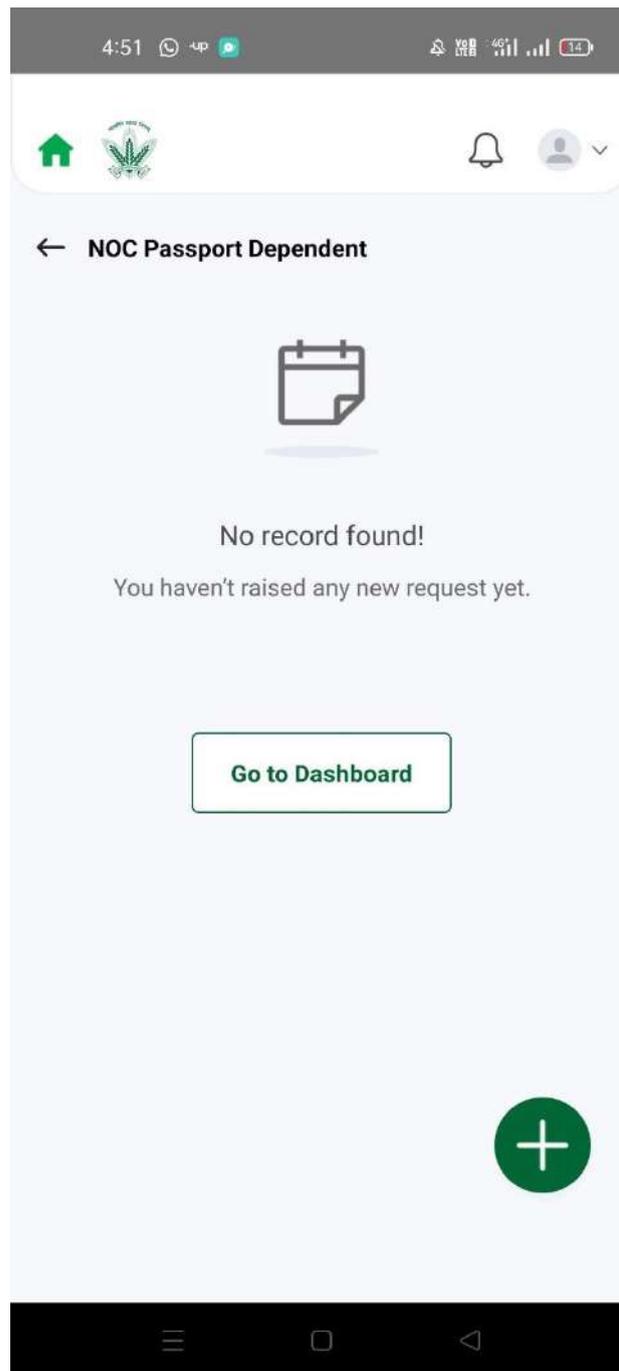


Figure 84: NOC Passport Dependent Listing

2.32.3 Apply NOC Passport Dependent

Click on  to Apply the NOC Passport Dependent request.

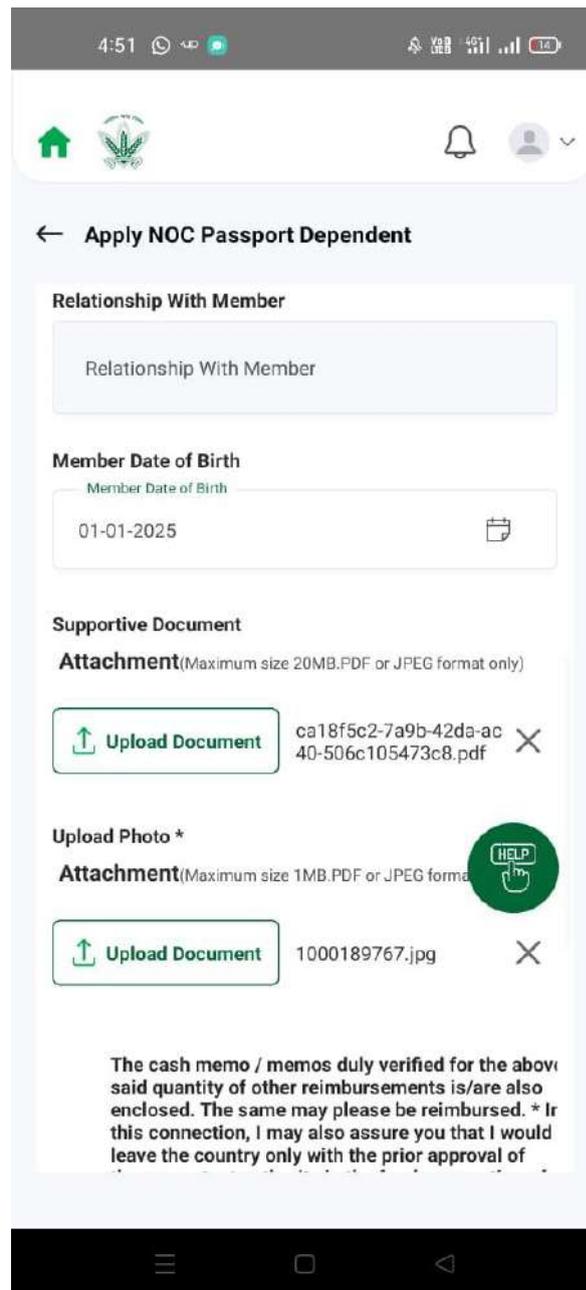


Figure 85: NOC Passport Dependent Landing

Enter the details and click on  such that a success message will be shown

2.32.4 View NOC Passport Dependent Action History

Click on the status of the applied request of NOC Passport Dependent to view the action history.

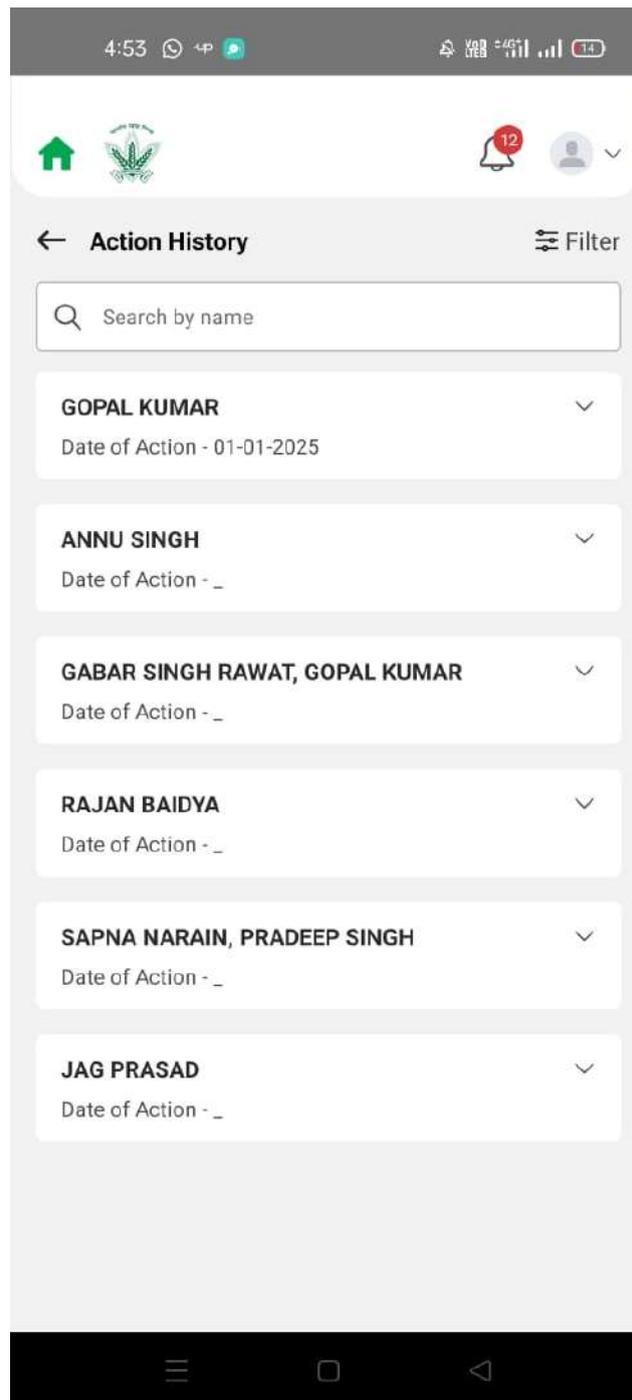


Figure 86: NOC Passport Dependent Action History

2.33 Survey Participate

Employees can View Status of previously participated survey and also participate in any live survey here

2.33.1 Navigation

Navigation: Home Page>> Dashboard>> Survey Participate

2.33.2 Landing Page

User shall traverse the navigation as mentioned.

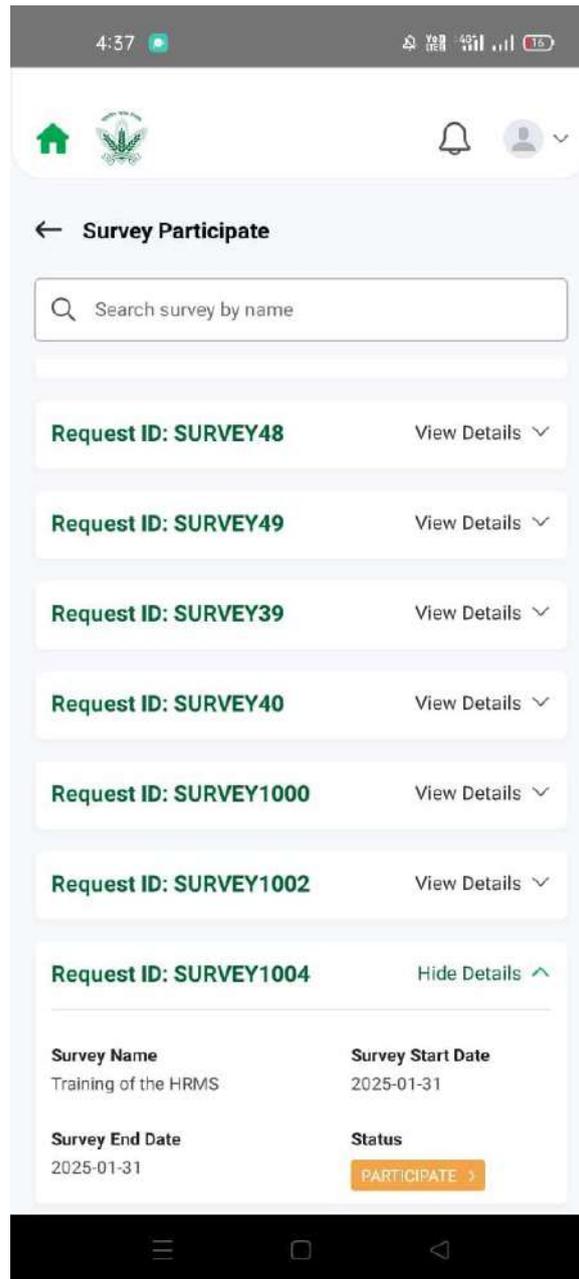


Figure 87: Survey Participate Listing

2.33.3 Submit Survey Response

Click on **PARTICIPATE** > to submit response for active survey.

