

User Manual Template

FCI HRMS

Module Name: Employee Relations

Version: 2.2



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1 Introduction

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

Employee Relations, as a function, is an integral part of PE division and responsible for employee communications, employee engagement activities, grievances management, employee disciplinary actions, issuance of NOCs, compassionate ground appointments, superannuation/retirement related activities, prevention of sexual harassment (POSH), policies related communications, employee events including sports and cultural events and more. All the above functions are manually done as per stipulated government and FCI policies.

3 User Access and Permissions

3.1 Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

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

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

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

3.2 Know Your Icons

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






Icons	Descriptions
	It will allow editing a record.
	It will allow reviewing the submitted record/request.
	It will allow approving the submitted record/request.
	It will allow viewing the details of the record/request in readable form.
	It will allow viewing the uploaded document.

Table 3-1 Icons

3.3 User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS_HRMS_CH_02) has been coined as the centralized access manager where employees are



provided various roles and permissions to access different set of features. Table 3-2 showcases the permission and user access provisions in general to HRMS Processes

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

Table 3-2: User Access and Permissions

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

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

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

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

Table 3-3 User Profile and Roles

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

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

- User shall access the HRMS application as per the shared website address (<https://www.hrmsfci.in/login>) 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.

Login screen:

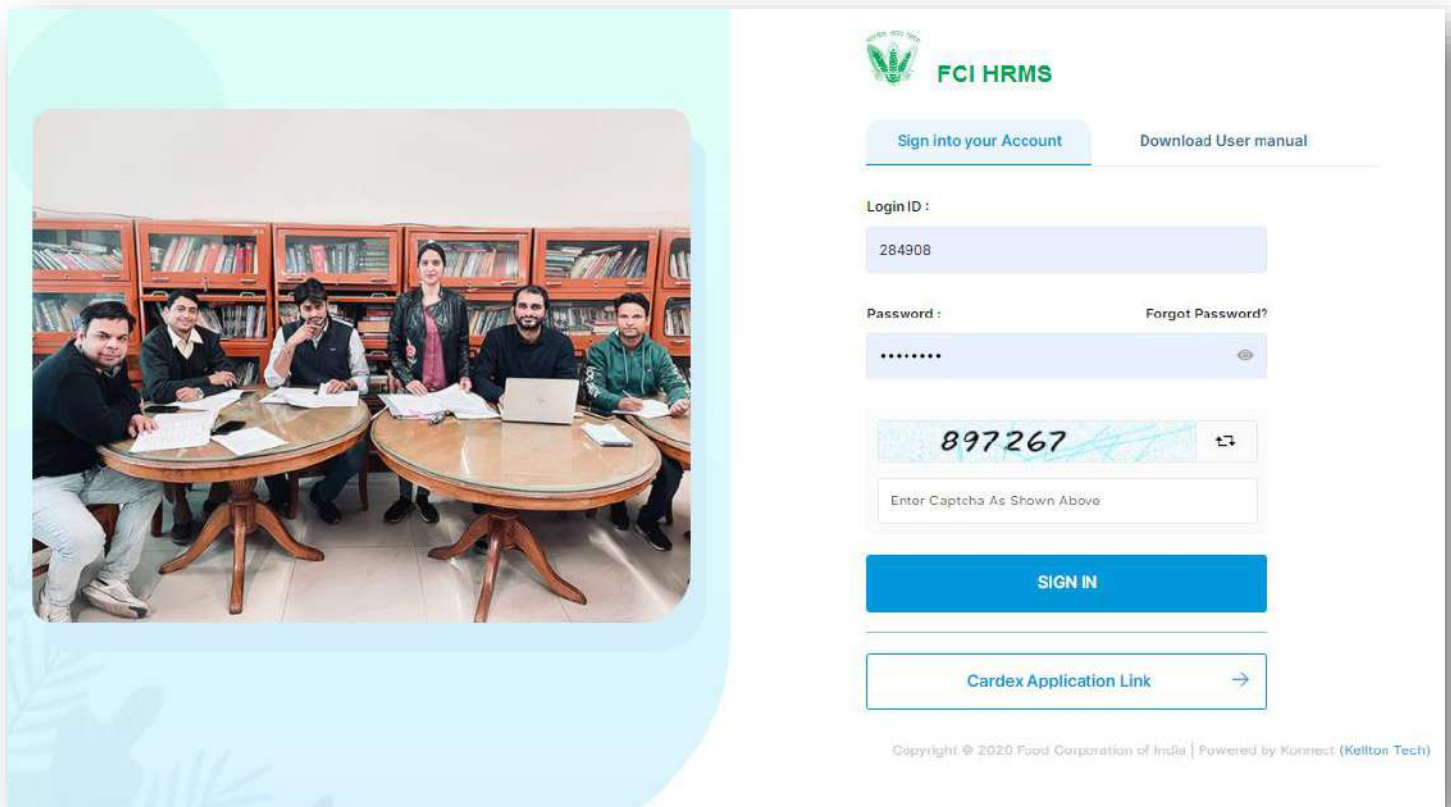


Figure 3-1 Login Screen

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

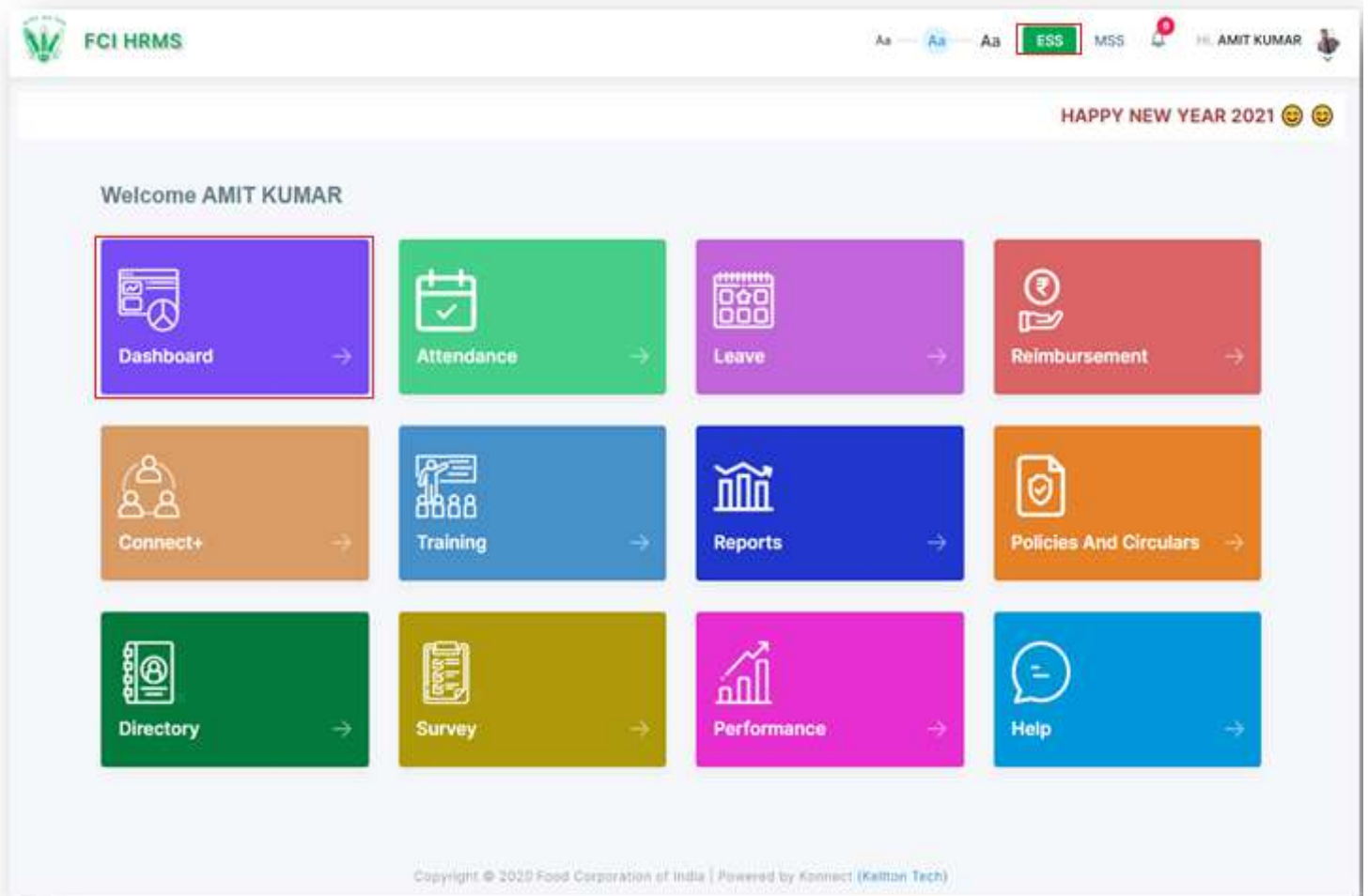
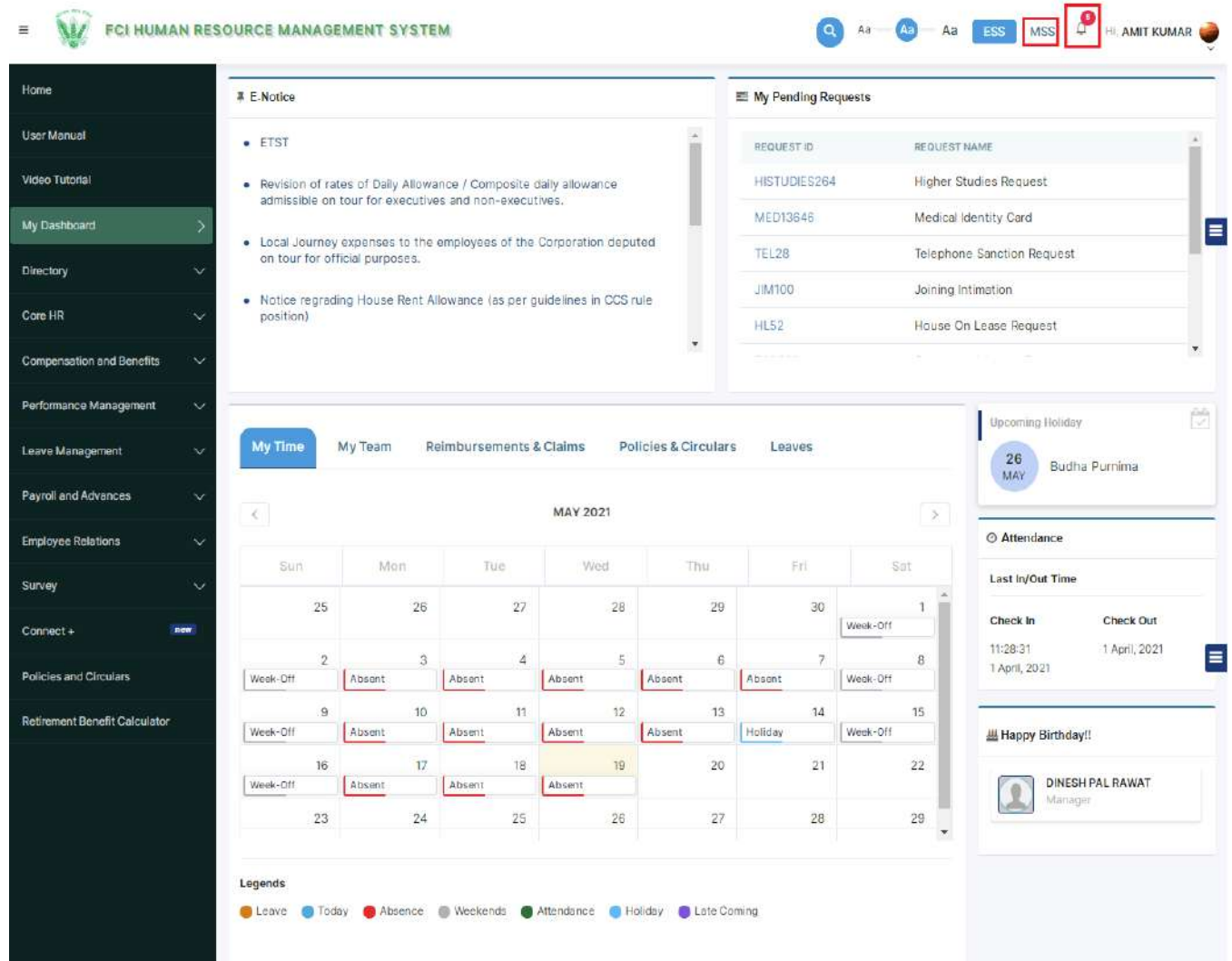


Figure 3-2 Home Page

- Based on the user credentials and permissions assigned to the employee, an employee shall be able to access the Employee Self Service by clicking the Dashboard link as shown in Figure 3-2 to land on the ESS – Employee Dashboard as shown in Figure 3-3.