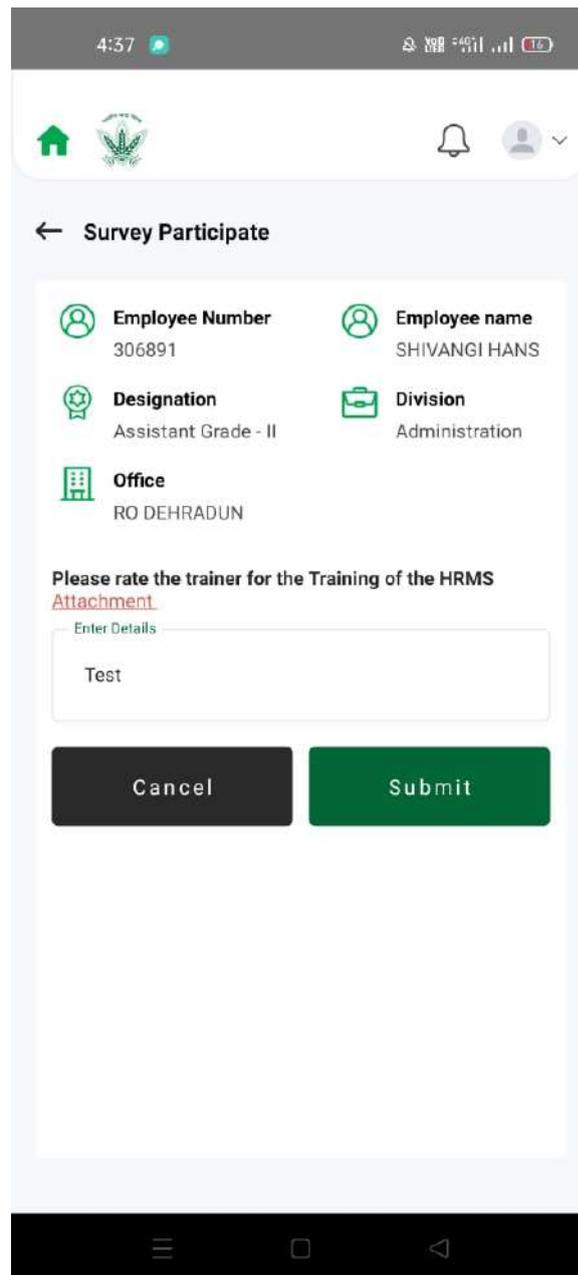


Figure 88: Survey Participate Landing

Enter the details and click on  such that a success message will be shown.

2.34 Leave Encashment

Employees can View Status of previously raised requests and also apply for Leave Encashment here

2.34.1 Navigation

Navigation: Home Page>> Dashboard>> Leave Encashment

2.34.2 Landing Page

User shall traverse the navigation as mentioned.

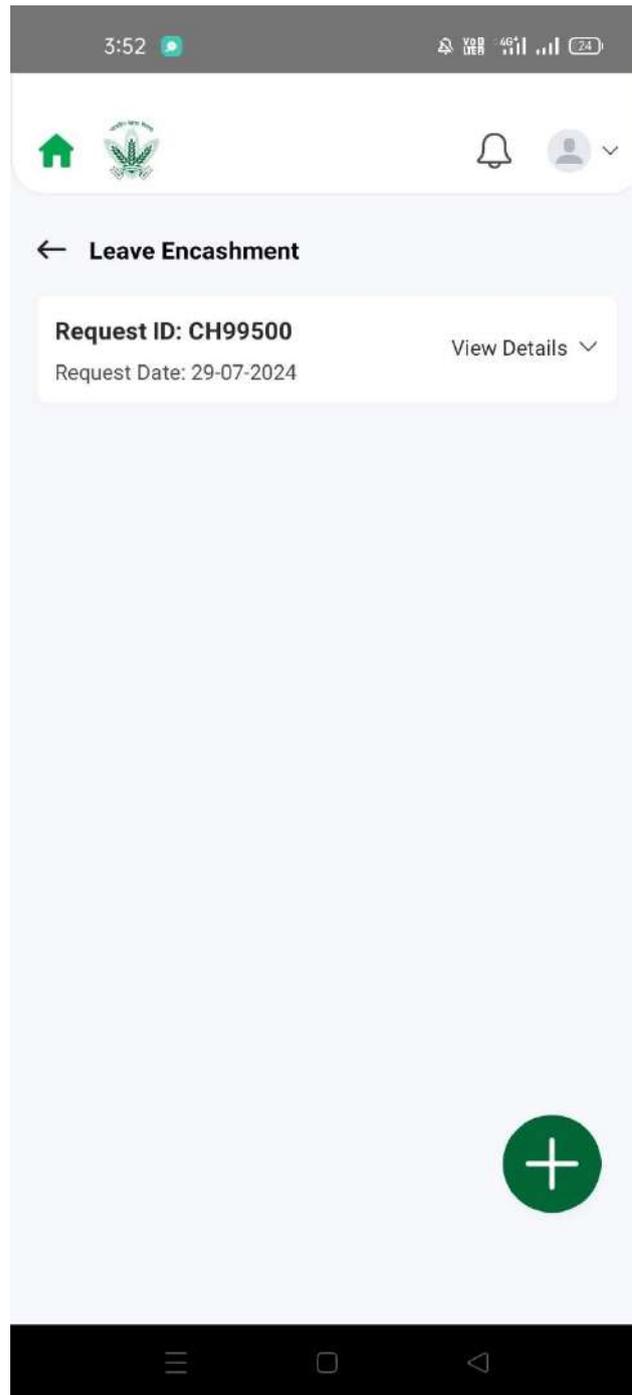
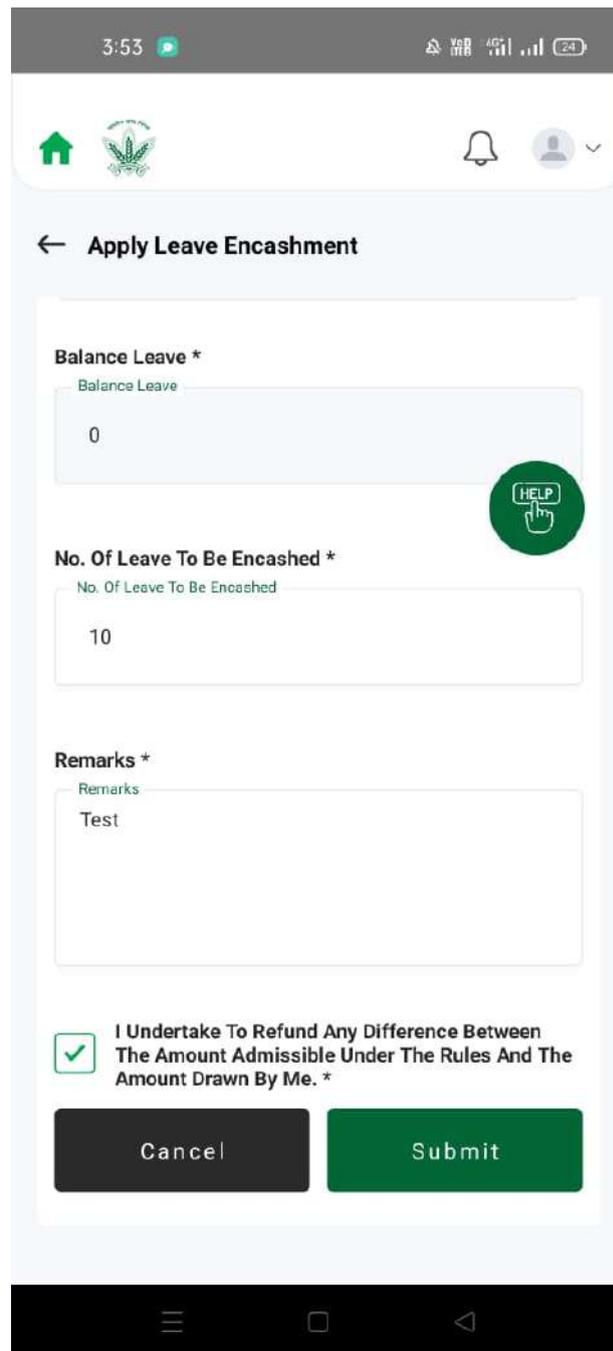


Figure 89: Leave Encashment Listing

2.34.3 Apply Leave Encashment

Click on  to Apply the Leave Encashment request.



3:53

Apply Leave Encashment

Balance Leave *

Balance Leave

0

No. Of Leave To Be Encashed *

No. Of Leave To Be Encashed

10

Remarks *

Remarks

Test

I Undertake To Refund Any Difference Between The Amount Admissible Under The Rules And The Amount Drawn By Me. *

Cancel Submit

Figure 90: Leave Encashment Landing

Enter the details and click on **Submit** such that a success message will be shown

2.34.4 View Leave Encashment Action History

Click on the status of the applied request of Leave Encashment to view the action history.

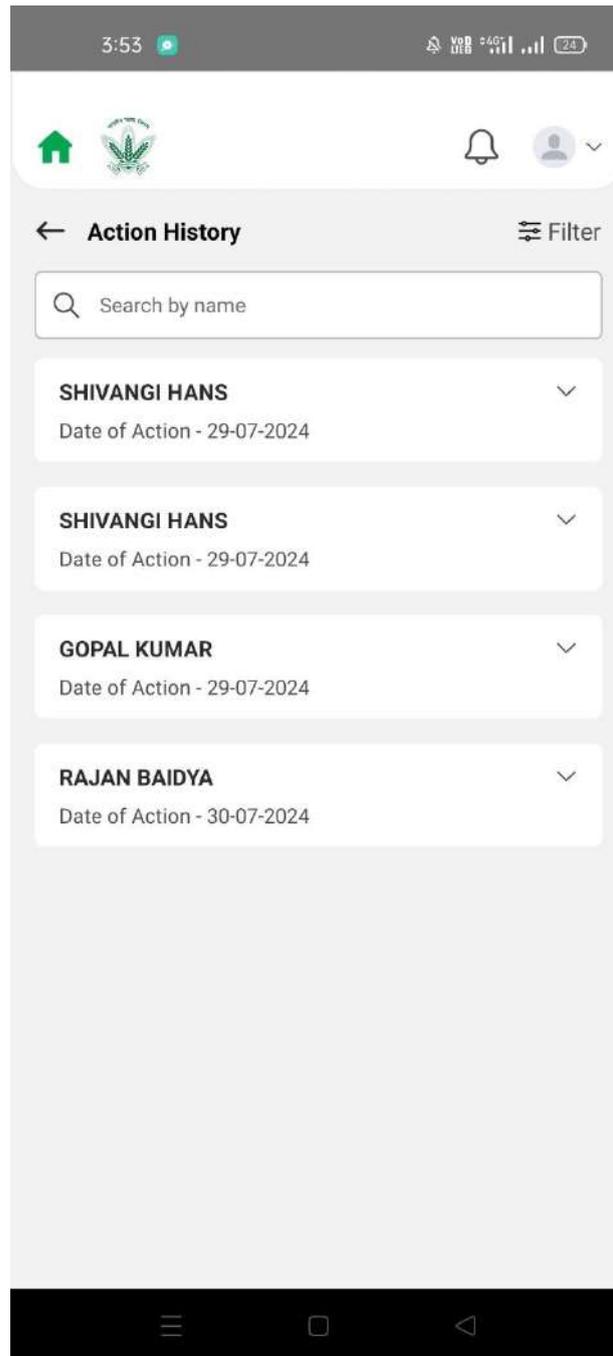


Figure 91: Leave Encashment Action History

2.35 Leave Station Intimation

Employees can View Status of previously raised requests and also apply for Leave Station Intimation here

2.35.1 Navigation

Navigation: Home Page>> Dashboard>> Leave Station Intimation

2.35.2 Landing Page

User shall traverse the navigation as mentioned.

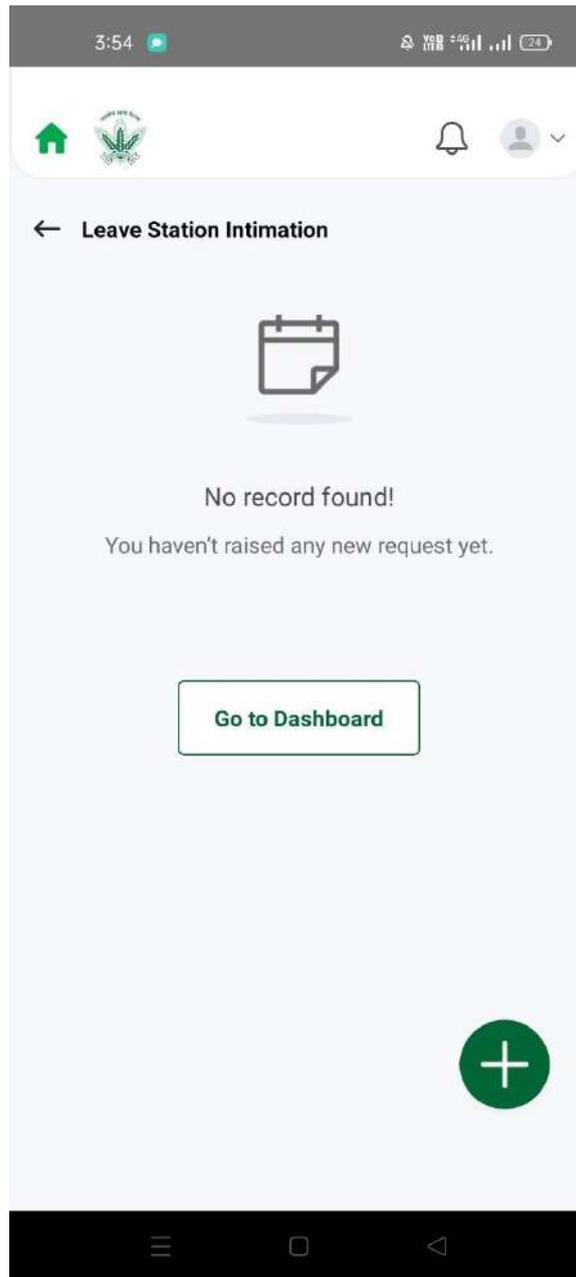


Figure 92: Leave Station Intimation Listing

2.35.3 Apply Leave Station Intimation

Click on  to Apply the Leave Station Intimation request.