Employee Self Service (ESS) - Employee Dashboard



The screenshot shows the HRMS interface. At the top right, there are links for 'ESS' and 'MSS', with 'MSS' highlighted in a red box. The main dashboard area is divided into several sections:

- E-Notice:** A list of notices including 'ETST', 'Revision of rates of Daily Allowance / Composite daily allowance', 'Local Journey expenses', and 'Notice regarding House Rent Allowance'.
- My Pending Requests:** A table listing requests:

REQUEST ID	REQUEST NAME
HISTUDIES264	Higher Studies Request
MED13646	Medical Identity Card
TEL28	Telephone Sanction Request
JIM100	Joining Intimation
HLS2	House On Lease Request
- My Time:** A calendar for MAY 2021 showing attendance status for each day. Legend: Leave (orange), Today (blue), Absence (red), Weekends (grey), Attendance (green), Holiday (light blue), Late Coming (purple).
- Attendance:** Shows 'Last In/Out Time' with 'Check In' at 11:28:31 on 1 April, 2021, and 'Check Out' at 1 April, 2021.
- Happy Birthday!:** A notification for DINESH PAL RAWAT, Manager.

Figure 3-3 Employee Dashboard

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

Manager Self Service (MSS Manager Dashboard)

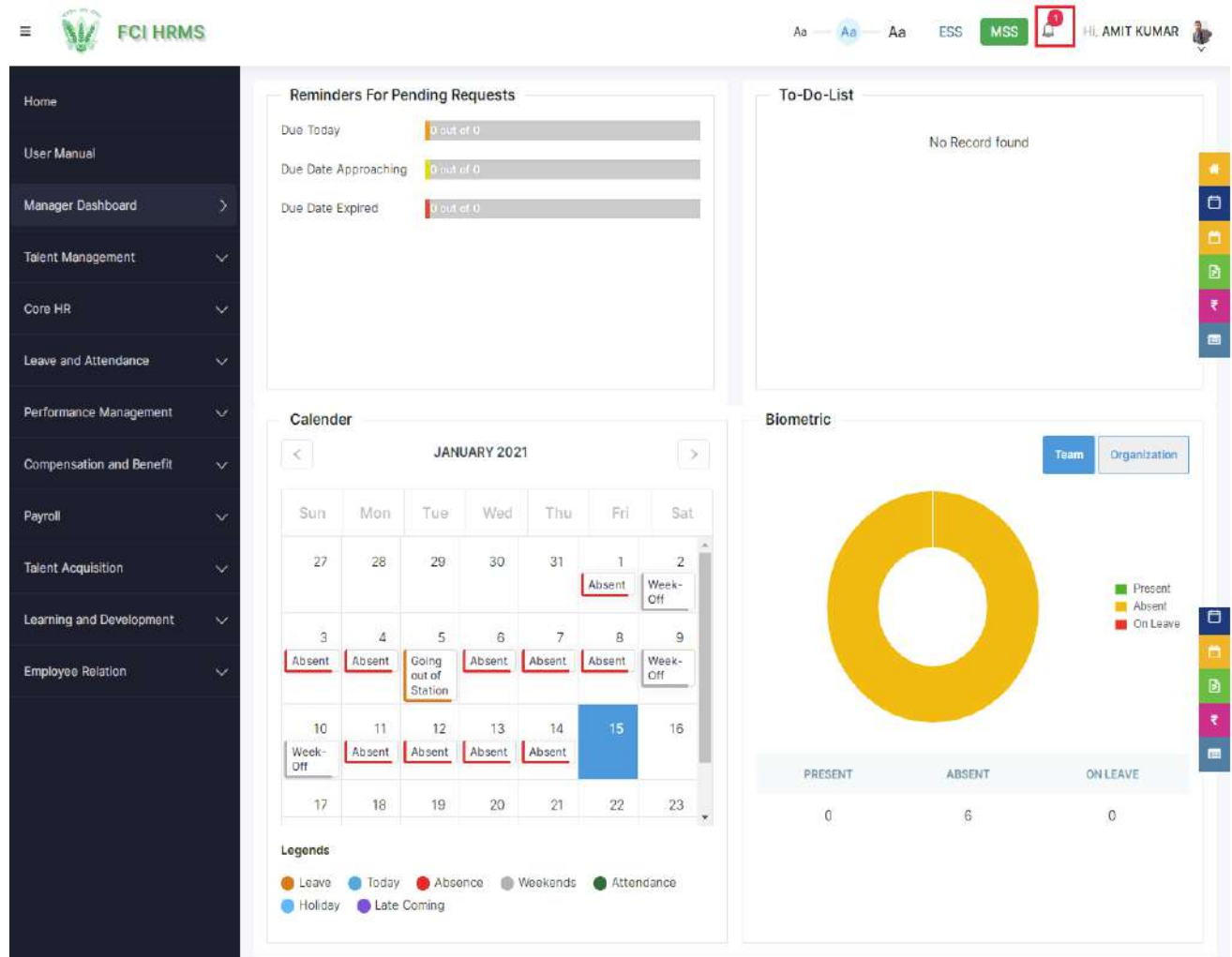


Figure 3.4 Manager Dashboard

3.5 Exiting the System

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

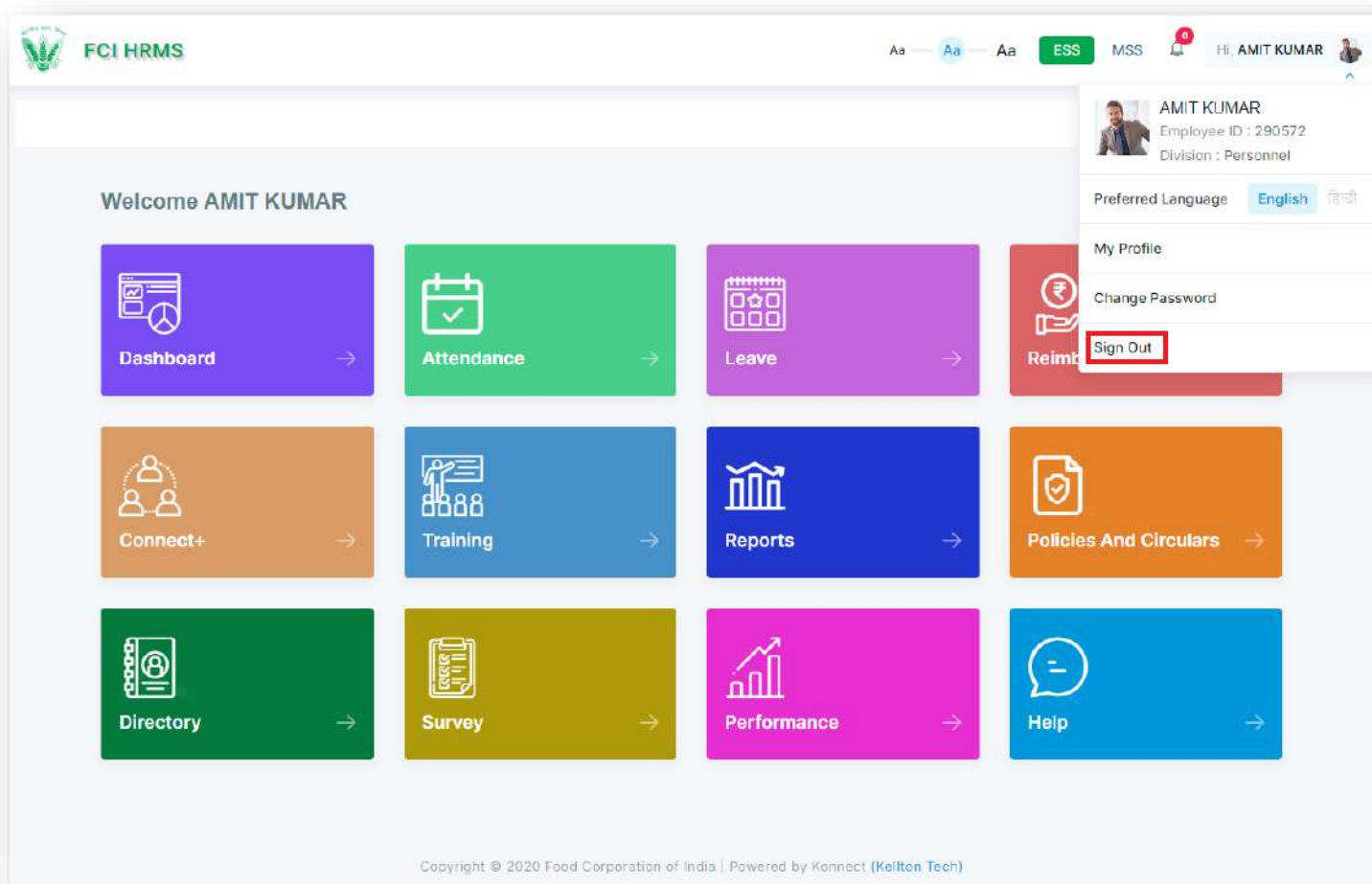


Figure 3-5 Sign Out

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

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

Employee Relations, as a function, is an integral part of PE division and responsible for employee communications, employee engagement activities, grievances management, employee disciplinary actions, issuance of NOCs, compassionate ground appointments, superannuation/retirement related activities, prevention of sexual harassment (POSH), policies related communications, employee events including sports and cultural events and more. All the above functions are manually done as per stipulated government and FCI policies.

4.1 Employee Relation Masters

In this process we are creating the master depending upon the process requirement, this shall allow the user to create a system wherein competencies can be added and modified as per requirement.

The following masters shall be used in HRMS from Employee Relation perspective:

- Grievance Category Master
- Complaint Category Master
- Complaint Sub Category Master
- University Master
- Action Master
- Event Master
- Empanelled Hospital Master

4.1.1 Complaint Category Master

Complaint Category Master is a list of different Complaint Category Master that will be used in FCI. Complaint Category master in place, HRMS admin shall be able to create, update and manage this specific list of Complaint Category master as per requirements from time to time.

4.1.1.1 Navigation

Left Navigation: Employee Relation >> Masters >> Complaint Category Master

4.1.1.2 SLA

NA

4.1.1.3 Landing Page

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

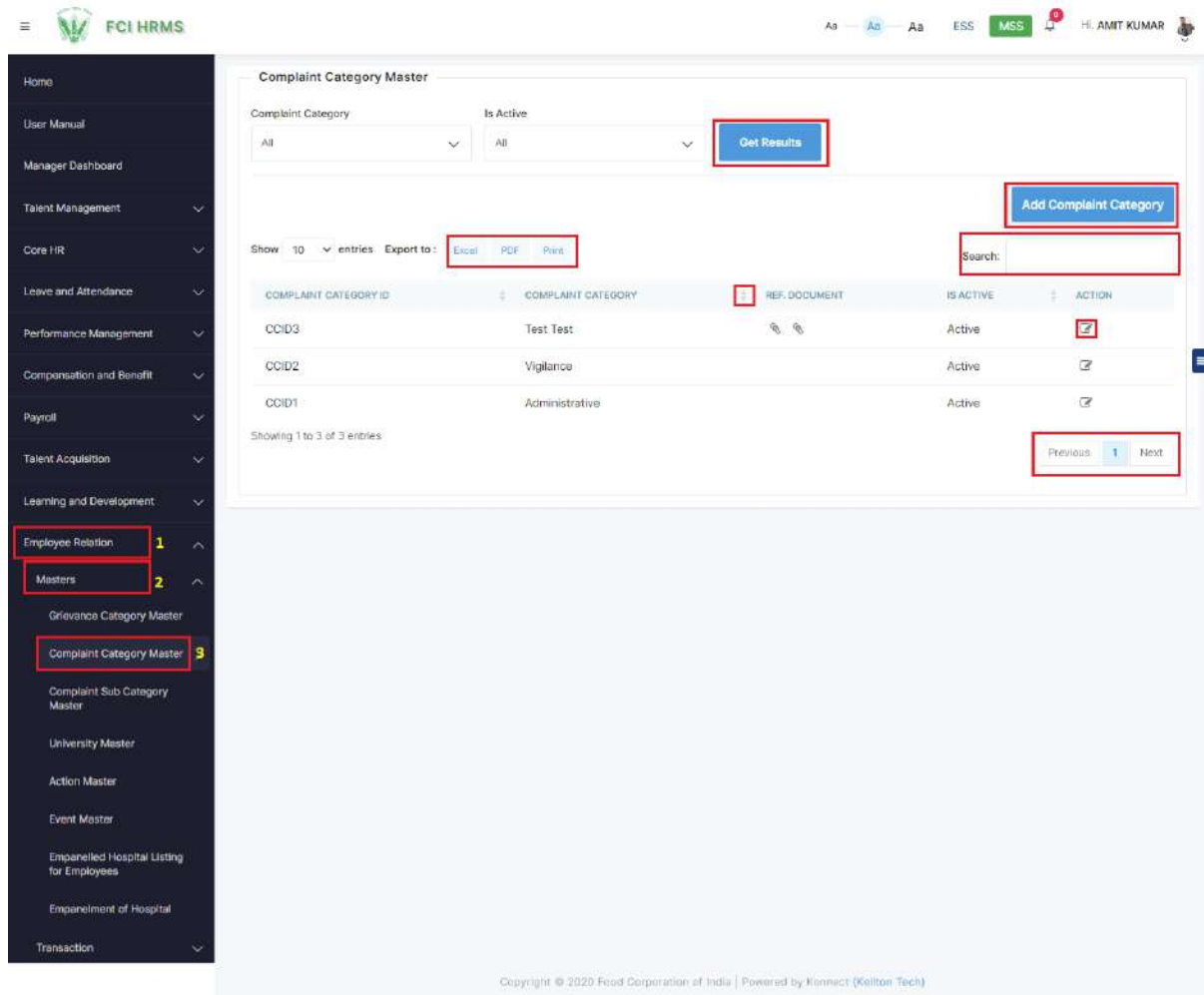




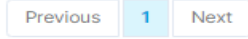




Figure 4-1: Complaint Category Master

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or PDF as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to add a new complaint Category in the table as mentioned in Section 4.1.1.4 – Add Complaint Category.
- Click on  to edit an existing complaint category in the table as mentioned in Section 4.1.1.5 – Edit Complaint Category.