The screenshot displays the 'Apply Leave Station Intimation' form. At the top, there is a navigation bar with a home icon, the FCI logo, a notification bell, and a user profile icon. The form title is 'Apply Leave Station Intimation'. Below the title, there are two columns of employee information: Employee Number (306891), Employee name (SHIVANGI HANS), Designation (Assistant Grade - II), and Division (Adminis...), along with a 'HELP' button. The 'Cadre' is listed as 'General'. The 'From' date is set to 31-12-2024, and the 'To' date is also 31-12-2024. The 'Session' is set to 'Full Day', and the 'Reason' is 'Going out of Station'. There is also a field for 'Outstation From Time *'.

Figure 93: Leave Station Intimation Landing

Enter the details and click on  such that a success message will be shown

2.35.4 View Movable Property Action History

Click on the status of the applied request of Movable property to view the action history.

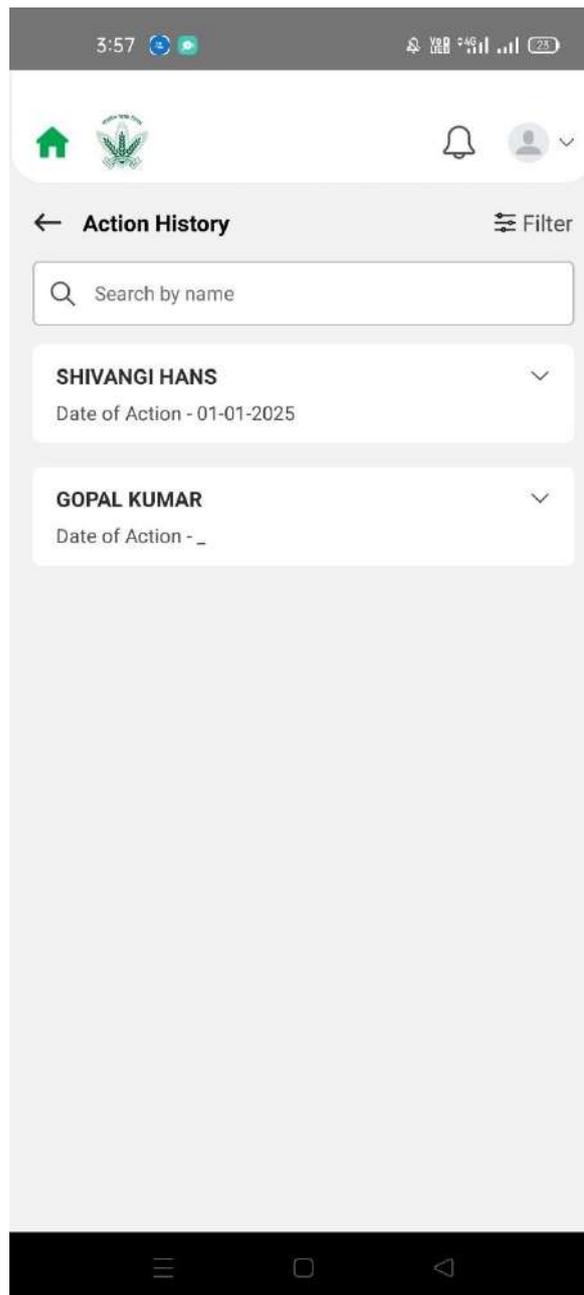


Figure 94: Leave Station Intimation Action History

2.36 Medical Allowance

Employees can View Status of previously raised requests and also apply for Medical Allowance here

2.36.1 Navigation

Navigation: Home Page>> Dashboard>> Medical Allowance

2.36.2 Landing Page

User shall traverse the navigation as mentioned.

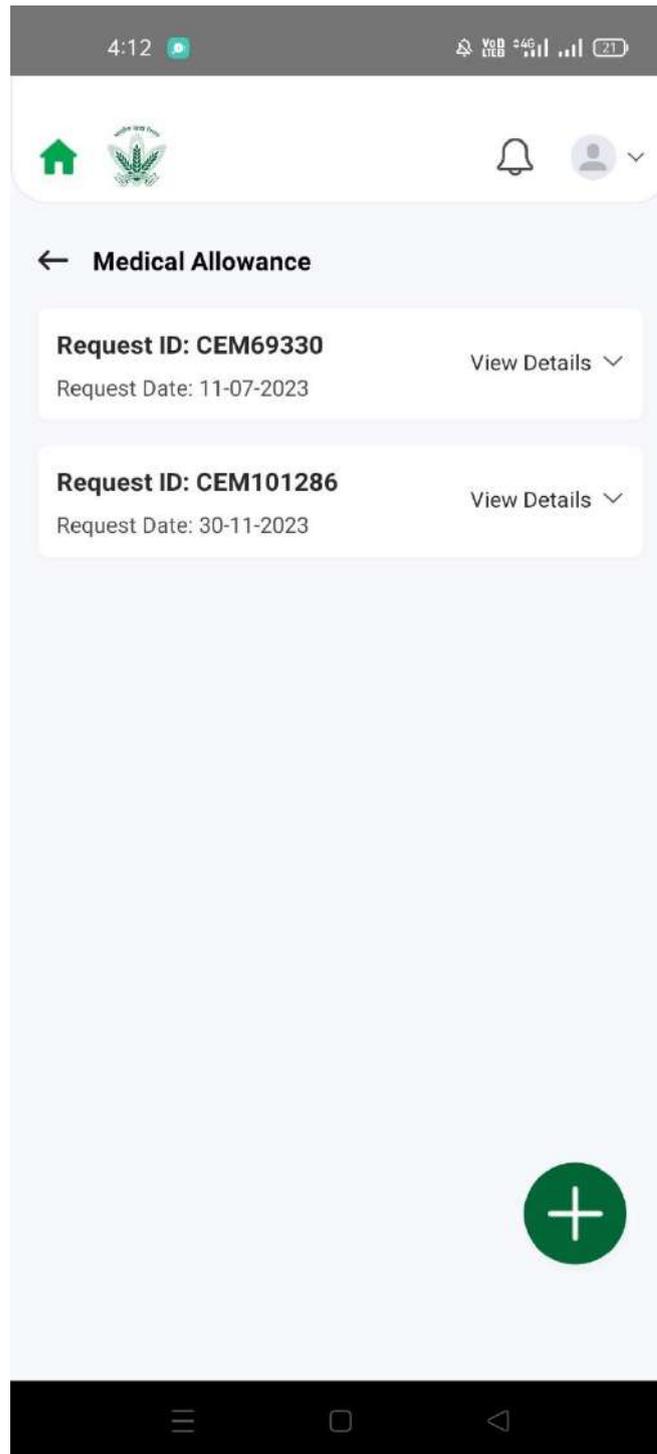


Figure 95: Medical Allowance Listing

2.36.3 Apply Medical Allowance

Click on  to Apply the Medical Allowance request.

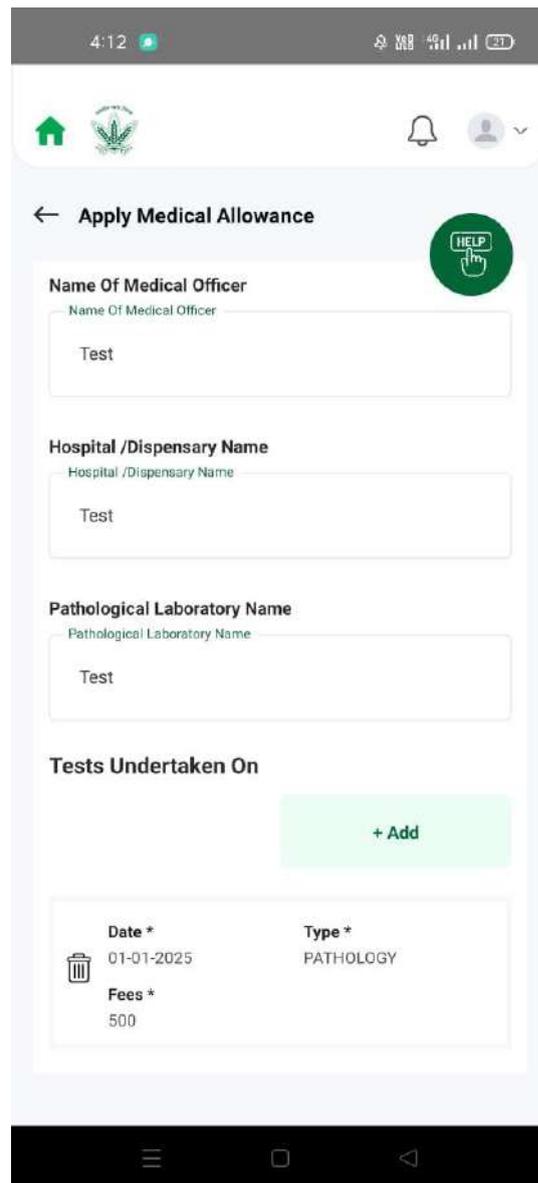


Figure 96: Medical Allowance Landing

Enter the details and click on  such that a success message will be shown

2.36.4 View Medical Allowance Action History

Click on the status of the applied request of Medical Allowance to view the action history.

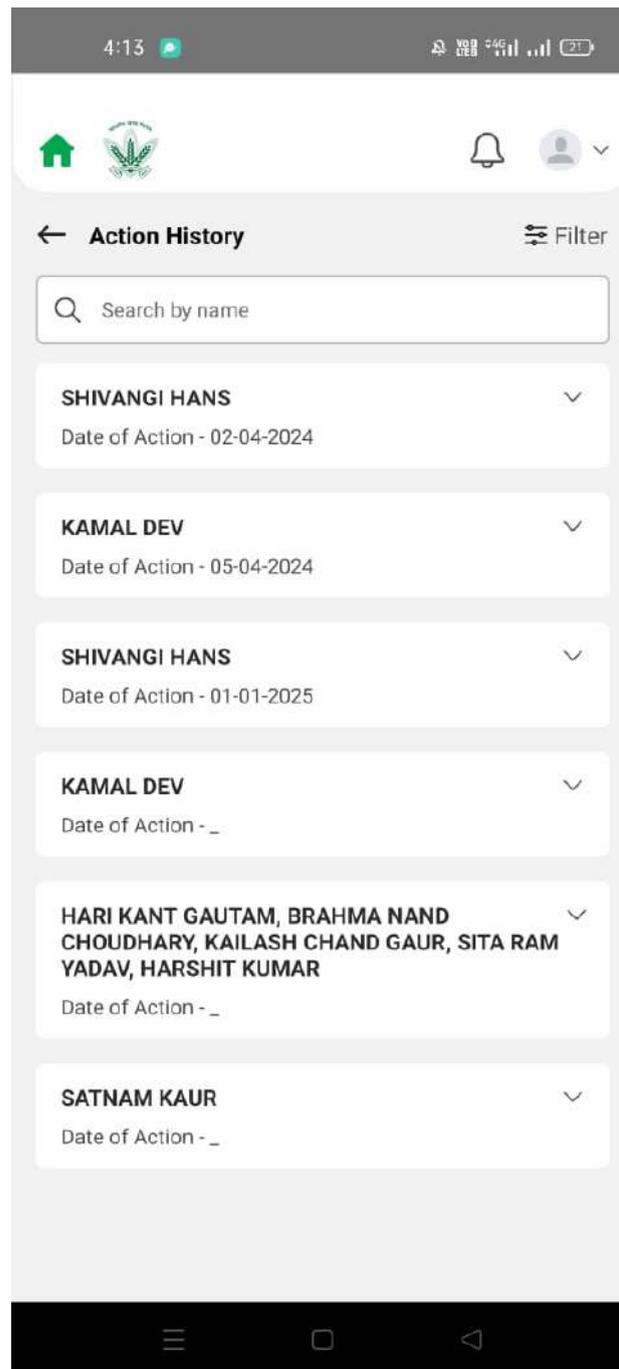


Figure 97: Medical Allowance Action History

2.37 Briefcase Reimbursement

Employees can View Status of previously raised requests and also apply for Briefcase Reimbursement here

2.37.1 Navigation

Navigation: Home Page>> Dashboard>> Briefcase Reimbursement

2.37.2 Landing Page

User shall traverse the navigation as mentioned.