4.1.1.4 Add Complaint Category

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

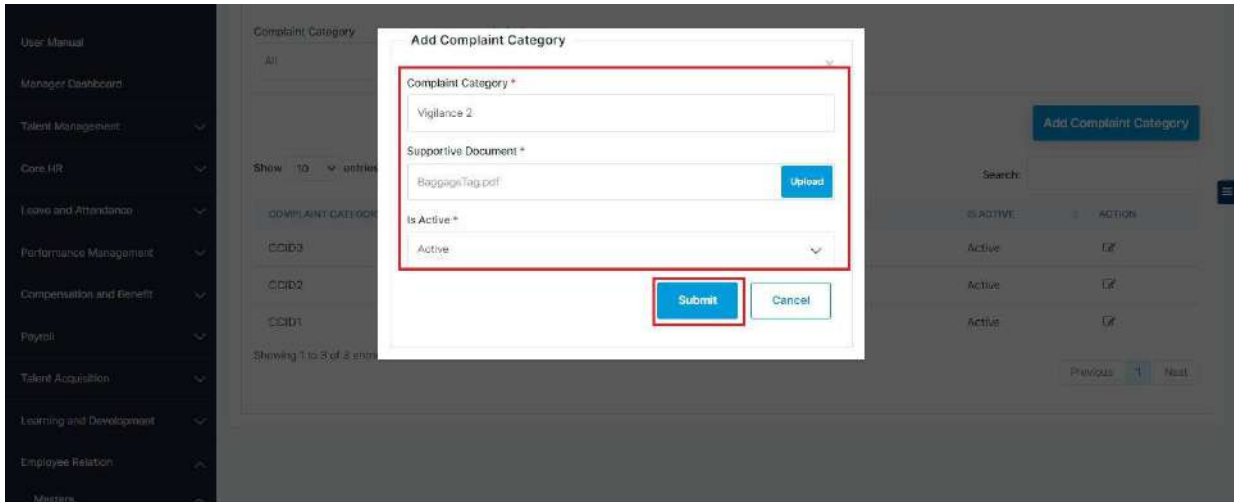


Figure 4-2: Add Complaint Category

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

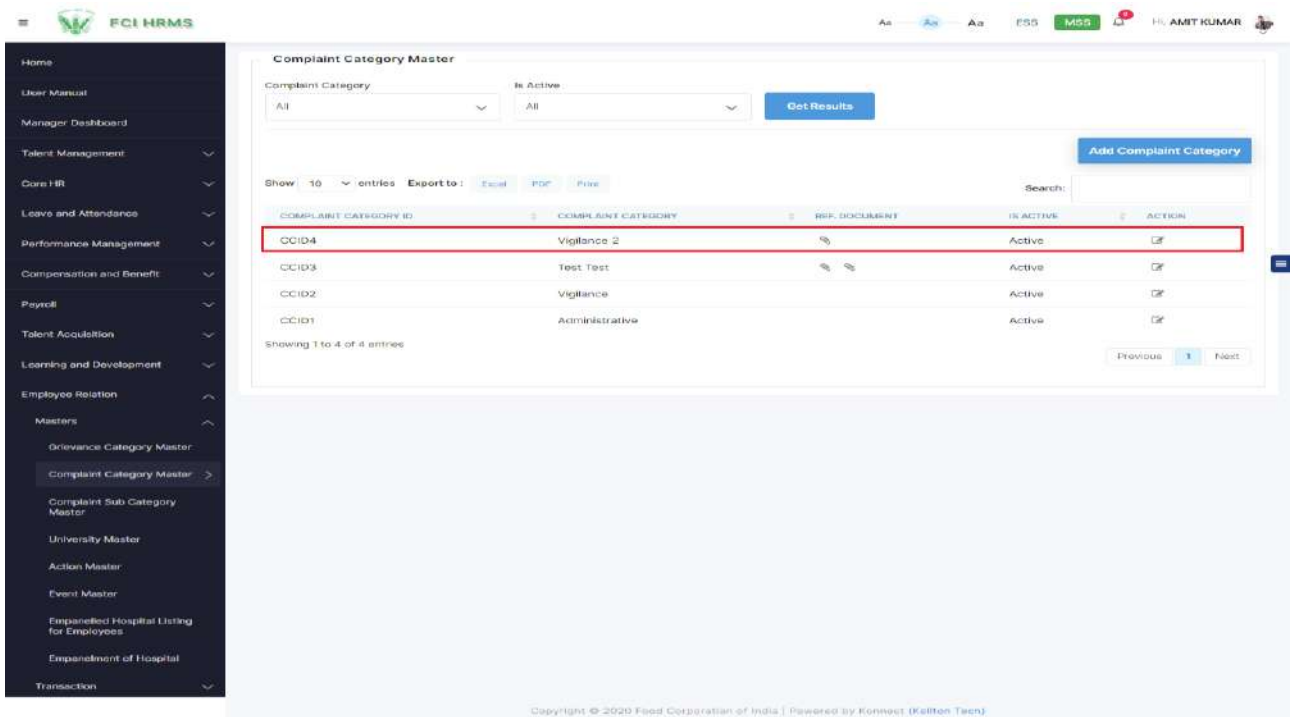


Figure 4-3: New Complaint Category Added

The success message will be displayed as



4.1.1.5 Edit Complaint Category

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

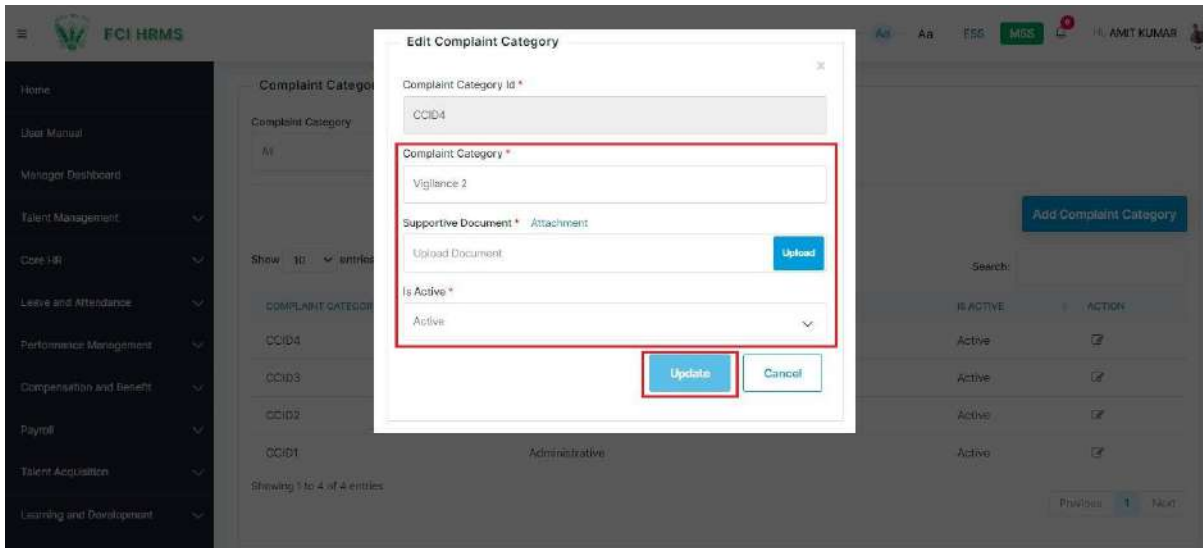


Figure 4-4: Edit Complaint Category



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

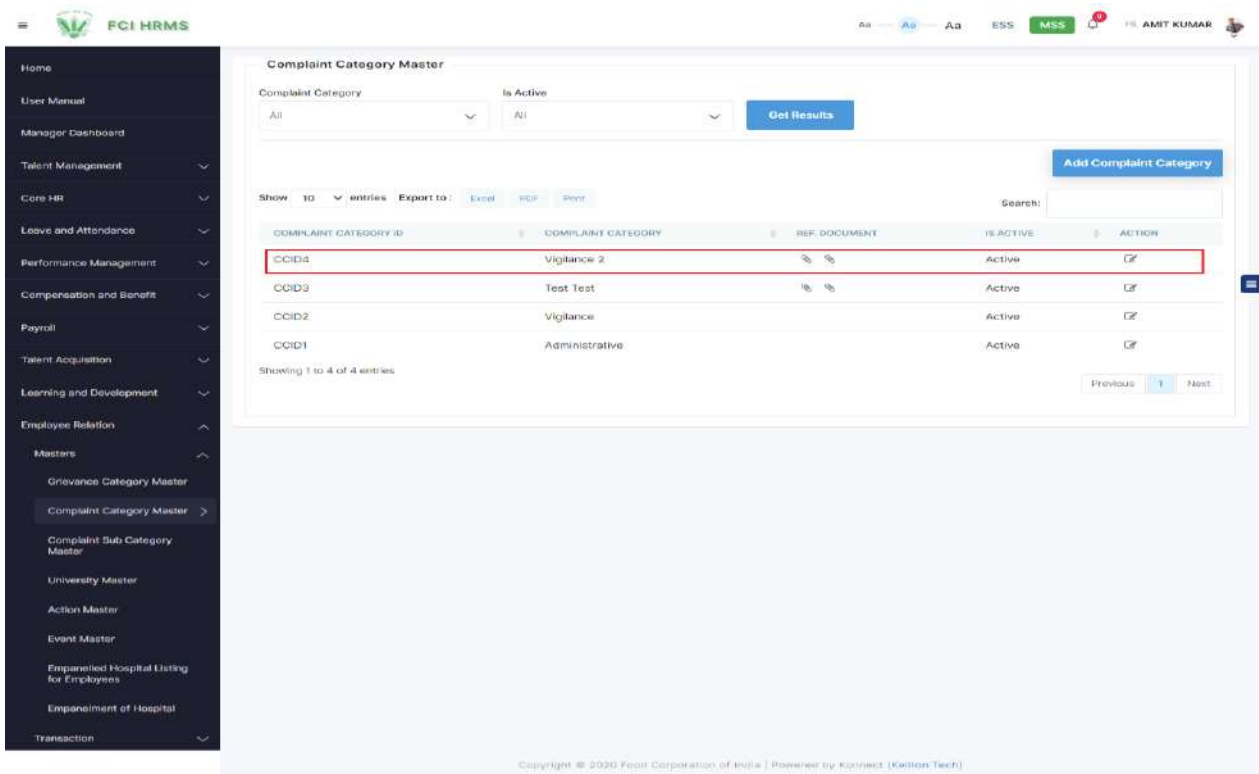


Figure 4-5: Existing Complaint Category Detail Updated

The success message will be displayed as shown



4.1.2 Complaint Sub Category Master

Complaint Sub Category Master is a list of different Complaint Sub Category Master that will be used in FCI. Complaint Sub Category master in place, HRMS admin shall be able to create, update and manage this specific list of Complaint Sub Category master as per requirements from time to time.

4.1.2.1 Navigation

Left Navigation: Employee Relation >> Masters >> Complaint Sub Category Master

4.1.2.2 SLA

NA

4.1.2.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.1.2.1 to reach the Complaint Sub Category Landing Page as shown in Figure 4-6

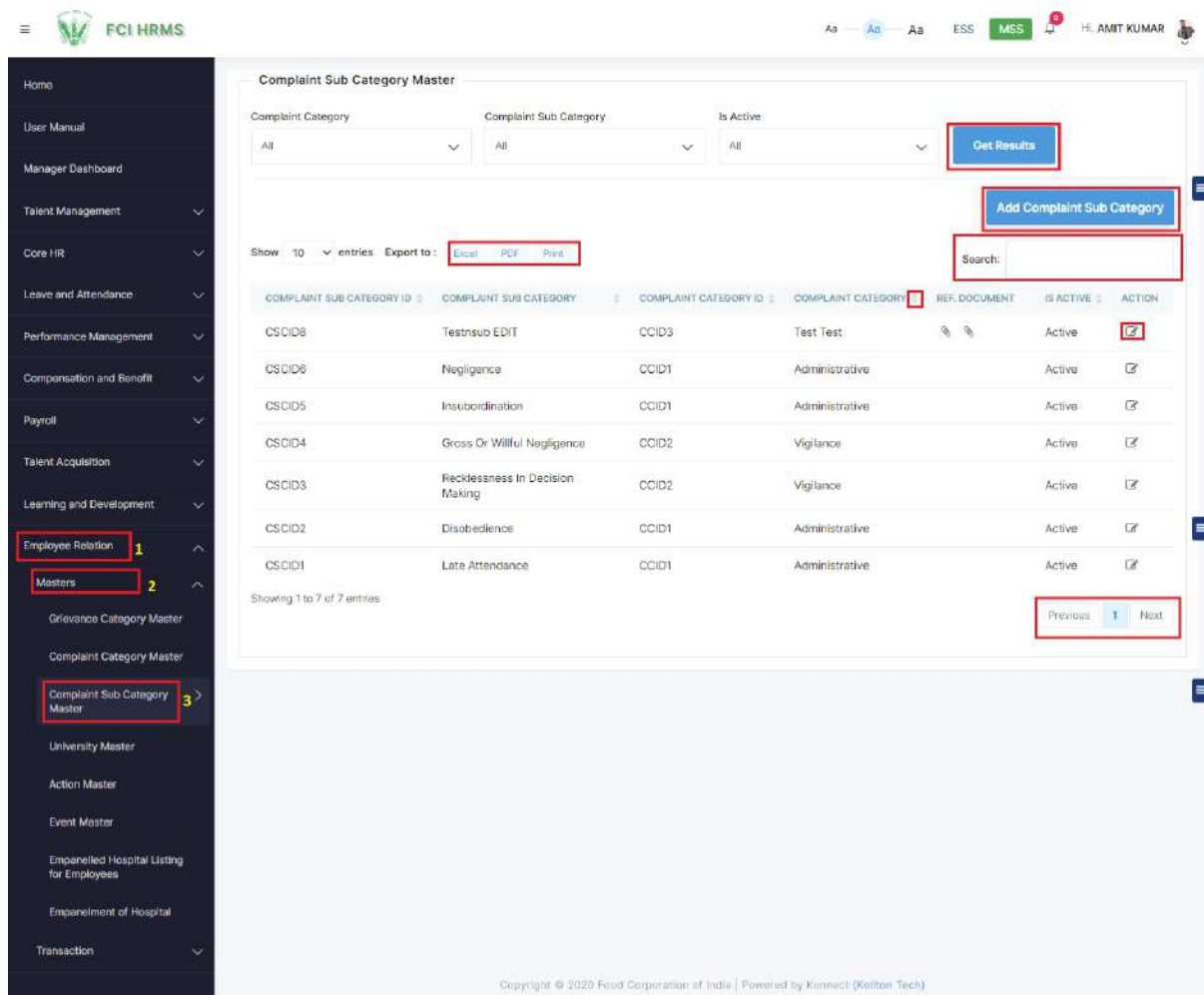





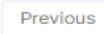






Figure 4-6: Complaint Sub Category Master

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

- Click on  to apply the available filters.
- Click on   to export the table records in Excel or PDF as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to add a new complaint sub Category in the table as mentioned in Section 4.1.2.4 – Add Complaint Sub Category.
- Click on  to edit an existing complaint sub category in the table as mentioned in Section 4.1.2.5 – Edit Complaint Sub Category.

4.1.2.4 Add Complaint Sub Category

Click on  to open the Add Complaint Sub Category popup as shown in Figure 4-7

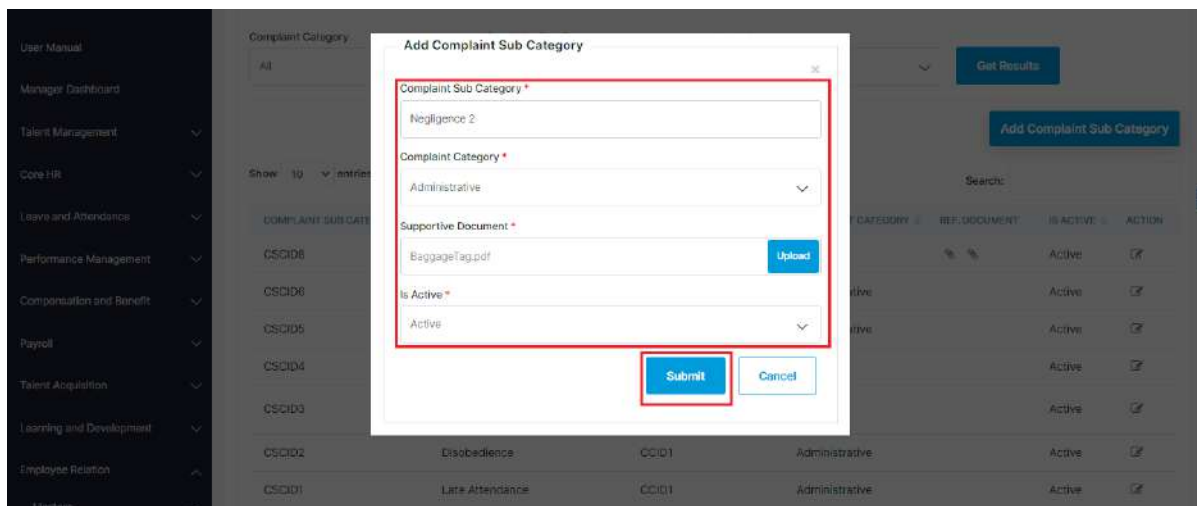



Figure 4-7: Add Complaint Sub Category

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

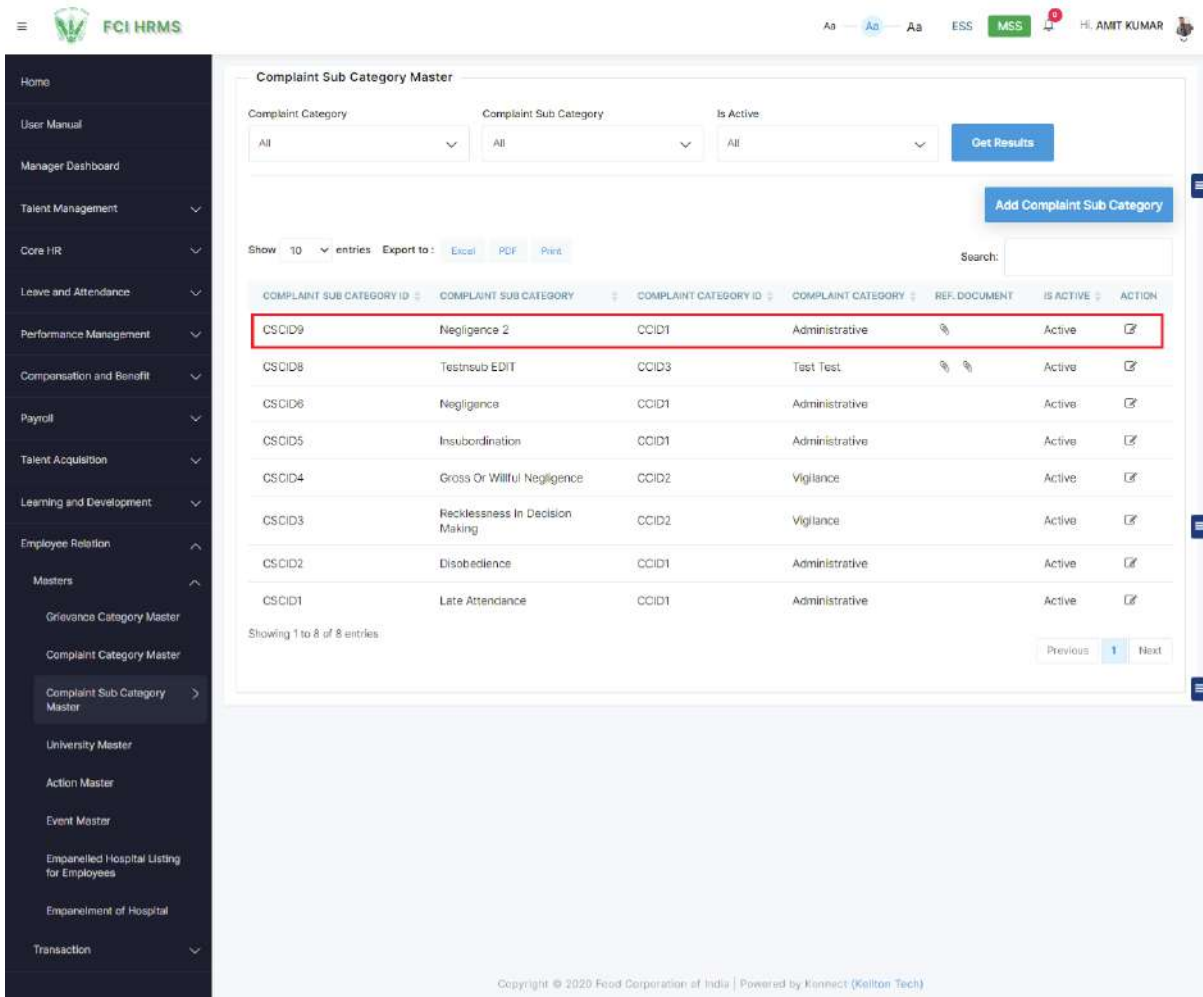


Figure 4-8: New Complaint Sub Category Added

The success message will be displayed as



4.1.2.5 Edit Complaint Sub Category

Click on to open Edit Complaint Sub Category popup as shown in Figure 4-9

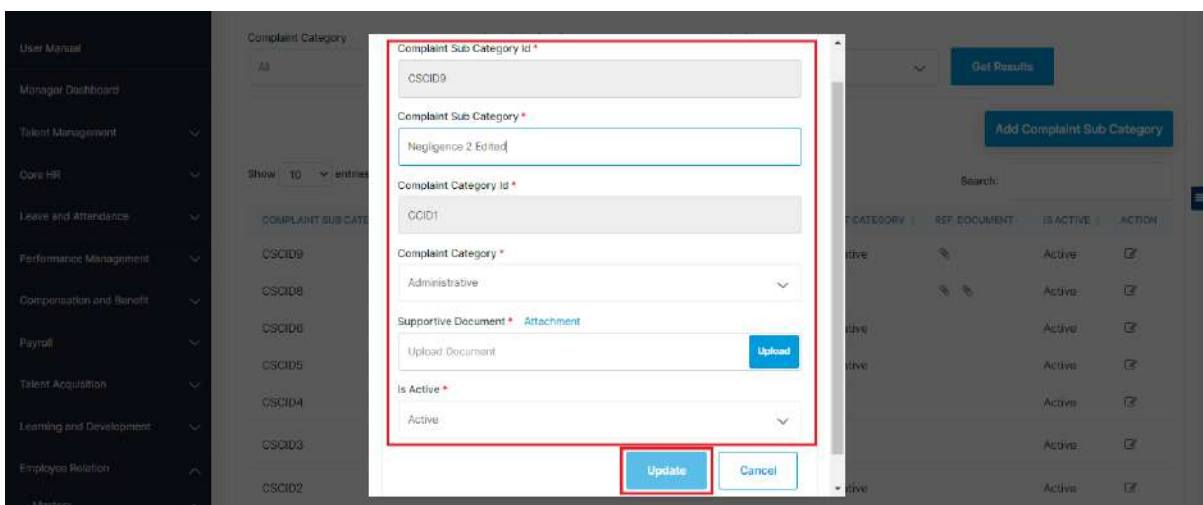


Figure 4-9: Edit Complaint Sub Category




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

Figure 4-10: Existing Complaint Sub Category Detail Updated

The success message will be displayed as shown



4.1.3 University Master

University Master is a list of different Universities that will be UGC approved. University master in place, HRMS admin shall be able to create, update and manage this specific list of University master as per requirements from time to time.