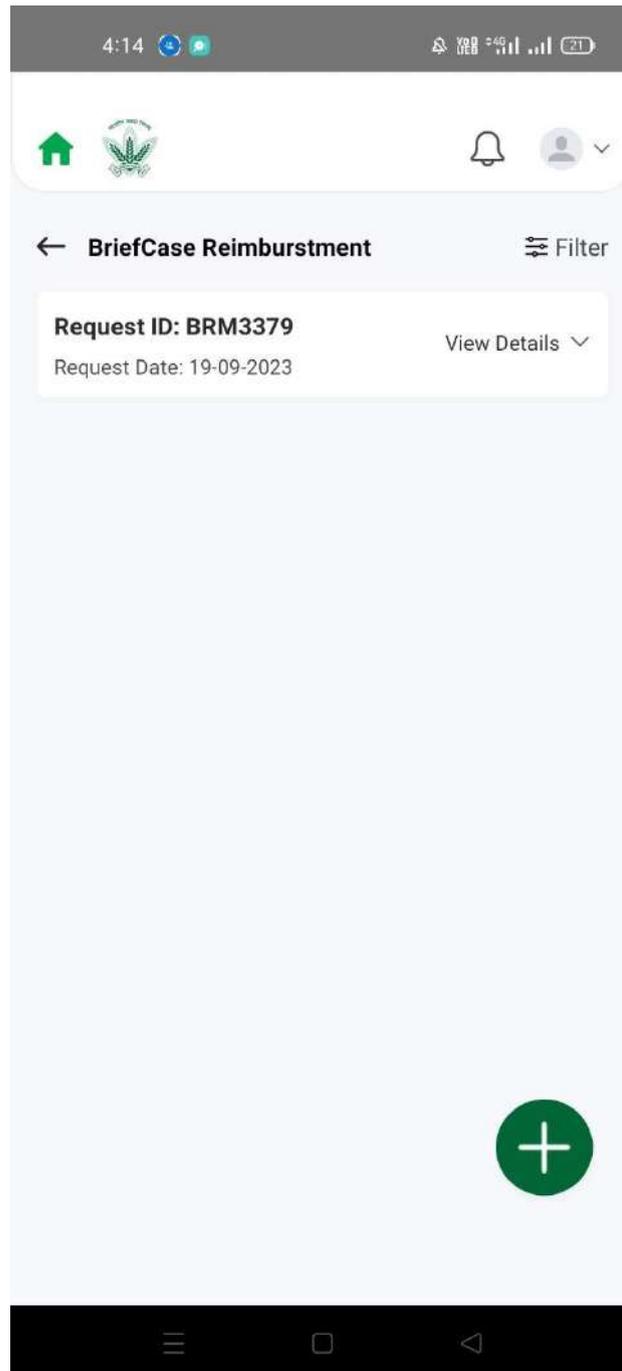


Figure 98: Briefcase Reimbursement Listing

2.37.3 Apply Briefcase Reimbursement

Click on  to Apply the Briefcase Reimbursement request.

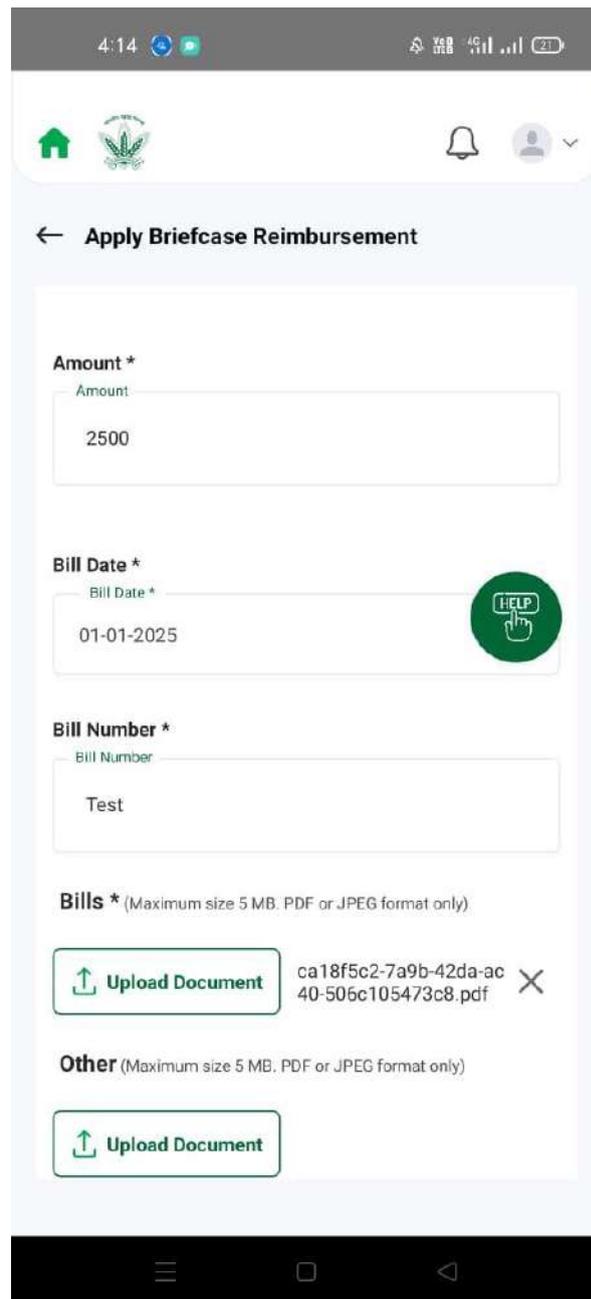


Figure 99: Briefcase Reimbursement Landing

Enter the details and click on  such that a success message will be shown

2.37.4 View Briefcase Reimbursement Action History

Click on the status of the applied request of Briefcase Reimbursement to view the action history.

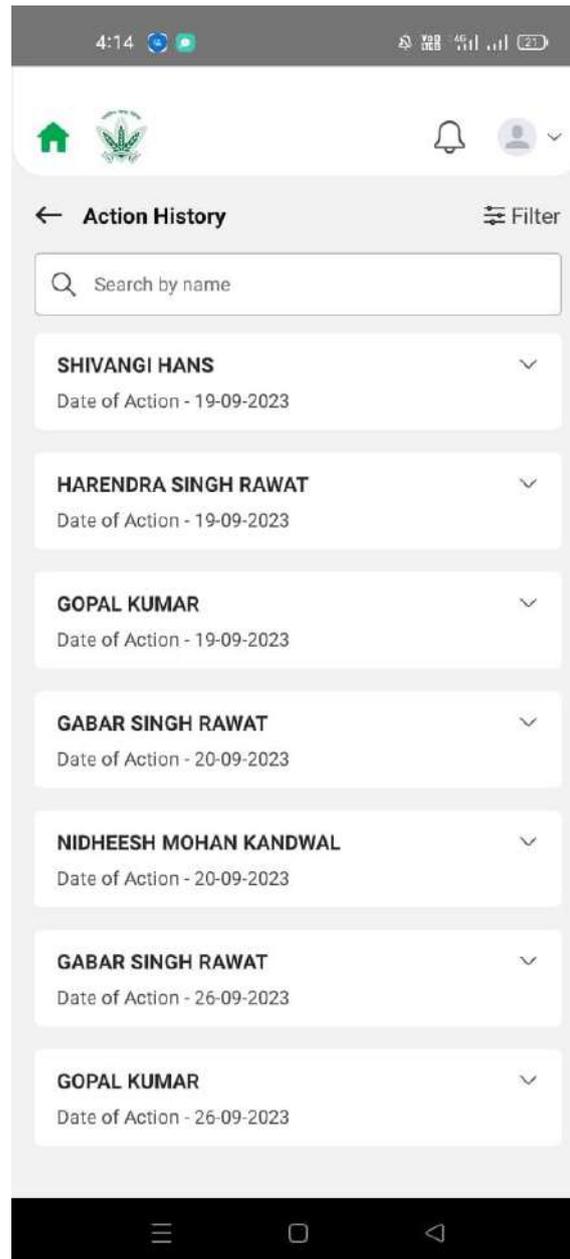


Figure 100: Briefcase Reimbursement Action History

2.38 Local Travel allowance

Employees can View Status of previously raised requests and also apply for Local Travel allowance here

2.38.1 Navigation

Navigation: Home Page>> Dashboard>> Local Travel allowance

2.38.2 Landing Page

User shall traverse the navigation as mentioned.

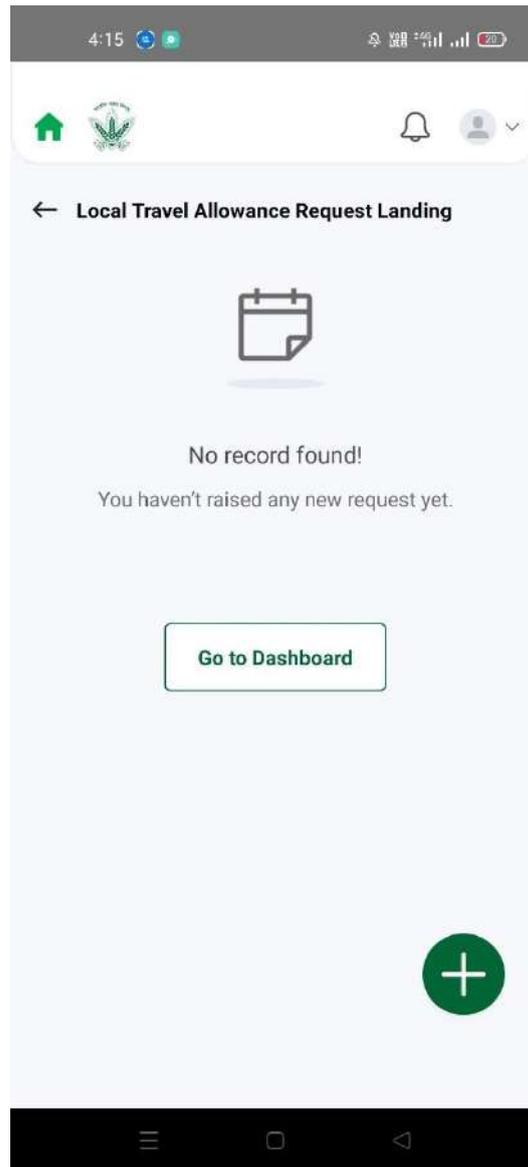


Figure 101: Local Travel allowance Listing

2.38.3 Apply Local Travel allowance

Click on  to Apply the Local Travel allowance request.