4.1.3.1 Navigation

Left Navigation: Employee Relation >> Masters >> University Master

4.1.3.2 SLA

NA

4.1.3.3 Landing Page

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

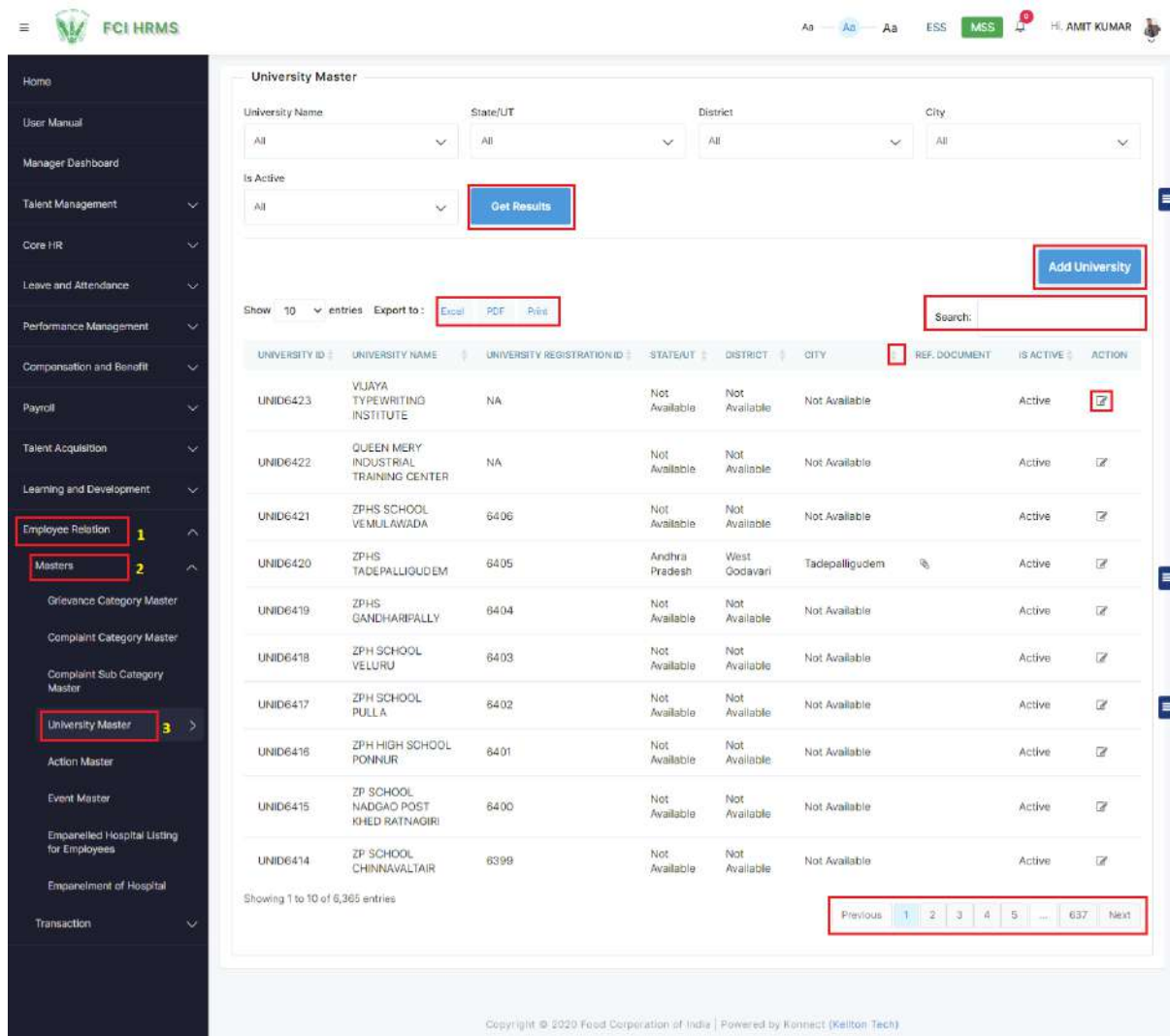









Figure 4-11: University Master

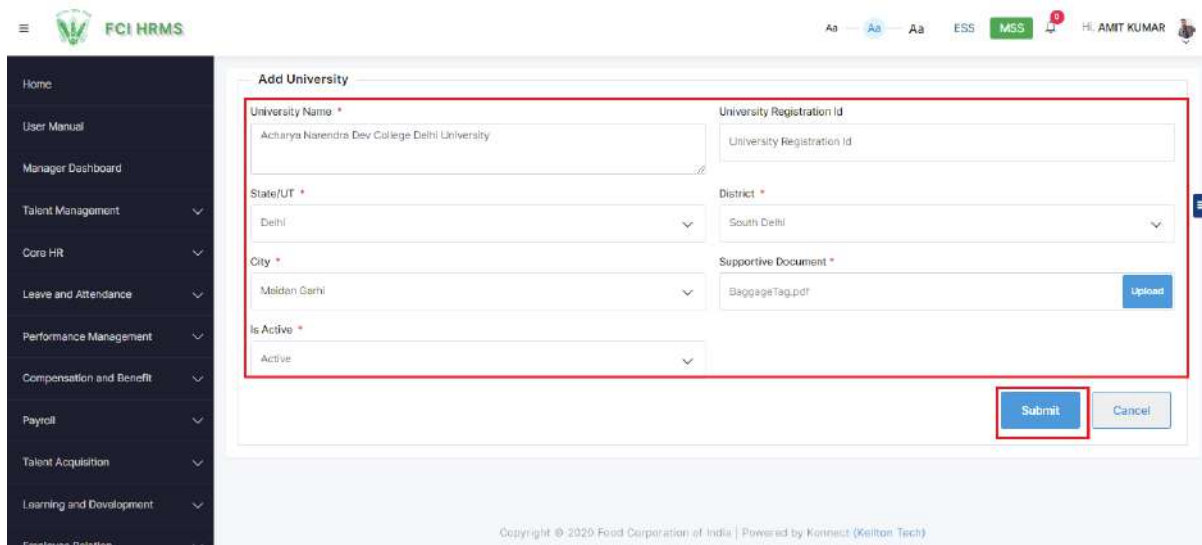
User shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel 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  to navigate table records

- Click on  to add a new university in the table as mentioned in Section 4.1.3.4 – Add University.
- Click on  to edit an existing universities in the table as mentioned in Section 4.1.3.5 – Edit University.

4.1.3.4 Add University

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




The screenshot shows the 'Add University' form in the FCI HRMS system. The form is titled 'Add University' and contains the following fields:

- University Name * (Text input: Acharya Nanendra Dev College Delhi University)
- University Registration Id (Text input)
- State/UT * (Dropdown: Delhi)
- District * (Dropdown: South Delhi)
- City * (Dropdown: Maidan Gani)
- Supportive Document * (Text input: BaggageTag.pdf, with an Upload button)
- Is Active * (Dropdown: Active)

The 'Submit' button is highlighted with a red box. The form is part of a larger application interface with a sidebar on the left and a top navigation bar.

Figure 4-12: Add University

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

The screenshot displays the 'University Master' interface. At the top, there are filters for University Name, State/UT, District, and City, all set to 'All'. Below these is an 'Is Active' filter set to 'All' and a 'Get Results' button. A search bar is located on the right. The main content is a table with the following data:

UNIVERSITY ID	UNIVERSITY NAME	UNIVERSITY REGISTRATION ID	STATE/UT	DISTRICT	CITY	REF. DOCUMENT	IS ACTIVE	ACTION
UNID1	ACHARAYA N.G.RANGA AGRICULTURAL UNIVERSITY	NA	Andhra Pradesh	Guntur	Guntur		Active	
UNID10	KRISHNA UNIVERSITY	NA	Andhra Pradesh	Krishna	Machilipatnam		Active	
UNID100	SWARNIM GUJARAT SPORTS UNIVERSITY	NA	Gujarat	Gandhinagar	Gandhinagar		Active	
UNID1000	ADITHYA ENGINEERING COLLEGE	985	Not Available	Not Available	Not Available		Active	
UNID1001	ADITHYA HIGH SCHOOL	986	Not Available	Not Available	Not Available		Active	
UNID1002	ADITI MAHAVIDYALYA UNIVERSITY OF DELHI	987	Not Available	Not Available	Not Available		Active	
UNID1003	ADITYA COLLEGE KAKINADA	988	Not Available	Not Available	Not Available		Active	
UNID1004	ADITYA DEGREE AND PG COLLEGE	989	Not Available	Not Available	Not Available		Active	
UNID1005	ADITYA ENGINEERING COLLEGE	990	Not Available	Not Available	Not Available		Active	
UNID1006	ADITYA INSTITUTE OF PG STUDIES	991	Not Available	Not Available	Not Available		Active	

At the bottom of the table, it says 'Showing 1 to 10 of 6,365 entries'. A pagination bar shows 'Previous', '1', '2', '3', '4', '5', '...', '637', and 'Next'.

Figure 4-13: New University Added

The success message will be displayed as



4.1.3.5 Edit University


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

The screenshot shows the 'Edit University' form in the FCI HRMS system. The form is titled 'Edit University' and contains the following fields:

- University Id: L/NID1
- University Name: ACHARAVA N.G.RANGA AGRICULTURAL UNIVERSITY Edited
- University Registration Id: NA
- State/UT: Andhra Pradesh
- District: Guntur
- City: Guntur
- Supportive Document: BoardingPass.pdf (with an 'Upload' button)
- Is Active: Active

The 'Update' button is highlighted with a red box. The 'Cancel' button is also visible. The form is part of the FCI HRMS system, as indicated by the logo in the top left corner. The user's name 'HI, AMIT KUMAR' is visible in the top right corner. The footer of the page reads 'Copyright © 2020 Food Corporation of India | Powered by Konekt (Kellton Tech)'.

Figure 4-14: Edit University

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

The screenshot displays the 'University Master' interface. At the top, there are filter dropdowns for University Name, State/UT, District, and City, all set to 'All'. Below these is an 'Is Active' dropdown set to 'All' and a 'Get Results' button. A blue 'Add University' button is located on the right. The main area contains a table with the following data:

UNIVERSITY ID	UNIVERSITY NAME	UNIVERSITY REGISTRATION ID	STATE/UT	DISTRICT	CITY	REF. DOCUMENT	IS ACTIVE	ACTION
UNID1	ACHARAYA N G RANGA AGRICULTURAL UNIVERSITY Edited	NA	Andhra Pradesh	Guntur	Guntur		Active	
UNID10	KRISHNA UNIVERSITY	NA	Andhra Pradesh	Krishna	Machilipatnam		Active	
UNID100	SWARNIM GUJARAT SPORTS UNIVERSITY	NA	Gujarat	Gandhinagar	Gandhinagar		Active	
UNID1000	ADITHYA ENGINEERING COLLEGE	985	Not Available	Not Available	Not Available		Active	
UNID1001	ADITHYA HIGH SCHOOL	986	Not Available	Not Available	Not Available		Active	
UNID1002	ADITI MAHAVIDYALYA UNIVERSITY OF DELHI	987	Not Available	Not Available	Not Available		Active	
UNID1003	ADITYA COLLEGE KAKINADA	988	Not Available	Not Available	Not Available		Active	
UNID1004	ADITYA DEGREE AND PG COLLEGE	989	Not Available	Not Available	Not Available		Active	
UNID1005	ADITYA ENGINEERING COLLEGE	990	Not Available	Not Available	Not Available		Active	
UNID1006	ADITYA INSTITUTE OF PG STUDIES	991	Not Available	Not Available	Not Available		Active	

At the bottom of the table, it says 'Showing 1 to 10 of 6,365 entries'. A pagination bar shows 'Previous', '1', '2', '3', '4', '5', '...', '637', and 'Next'. The footer of the page reads 'Copyright © 2020 Food Corporation of India | Powered by Konekt (Keiton Tech)'.

Figure 4-15: Existing University Detail Updated

The success message will be displayed as shown



4.1.4 Event Master

Event Master is a list of different Events that will be organized in FCI. Event master in place, HRMS admin shall be able to create, update and manage this specific list of Event master as per requirements from time to time.

4.1.4.1 Navigation

Left Navigation: Employee Relation >> Masters >> Event Master

4.1.4.2 SLA

NA

4.1.4.3 Landing Page

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

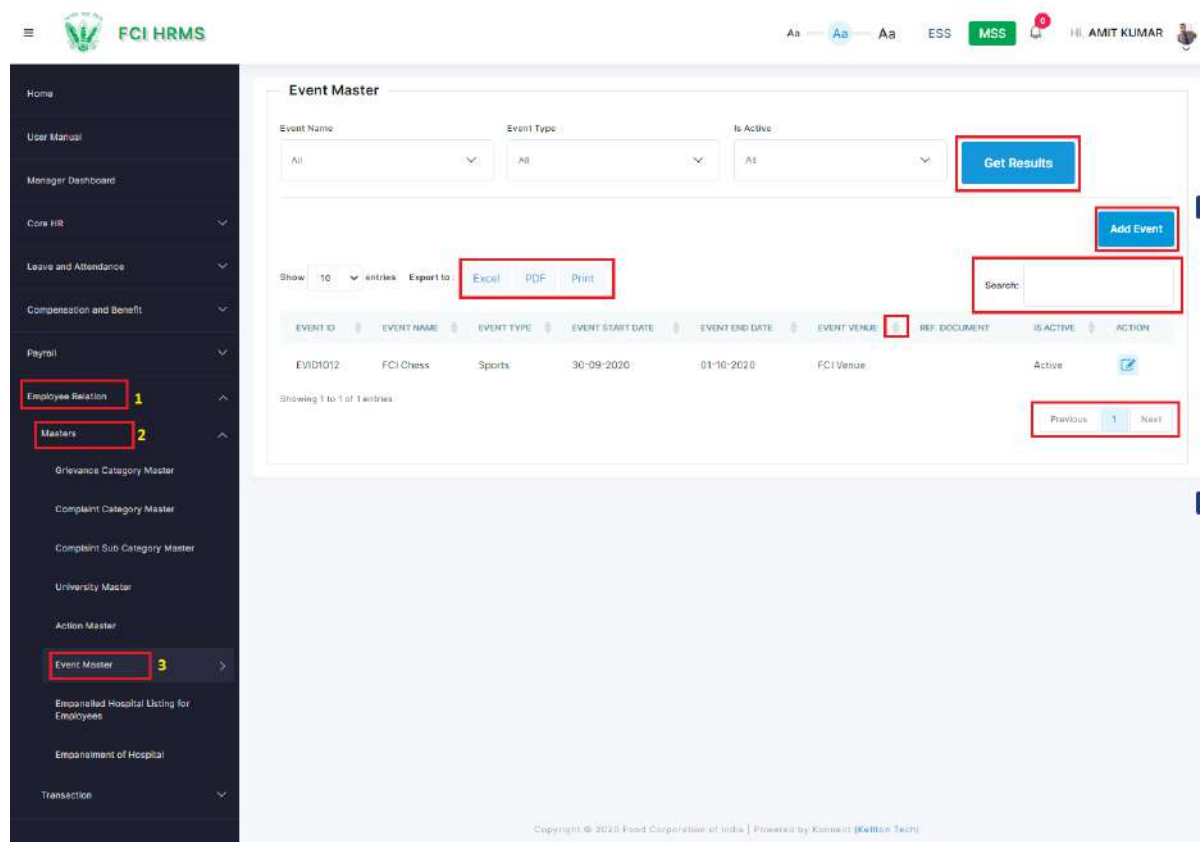


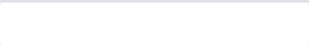






Figure 4-16: Event Master

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel 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  to navigate table records
- Click on  to add a new event in the table as mentioned in Section 4.1.4.4 – Add Event.
- Click on  to edit an existing Event in the table as mentioned in Section 4.1.4.5 – Edit Event.

4.1.4.4 Add Event

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

Figure 4-17: Event Add

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


EVENT ID	EVENT NAME	EVENT TYPE	EVENT START DATE	EVENT END DATE	EVENT VENUE	REF. DOCUMENT	IS ACTIVE	ACTION
EVID1	TExting	Sports	11-01-2021	12-01-2021	IFS		Active	
EVID1012	FCI Chess	Sports	30-09-2020	01-10-2020	FCI Venue		Active	

Figure 4-18: Event Added

The success message will be displayed as



4.1.4.5 Edit Event


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

The screenshot shows the 'Edit Event' form in the FCI HRMS system. The form is titled 'Edit Event' and contains the following fields and controls:

- Event ID:** EVID1
- Event Name:** Testing Edit
- Event Type:** Sports
- Event Start Date:** 11/01/2021
- Event End Date:** 12/01/2021
- Event Venue:** IFS
- Supportive Document:** teck.pdf (with an 'Upload' button)
- Is Active:** Active

At the bottom right of the form, there are two buttons: 'Update' (highlighted with a red box) and 'Cancel'.

Figure 4-19: Edit Event

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

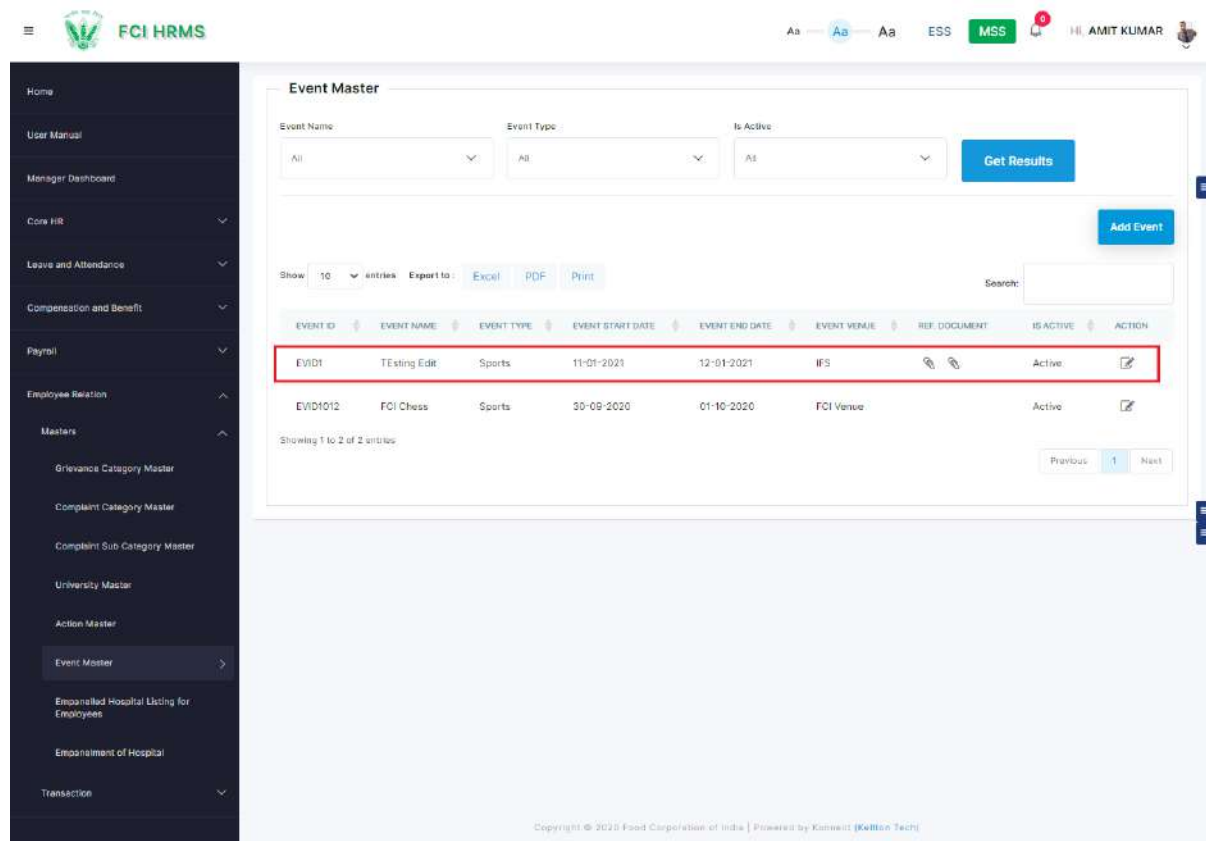


Figure 4-20: Existing Event Detail Updated

The success message will be displayed as shown



4.1.5 Action Master

Action Master is a list of different Action Master that will be used in FCI. Action master in place, HRMS admin shall be able to create, update and manage this specific list of Action master as per requirements from time to time.

4.1.5.1 Navigation

Left Navigation: Employee Relation >> Masters >> Action Master

4.1.5.2 SLA

NA

4.1.5.3 Landing Page

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

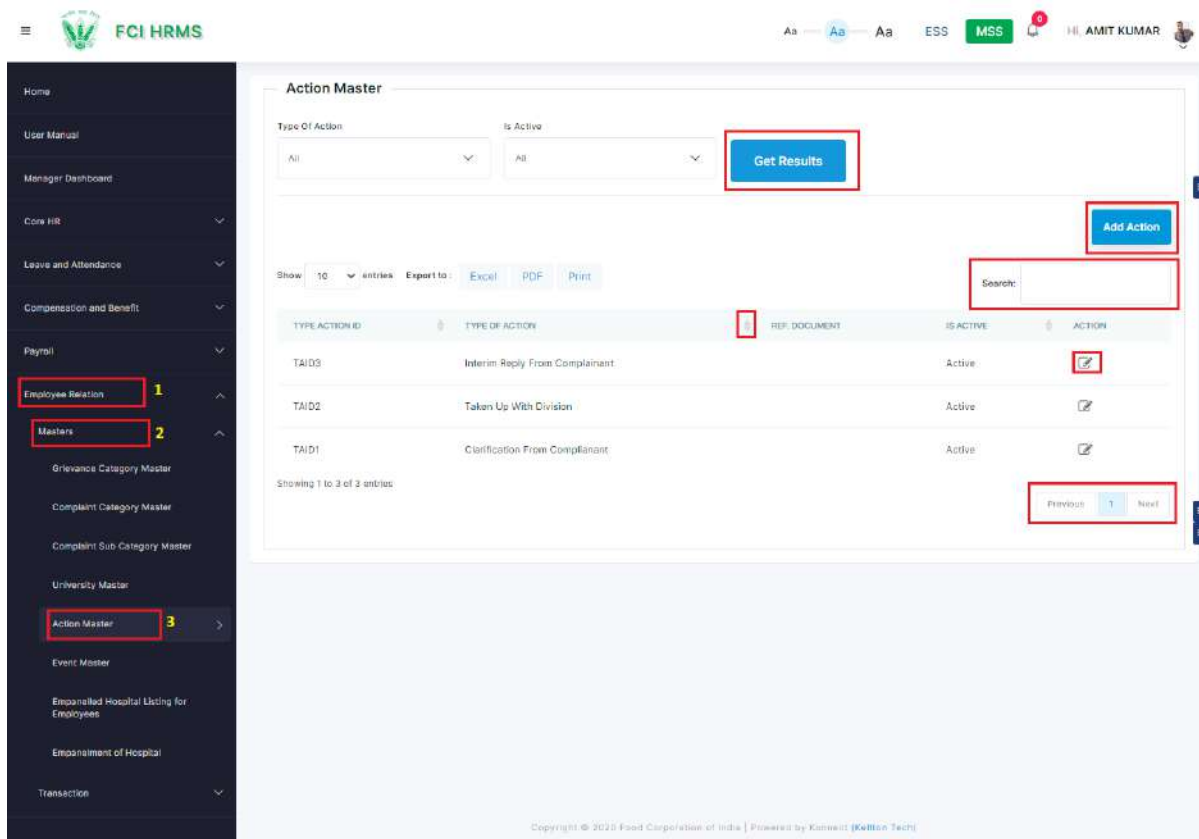


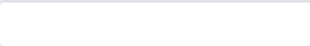







Figure 4-21: Action Master

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or PDF as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to add a new action in the table as mentioned in Section 4.1.5.4 – Add Action.
- Click on  to edit an existing Action in the table as mentioned in Section 4.1.5.5 – Edit Action.

4.1.5.4 Add Action

Click on  to open the Add Action popup as shown in Figure 4-22

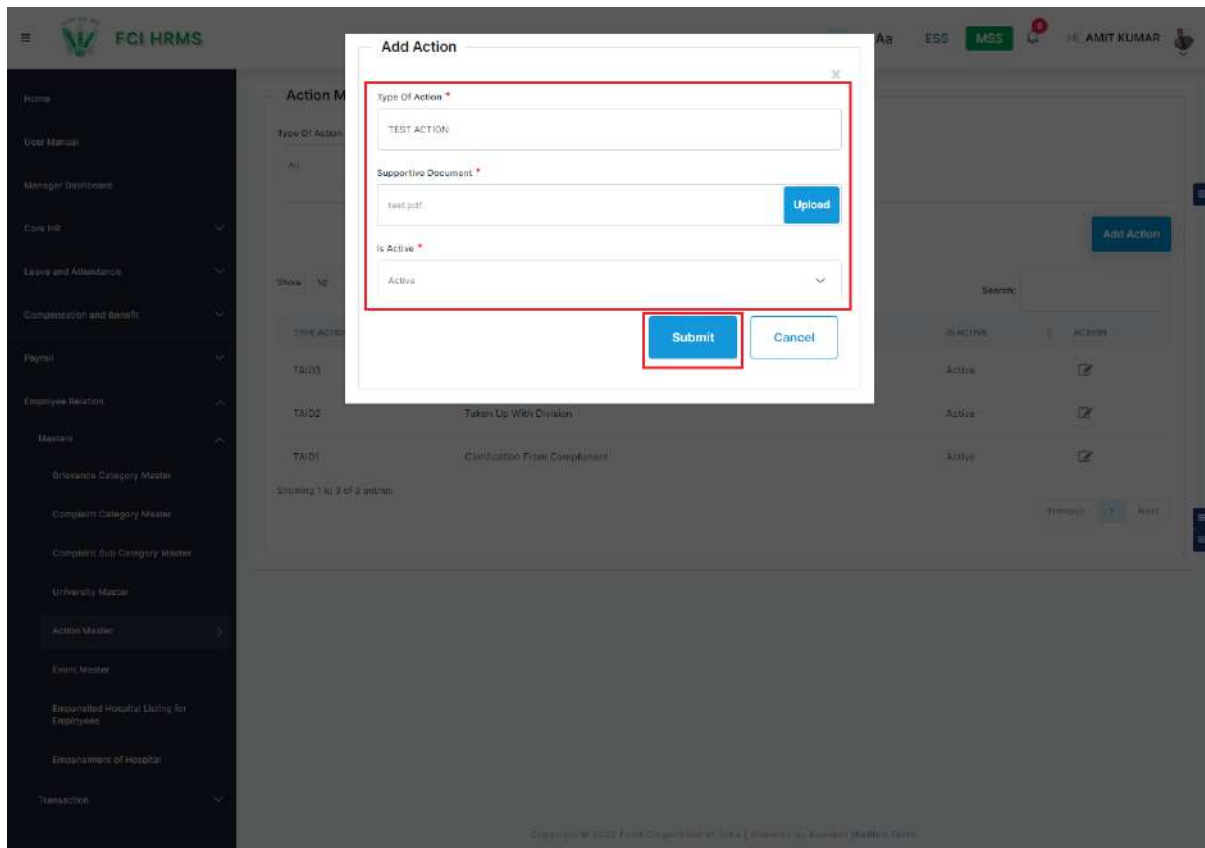


Figure 4-22: Add Action

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

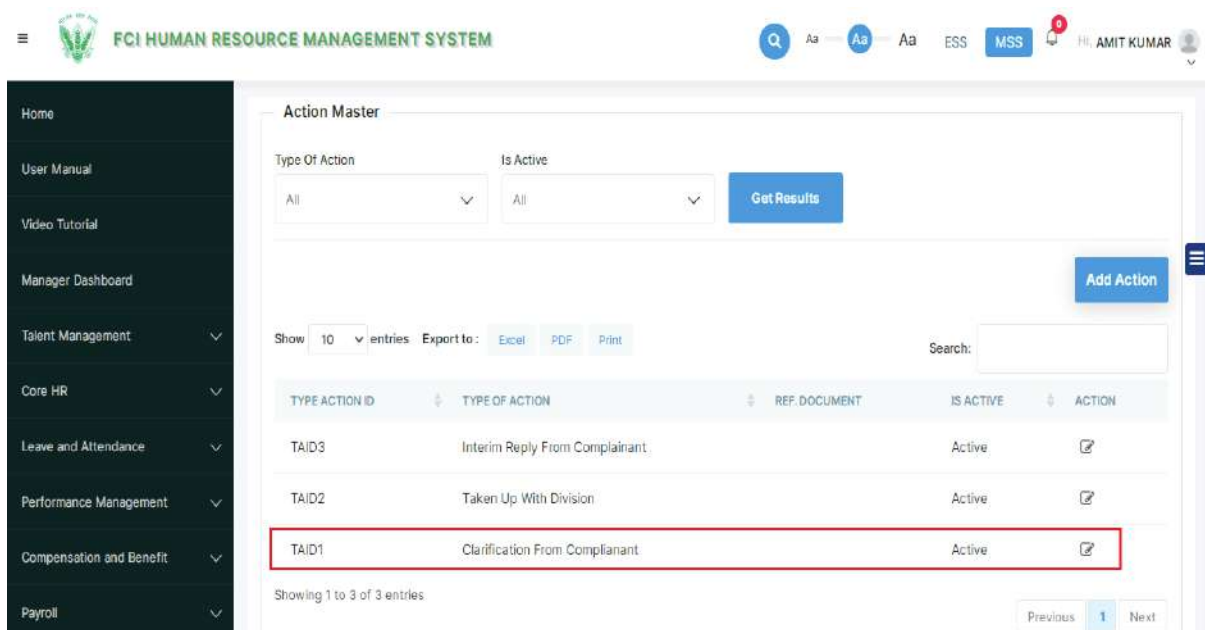



Figure 4-23: New Action Added

The success message will be displayed as

Success! Record Add Successfully!