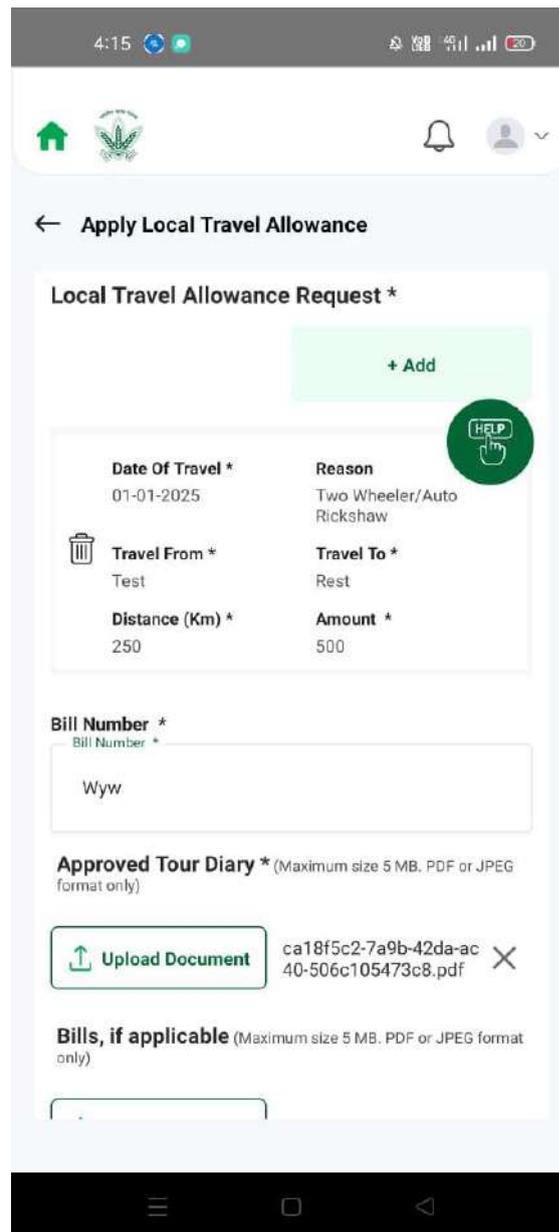


Figure 102: Local Travel allowance Landing

Enter the details and click on  such that a success message will be shown

2.38.4 View Local Travel Allowance Action History

Click on the status of the applied request of Local Travel allowance to view the action history.

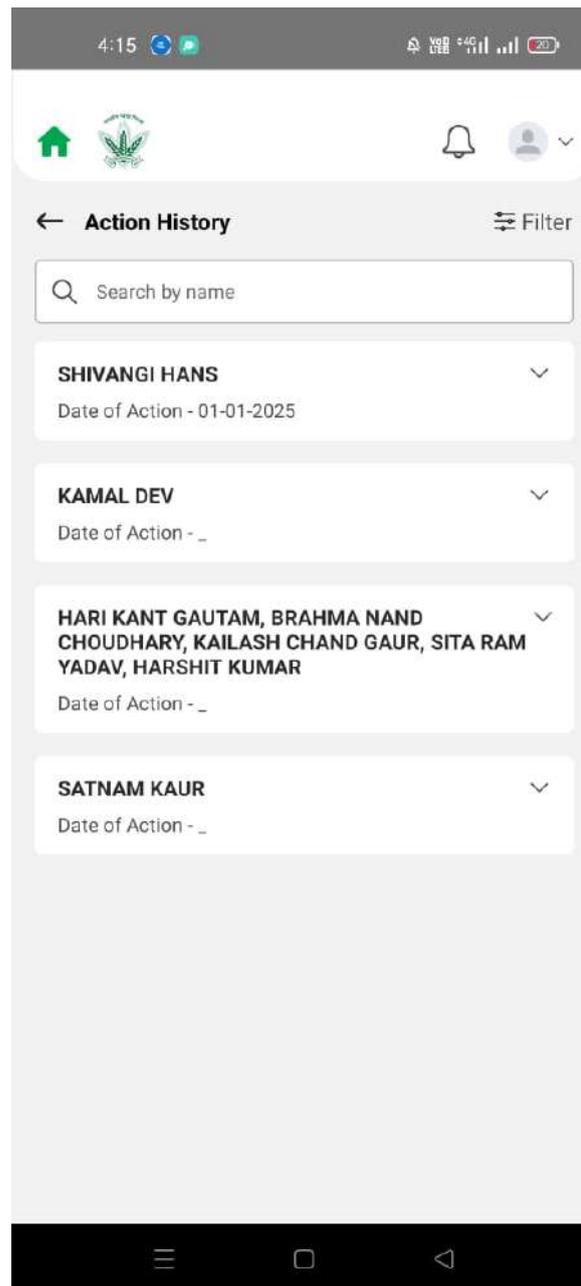


Figure 103: Local Travel Allowance Action History

2.39 Gift Noting

Employees can View Status of previously raised requests and also apply for Gift Noting here

2.39.1 Navigation

Navigation: Home Page>> Dashboard>> Gift Noting

2.39.2 Landing Page

User shall traverse the navigation as mentioned.

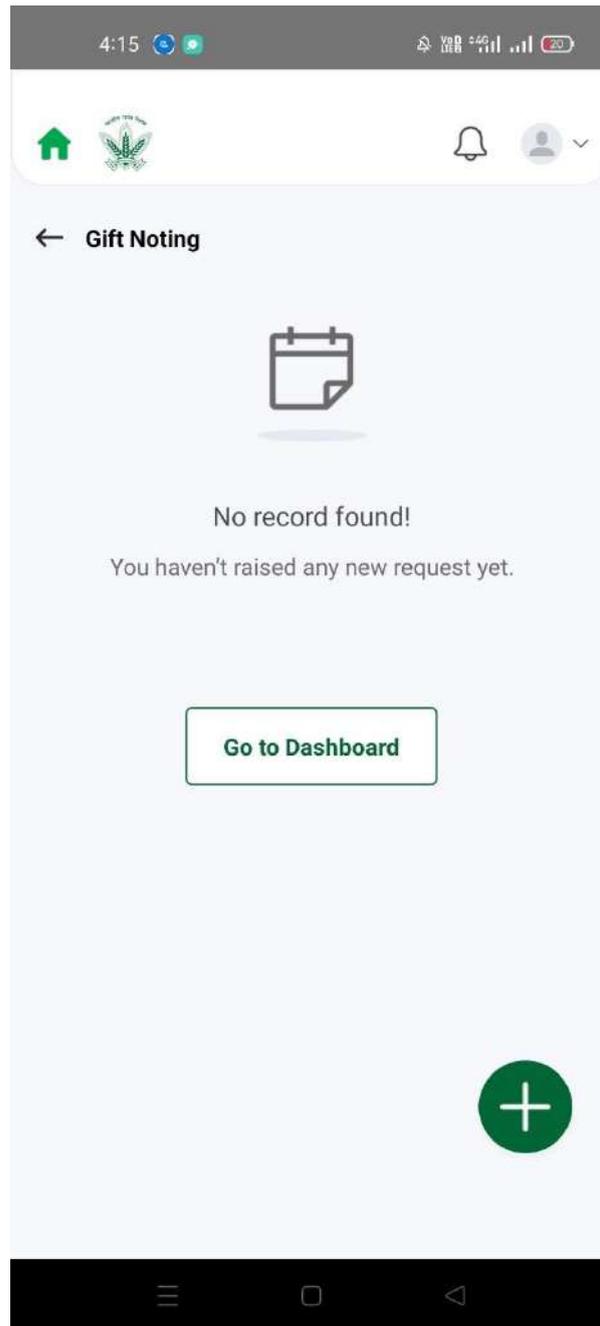


Figure 104: Gift Noting Listing

2.39.3 Apply Gift Noting

Click on  to Apply the Gift Noting request.

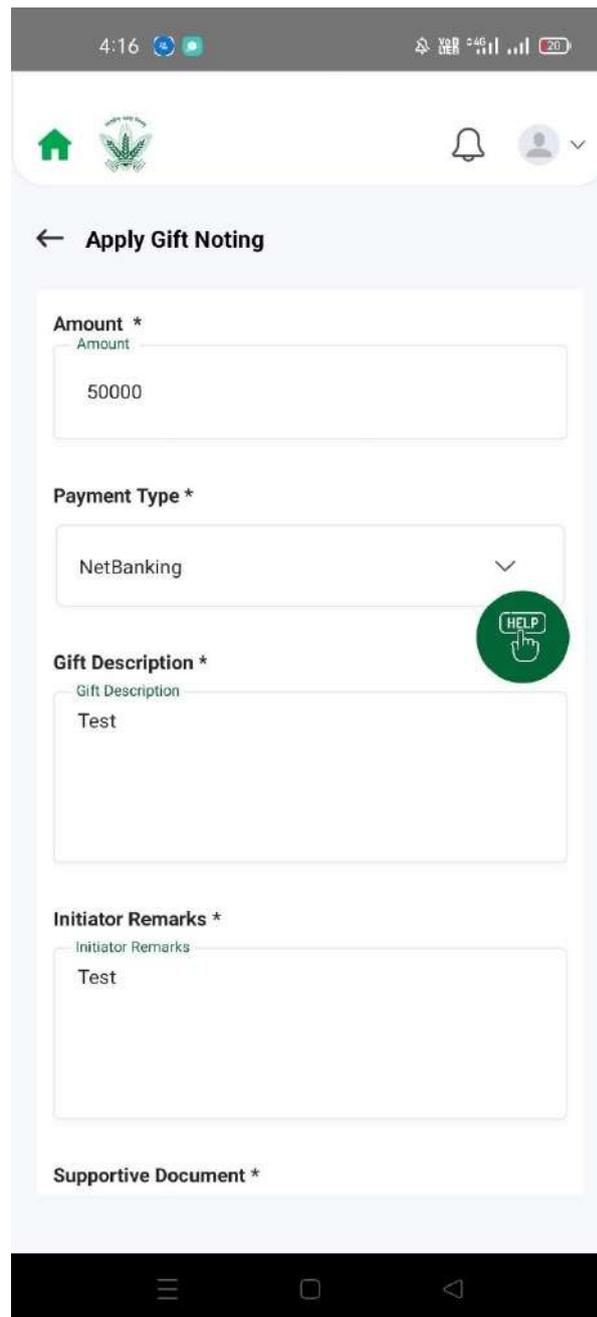


Figure 105: Gift Noting Landing

Enter the details and click on **Submit** such that a success message will be shown

2.39.4 View Gift Noting Action History

Click on the status of the applied request of Gift Noting to view the action history.

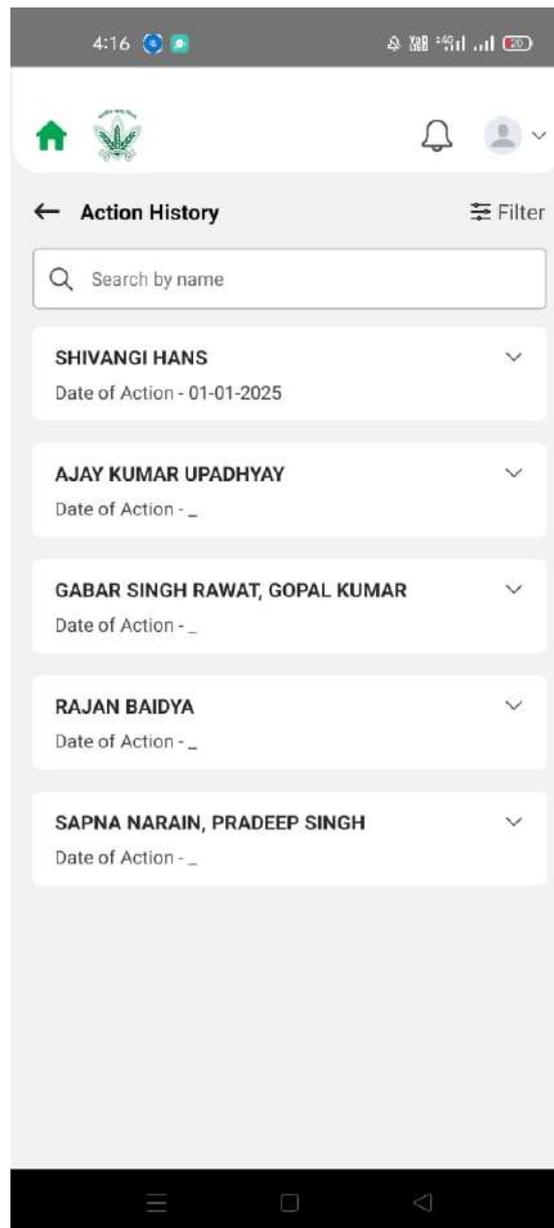


Figure 106: Gift Noting Action History

2.40 Tour Diary

Employees can View Status of previously raised requests and also apply for Tour Diary here

2.40.1 Navigation

Navigation: Home Page>> Dashboard>> Tour Diary

2.40.2 Landing Page

User shall traverse the navigation as mentioned.

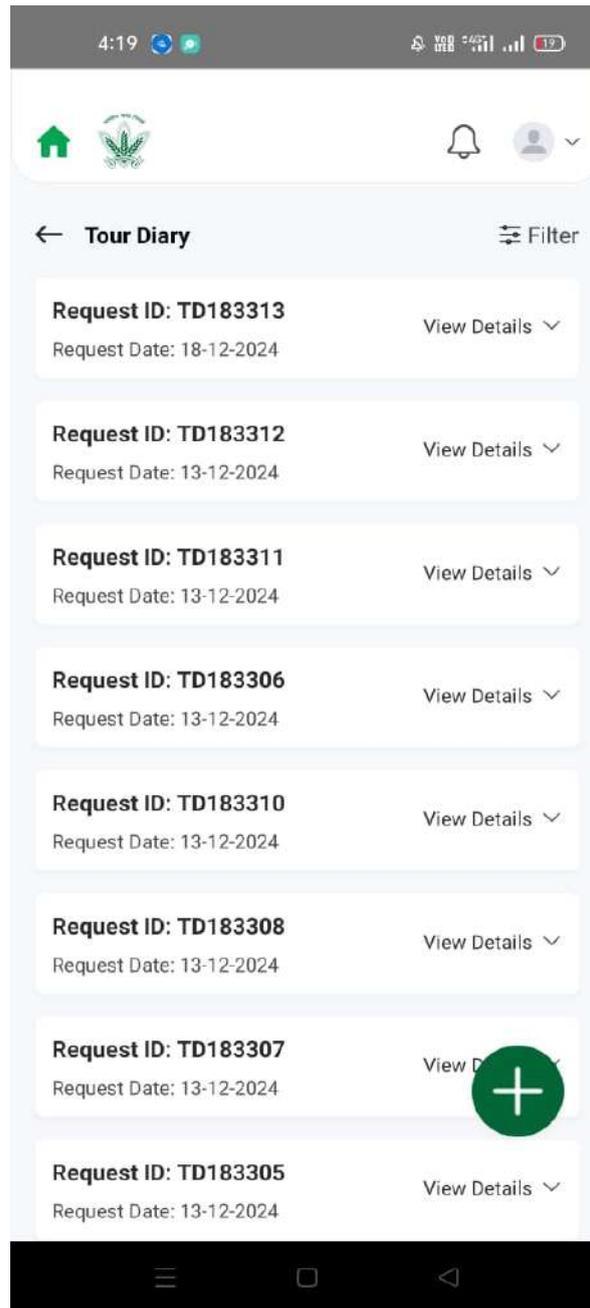


Figure 107: Tour Diary Listing

2.40.3 Apply Tour Diary

Click on  to Apply the Tour Diary request.

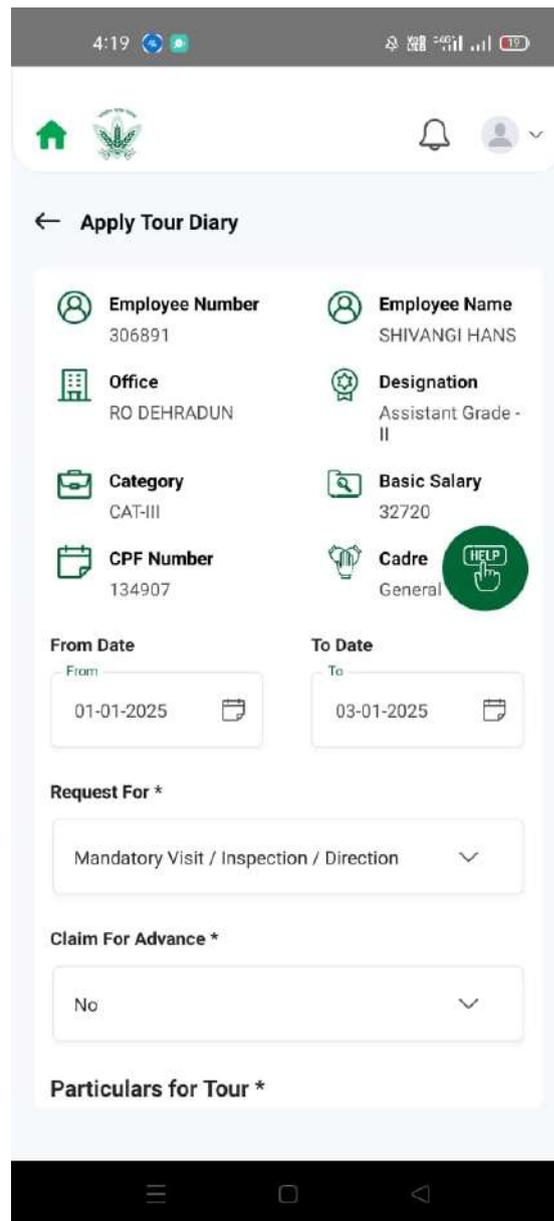


Figure 108: Tour Diary Landing

Enter the details and click on  such that a success message will be shown

2.40.4 View Tour Diary Action History

Click on the status of the applied request of Tour Diary to view the action history.

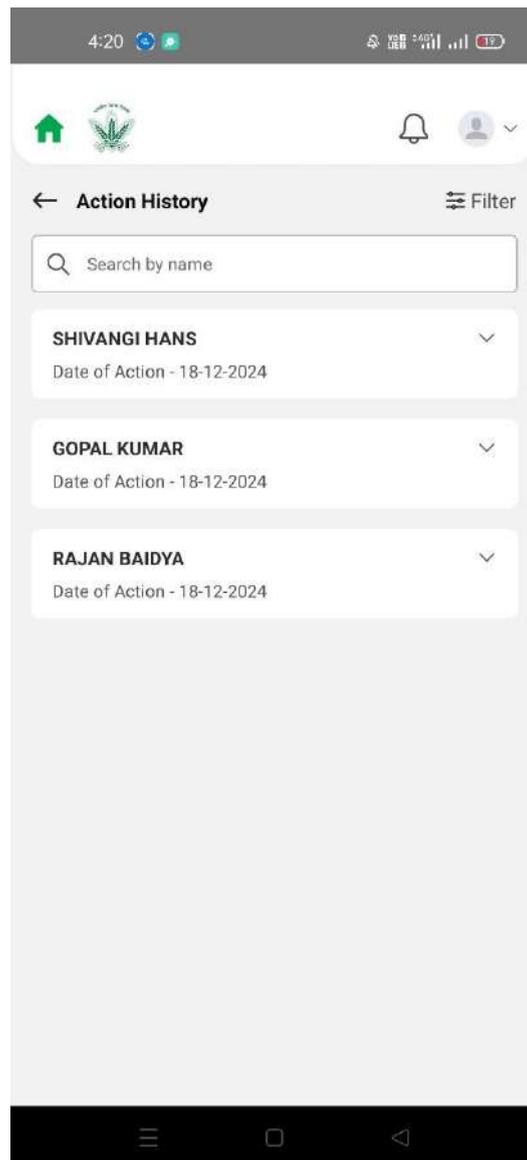


Figure 109: Tour Diary Action History

2.41 Tour Advance

Employees can View Status of previously raised requests and also apply for Tour advance here. The approved tour diary request will be displayed.

2.41.1 Navigation

Navigation: Home Page>> Dashboard>> Tour Advance

2.41.2 Landing Page

User shall traverse the navigation as mentioned.

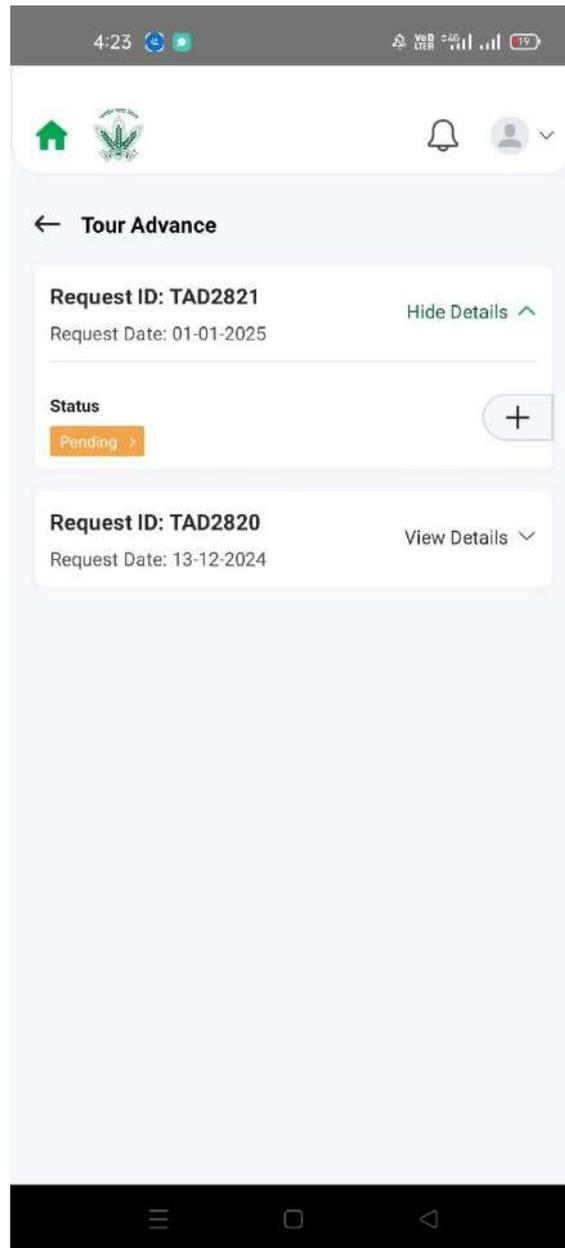
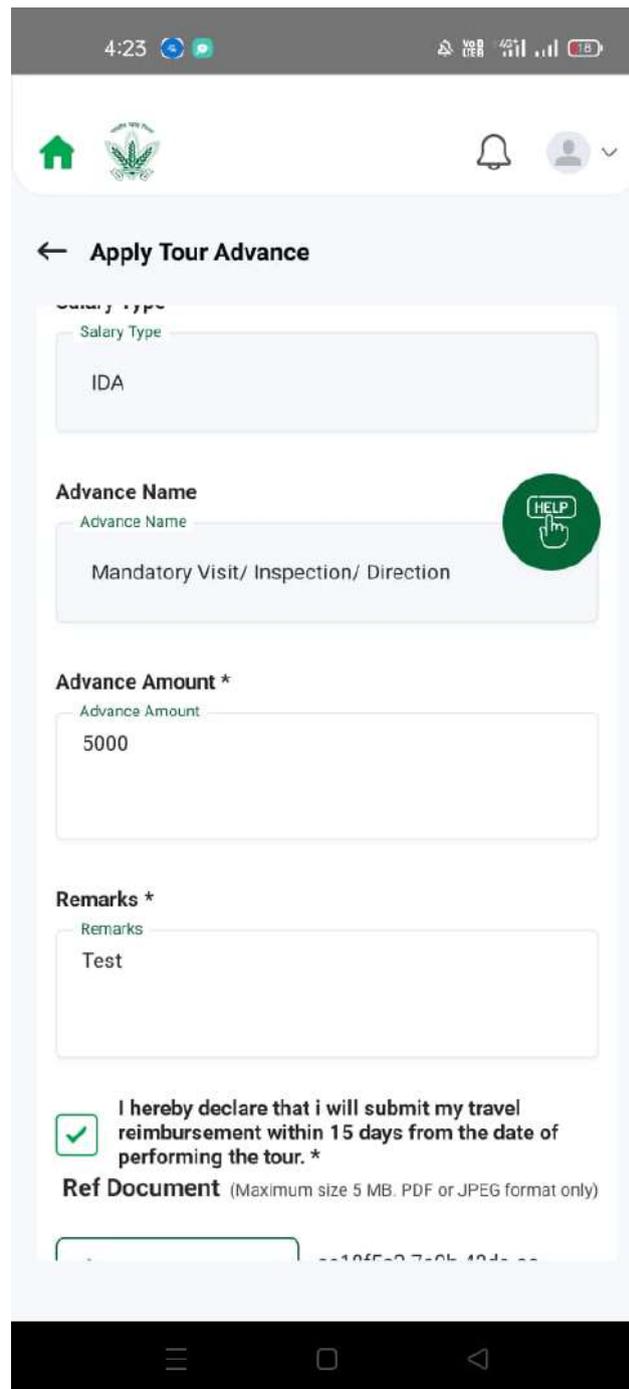


Figure 110: Tour Advance Listing

2.41.3 Apply Tour Advance

Click on  to Apply the Tour Advance request.