4.1.5.5 Edit Action

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

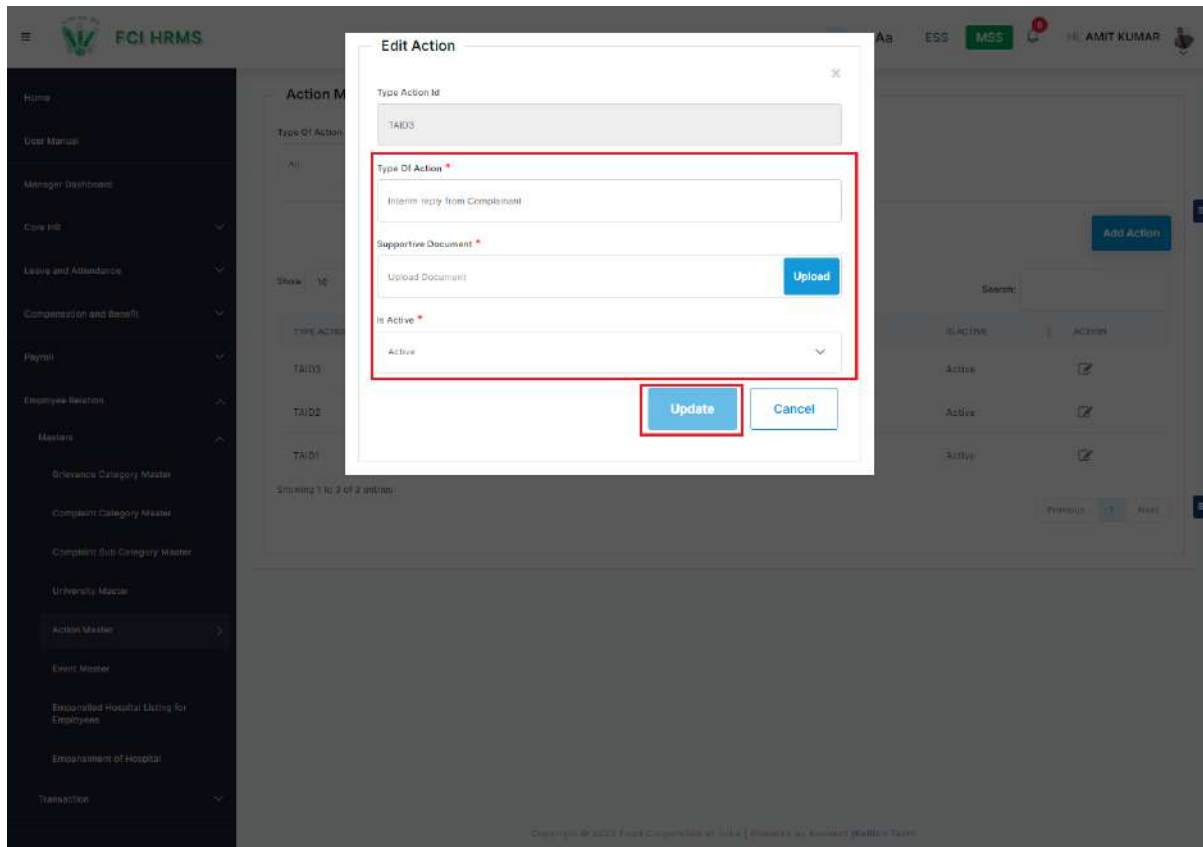



Figure 4-24: Edit Action

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

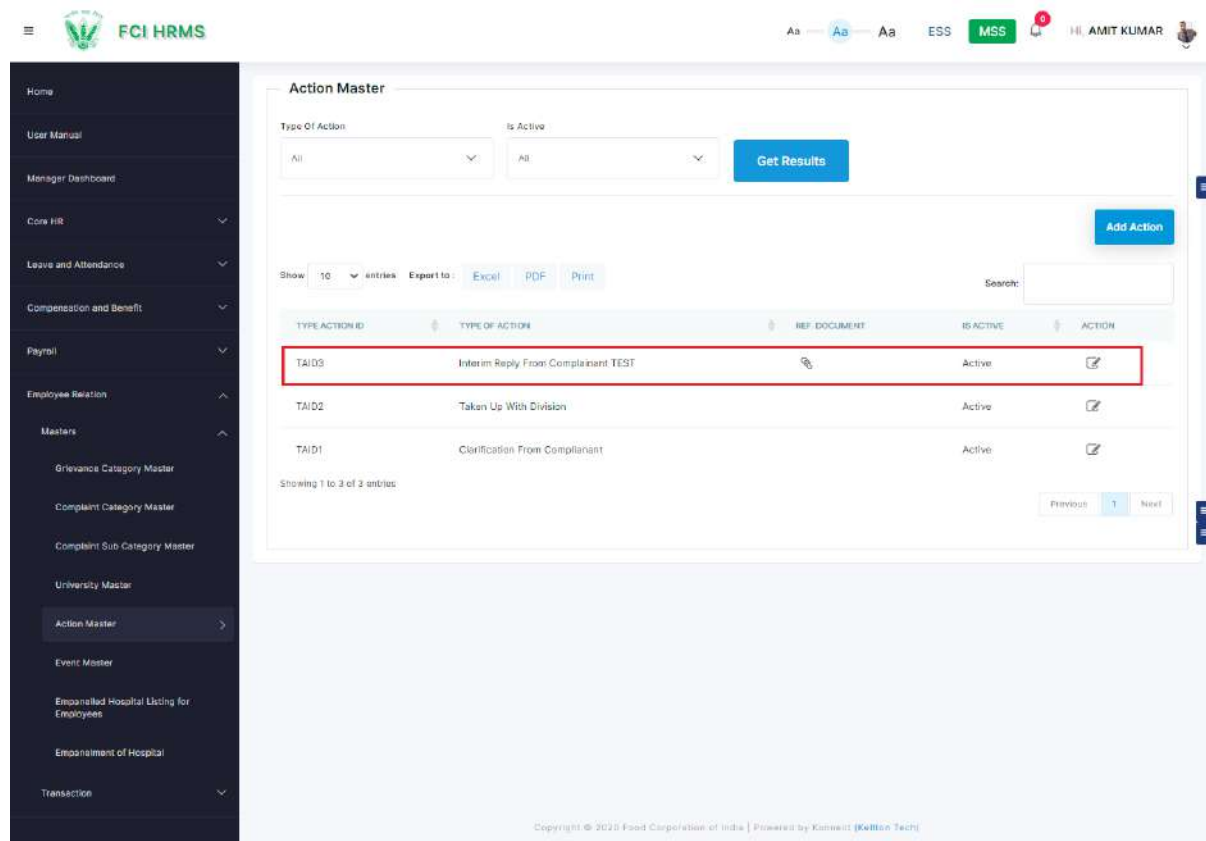


Figure 4-25: Existing Action Detail Updated

The success message will be displayed as shown



4.1.6 Empanelled Hospital Master

Empanelment of Hospital Master is a list of different Hospital empaneled with FCI. Empanelment of Hospital master in place, HRMS admin shall be able to create, update and manage this specific list of Empanelment of Hospital master as per requirements from time to time.

4.1.6.1 Navigation

Left Navigation: Employee Relation >> Masters >> Empanelment of Hospital

4.1.6.2 SLA

10 Days

4.1.6.3 Landing Page

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

Figure 4-26: Empaneled Hospital- Admin Listing

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

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

- Click on **Add** to add a new hospital in the table as mentioned in Section 4.1.6.4 – Add

4.1.6.4 Add

Click on **Add** to open the Empanelled Hospital Master as shown in Figure 4-27

The screenshot shows the 'Empanelled Hospital Master - Admin' form. The form is divided into several sections:

- Hospital License Number ***: Input field with value '038'.
- Office ***: Dropdown menu with value 'HQ-Delhi'.
- Name of the Hospital ***: Input field with value 'TEST_HO'.
- Email ID ***: Input field with value 'TEST@ADO.COM'.
- Address**: Input field with value 'TEST_ADO'.
- State ***: Dropdown menu with value 'Delhi'.
- District ***: Dropdown menu with value 'New Delhi'.
- City ***: Dropdown menu with value 'New Delhi'.
- Pin Code ***: Input field with value '110001'.
- Empanelled On Date ***: Date picker with value '08/08/2021'.
- Empanelled Up To Date ***: Date picker with value '08/08/2021'.
- Telephone Number**: Input field with value '110001739'.
- Is Active**: Dropdown menu with value 'Active'.
- Remarks**: Input field with value '00AF01031'.
- Office Order Upload ***: File upload field with an 'Upload' button.

At the bottom right of the form, there are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red box.

Figure 4-27: Empanelled Hospital Master- Admin

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

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FCI HRMS

AMIT KUMAR

Empanelled Hospital - Admin Listing

From Date: DDMMYYYY To Date: DDMMYYYY Name Of The Hospital: Test ADD Status: All

Get Results Add

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

HOSPITAL ID	HOSPITAL LICENSE NUMBER	OFFICE	NAME OF THE HOSPITAL	PURPOSE	TELEPHONE NUMBER	EMPAANELLED ON DATE	EMPAANELLED UP TO DATE	IS ACTIVE	STATUS	ACTION
EMVWNE152	545	HO - DARI	Test ADD	TEST ADD	123-158789	08/01/2021	09/01/2023	Active	Approved	[Eye] [Edit]

Showing 10 of 1 entries

Previous Next

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Figure 4-28: New Hospital Added

The success message will be displayed as

Success! Record Add Successfully!

4.2 Employee Relation Requests

4.2.1 Higher Studies

Employees seeking higher studies will submit their applications in the prescribed format along with the course details, to their reporting manager. Reporting managers will recommend the request to personnel section. Personnel section verifies the application and submits it further for approval to the Approval Authority. In case, the Approval Authority approves or disapproves the request, intimation is sent to employees for the same.

Step 1: Employee will raise a request for the permission of higher studies with the required information and supportive document.

Step 2: Once the request has been raised, reviewing authority (Reporting Officer and Establishment 1/Establishment 2) will receive the email notification for preceding the further steps.

Step 3: Reviewing authority review request for the permission of higher studies and submit the appropriate decision remarks base on the request.

Step 4: Once the request has been reviewed and forwarded, approving authority will receive the notification for the approval of the request.

Step 5: Approving authority will review the request and provide recommendations and on approval, Personnel Division shall issue an order of NOC for higher studies. However, Reason for Revert the request shall terminate wit

Step 6: Once the request approved, Employee will receive an approval email notification.

4.2.1.1 Navigation

Left Navigation: Employee Relation >> Higher Studies Request

4.2.1.2 SLA

15 Days

4.2.1.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.1.1 to reach the Higher Studies Landing Page as shown in Figure 4-29

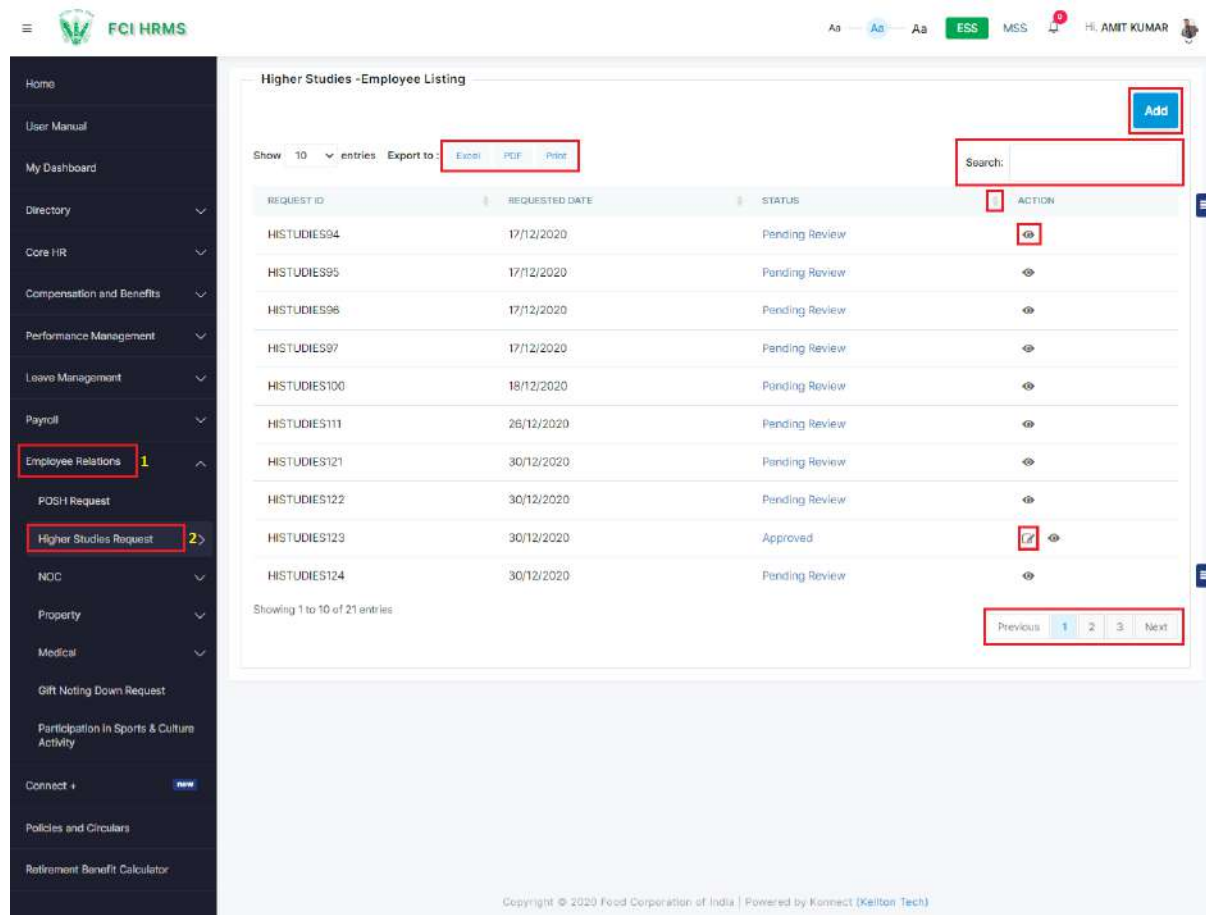









Figure 4-29: Higher Studies

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

- Click on    to export the table records in Excel, PDF and Print as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to add a new Higher Studies Request in the table as mentioned in Section 4.2.1.4 – Add

4.2.1.4 Add

Click on  to open the Higher Studies request form as shown in Figure 4-30.