4:23

Apply Tour Advance

Salary Type
Salary Type
IDA

Advance Name
Advance Name
Mandatory Visit/ Inspection/ Direction

Advance Amount *
Advance Amount
5000

Remarks *
Remarks
Test

I hereby declare that i will submit my travel reimbursement within 15 days from the date of performing the tour. *

Ref Document (Maximum size 5 MB. PDF or JPEG format only)

Figure 111: Tour Advance Landing

Enter the details and click on  such that a success message will be shown

2.41.4 View Tour Advance Action History

Click on the status of the applied request of Tour Advance to view the action history.

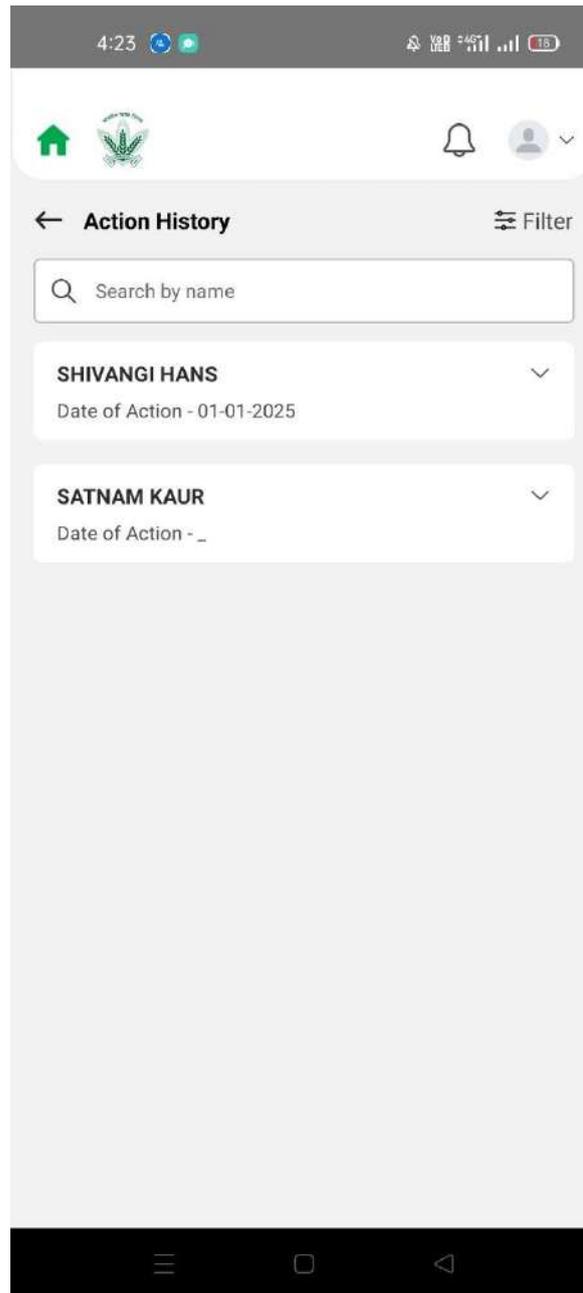


Figure 112: Tour Advance Action History

2.42 Payroll Reports

Employees can View their pay slips/CPF slip/Salary Control register/Forecast Report/Pension slip.

2.42.1 Navigation

Navigation: Home Page>> Dashboard>> Payroll Reports

2.42.2 Landing Page

User shall traverse the navigation as mentioned.

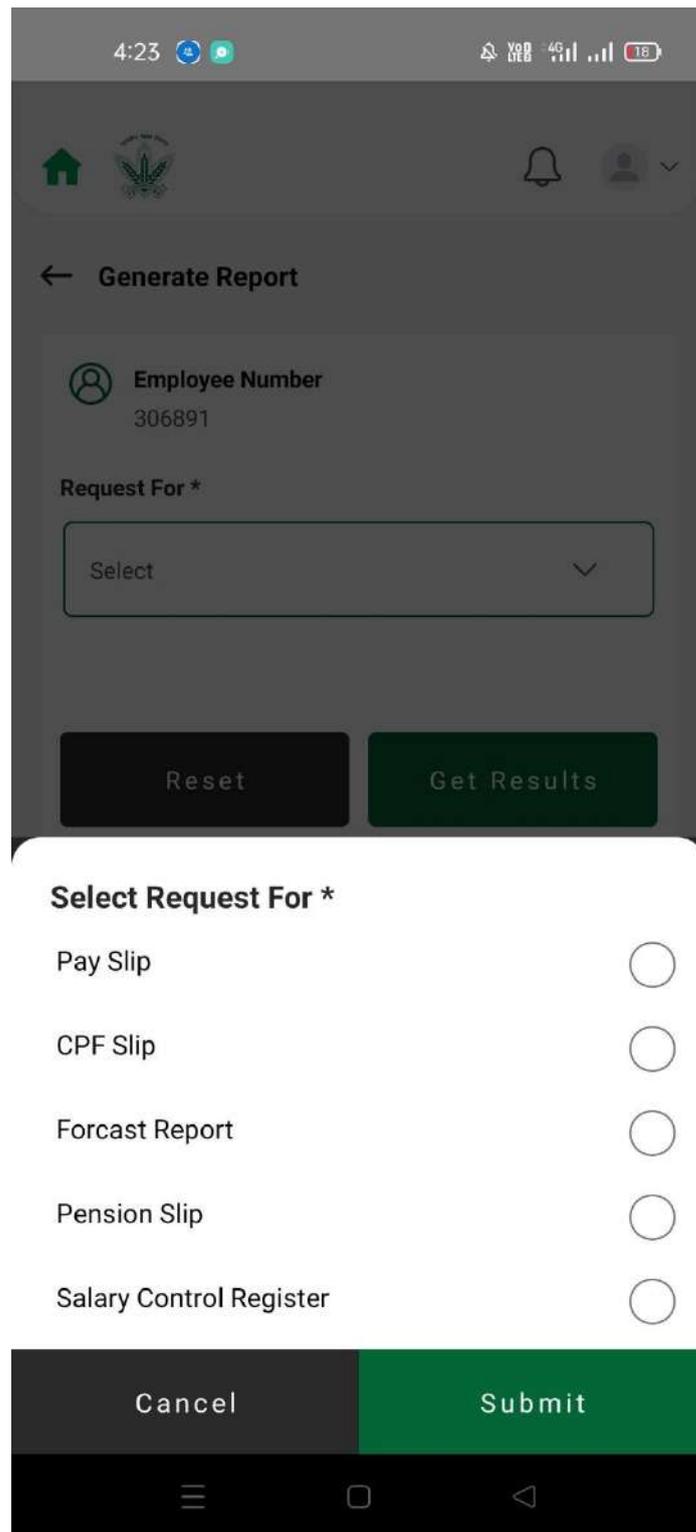


Figure 113: Payroll Report

****Click on any of the reports and then download the report for the selected month as shown in figure 114.**

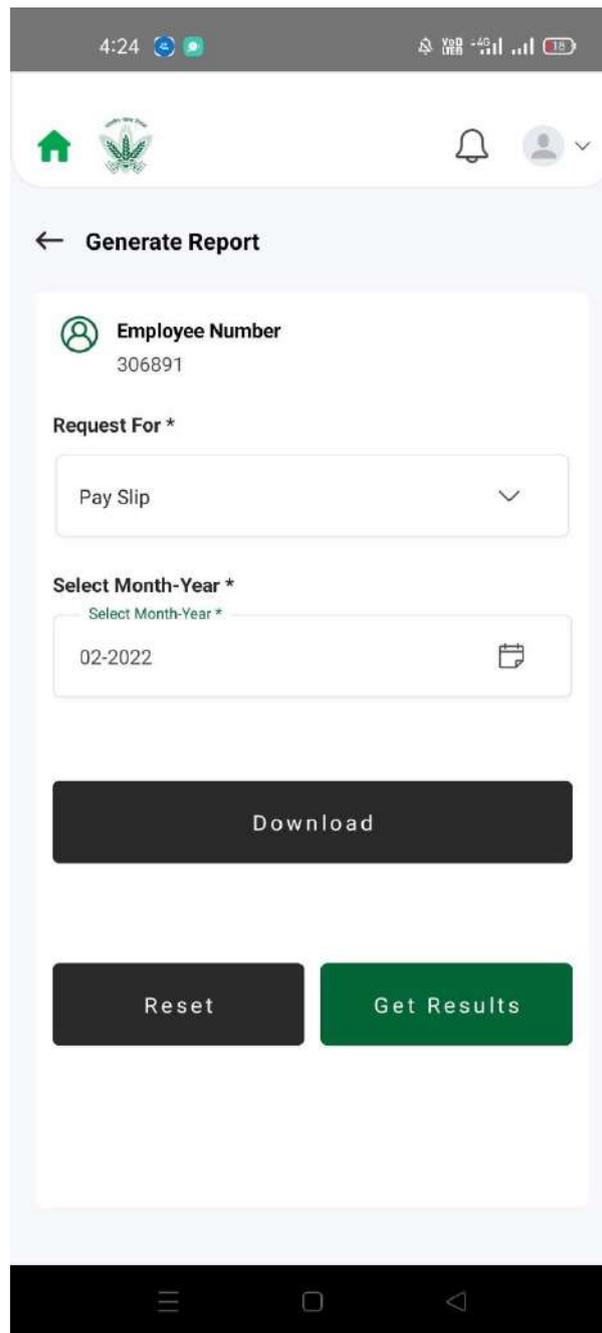


Figure 114: Payroll Report



3 Manager Dashboard

3.1 Manager Dashboard

- Dashboards shall serve as a common workspace to track and carry out approval actions. After login, FCI managers can access the Dashboard based on access rights. It shows the pending requests to be approved by Manager. 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.

3.1.1.1 Navigation

Navigation: Login>>Dashboard (top right corner of the HRMS application)>> MSS

3.1.1.2 Landing Page

User shall traverse the navigation as mentioned to reach the Manager Dashboard.

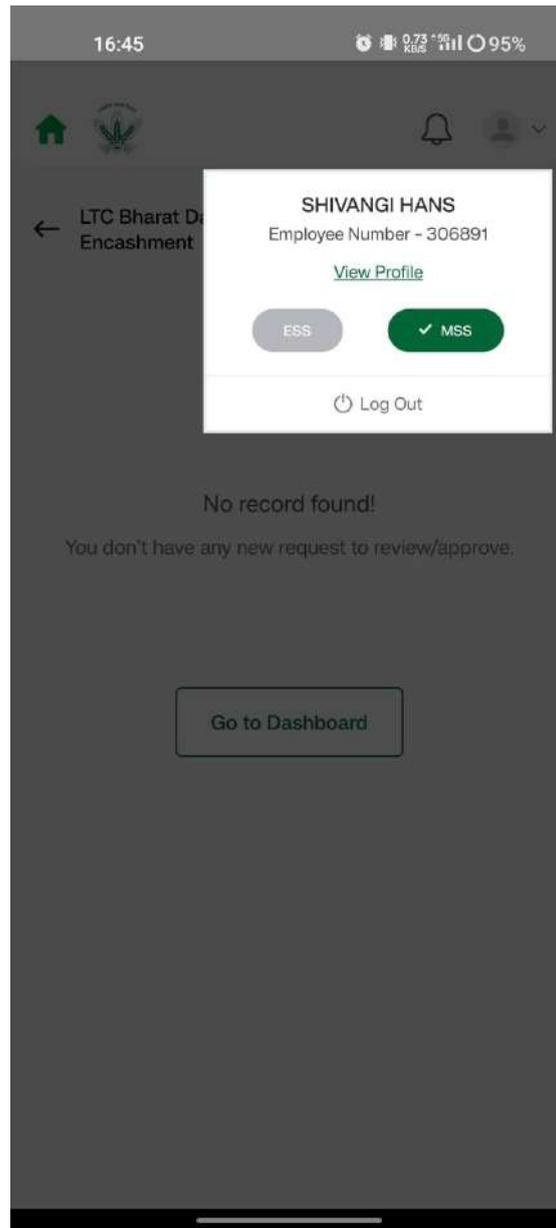
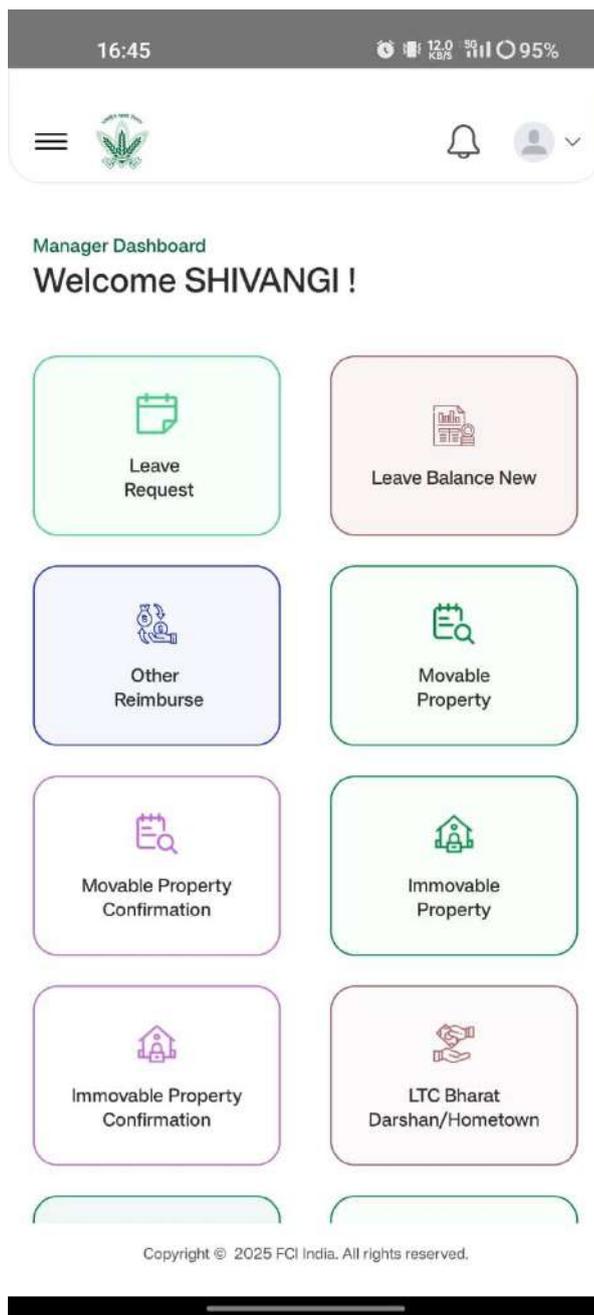


Figure 115: Navigation to MSS



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Figure 116: Manager Dashboard

3.2 Review/Approve

In MSS Dash Board Managers can Review/Approve request of employee based on DOP. (Click the Type of Request you wish to navigate Example: Leave Request, Attendance Regularization.) Let's take example of Leave Request

3.2.1 Navigation

Navigation: Home Page>> MSS Dashboard>> Leave Request (employee can select other categories he/she is responsible. Example of other categories: Attendance Regularization, Newspaper allowance etc.)

3.2.2 Landing Page

User shall traverse the navigation as mentioned.

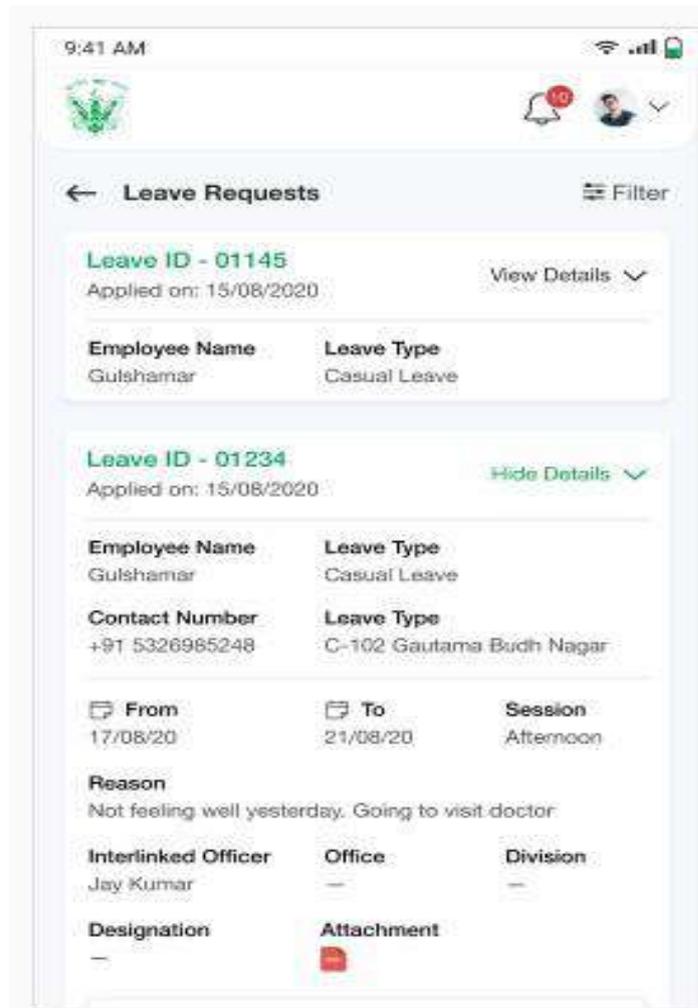


Figure 117: Leave Request-MSS

3.2.3 Review/Approve Leave Request

Manager can Review/Revert/Add Review/Approve Request based on DOP.

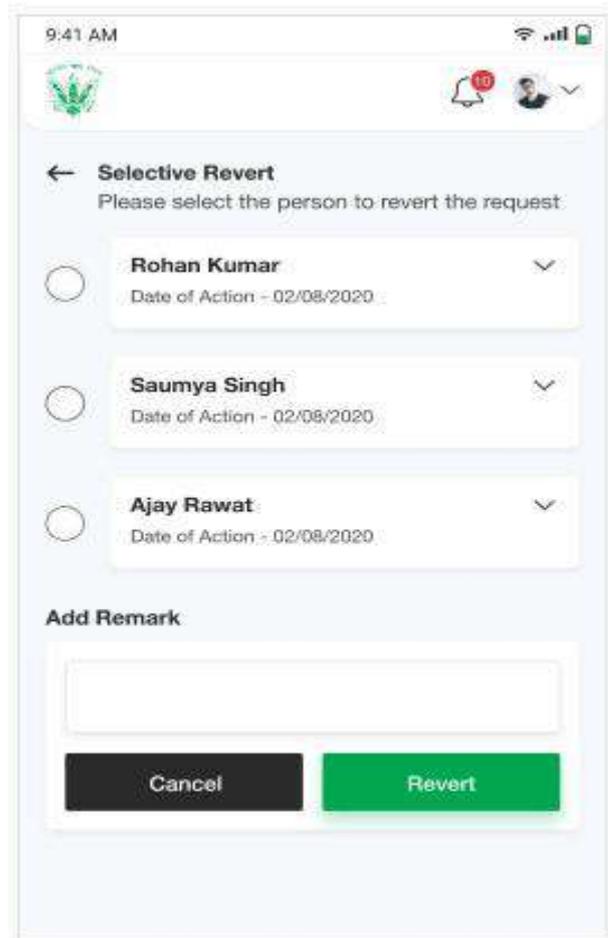


Figure 118: Leave Request - Revert

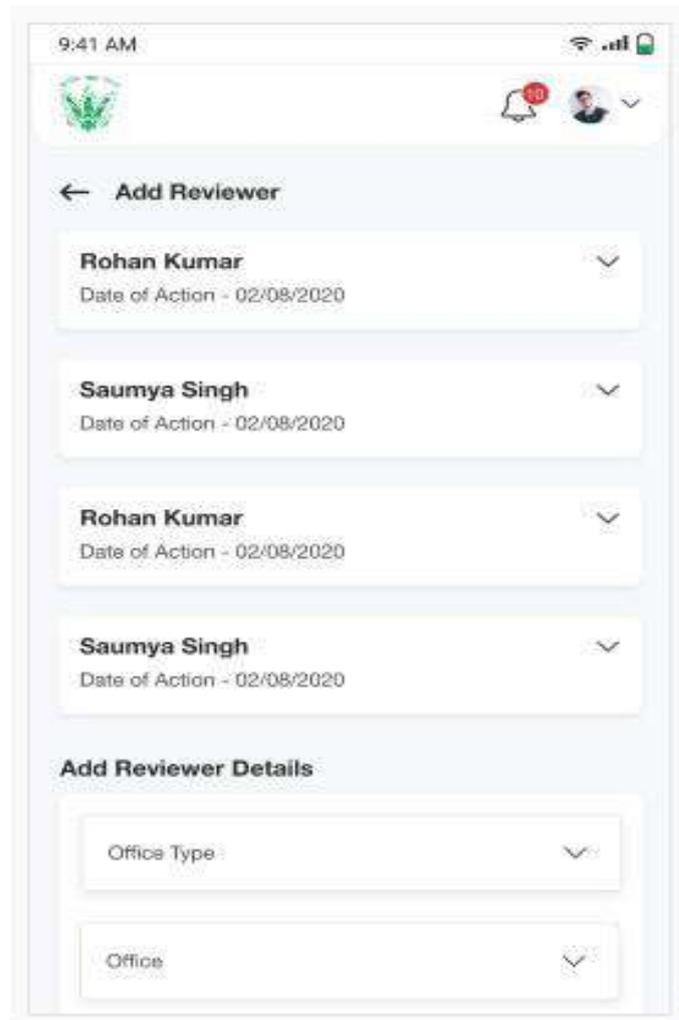


Figure 119: Leave Request – Add Reviewer

3.3 Action History

In this Option Employee can view Action History of request, meaning employee can view all action taken against his/her request.

(Click the Type of Request you wish to navigate Example: Leave Request, Attendance Regularization.)

And click on “EYE” icon on request in the Category. In this case let’s take example of Leave Request

3.3.1 Navigation

Navigation: Home Page>> MSS Dashboard>> Leave Request (employee can select other categories he/she is responsible. Example of other categories: Attendance Regularization, Newspaper allowance etc.)

3.3.2 Landing Page

User shall traverse the navigation as mentioned.

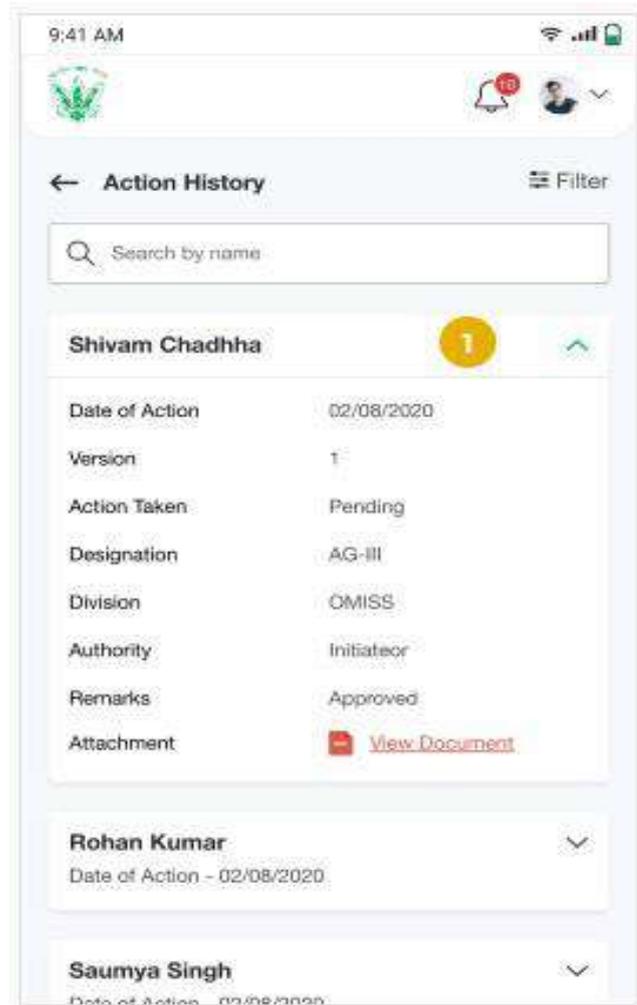


Figure 120: Action History