FCI HRMS

ESS MSS HI, AMIT KUMAR

Request For Higher Studies NOC

Requested Date * 08/01/2021 **Employee Number** 290572 **Employee Name** AMIT KUMAR

Designation Manager **Category** CAT-II **Division** Personnel

Office HQ-Delhi **Email Id** dnesh.kaushik@gmail.com

Name Of The Course * Computer Sc. **Name Of The University/Institution *** ACHARAVA NAGARJUNA UNIVERSITY.

From Date * 10/01/2021 **To Date *** 10/01/2024

Duration Of The Course 3 years 0 months

Regular Distance **Is Higher Studies Incentive ? *** Yes

REQUESTED DATE	NAME OF THE COURSE	UNIVERSITY/INSTITUTION	COURSE STATUS
05/11/2019	Industrial Relations	SRI VENKATESWARA VETERINARY UNIVERSITY	Not Completed
10/03/2020	Computer Sc.	DRAVIDIAN UNIVERSITY	Not Completed
12/08/2017	Computer Sc.	JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY	Not Completed
01/01/2019	B.Sc. (Engg.)	DR. N.T.R. UNIVERSITY OF HEALTH SCIENCES	Not Completed

Supportive Document
test.pdf Upload

Initiator Remarks
TEST TEST

Submit Cancel

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Figure 4-30: Higher Studies Request

Enter the details and click on Submit such that a success message will be shown in the Landing Page for addition of a new record in the table as shown in Figure 4-31

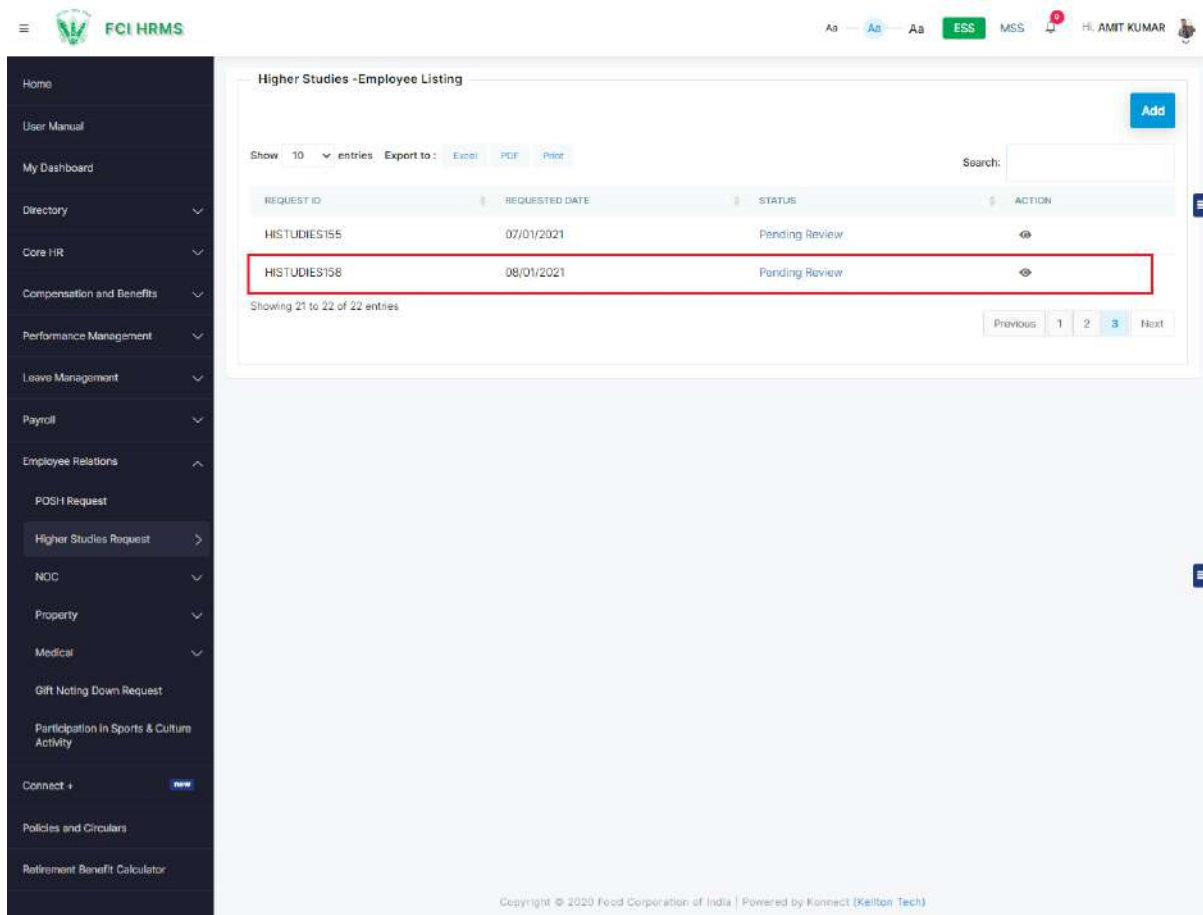


Figure 4-31: Higher Studies Request Added

The success message will be displayed as



4.2.1.5 Higher Studies Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-32

Higher Studies -Reviewer Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: Course Type: **Get Results**

Show: 10 entries Export to: Search:


REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUESTED DATE	STATUS	ACTION
HISTUDIES83	290572	AMIT KUMAR	HQ-Duty	HQ	CAT-B	Personnel	Manager	18/12/2020	Pending Review	<input type="button" value="View"/>
HISTUDIES82	143198	MUKESH SINGH	HQ-Duty	HQ	CAT-B	Personnel	Manager	01/12/2020	Pending Review	<input type="button" value="View"/>
HISTUDIES73	290572	AMIT KUMAR	HQ-Duty	HQ	CAT-B	Personnel	Manager	01/01/2019	Approved	<input type="button" value="View"/>
HISTUDIES74	290572	AMIT KUMAR	HQ-Duty	HQ	CAT-B	Personnel	Manager	08/01/2021	Pending Review	<input type="button" value="View"/>
HISTUDIES72	290572	AMIT KUMAR	HQ-Duty	HQ	CAT-B	Personnel	Manager	01/01/2018	Approved	<input type="button" value="View"/>

Showing 1 to 5 of 5 entries

Previous

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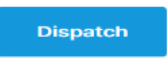
Figure 4-32 Higher Studies Reviewer Landing

Click on  as shown in Figure 4-32, to land on Higher Studies Review screen as shown in Figure 4-33.

4.2.1.6 Higher Studies Dispatch

Figure 4-33: Higher Studies Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on  to view the action taken on the request as shown in Figure 4-33.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.
- Click on  to dispatch the request and a success message will be displayed as per below image

Request has been dispatched successfully. ✕

4.2.1.7 Higher Studies Review

The submitted request will be listed in the Reviewer’s landing screen as shown in Figure 4-34.

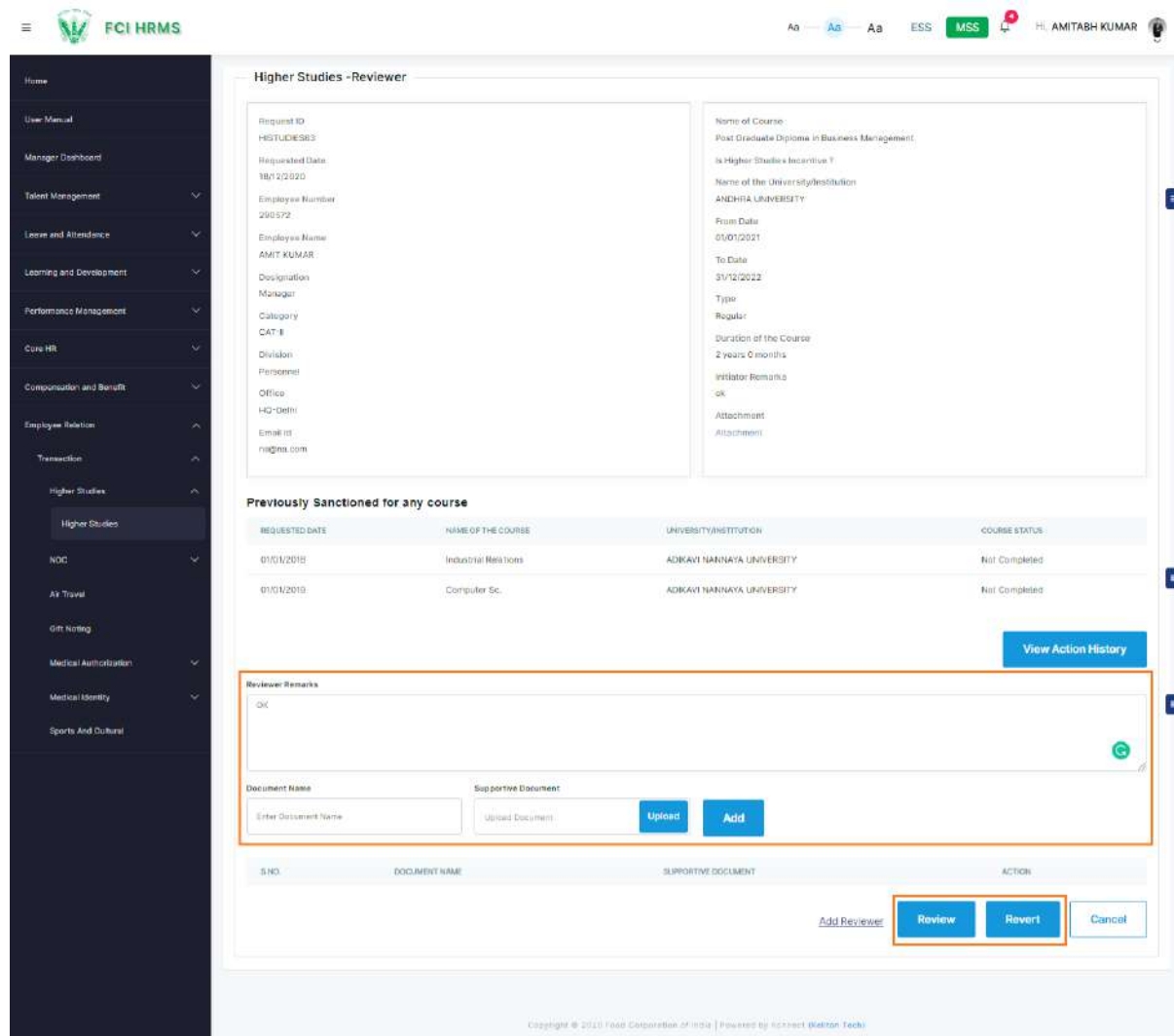


Figure 4-34: Higher Studies Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-34.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.35.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

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REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUESTED DATE	STATUS	ACTION
HSTUDIES64	152770	AMITABH KUMAR	HQ-Delhi	HQ	CAT-1	Personnel	Assistant General Manager	18/12/2020	Pending Review	
HSTUDIES63	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-B	Personnel	Manager	18/12/2020	Pending Review	
HSTUDIES62	143198	MUKESH SINGH	HQ-Delhi	HQ	CAT-B	Personnel	Manager	01/12/2020	Pending Review	

Showing 11 to 13 of 13 entries

Previous 1 2 Next

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Figure 4-35: Higher Studies Review successful

The success message will be displayed as

Success! Request has been reviewed successfully.

4.2.1.8 Higher Studies Approver Landing

The request will be forwarded to the approver's landing page as shown in Figure 4-36

Higher Studies - Approver Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: Course Type: **Get Results**

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

REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUESTED DATE	STATUS	ACTION
HISTUDES83	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-B	Personnel	Manager	19/12/2020	Pending Approval	
HISTUDES82	143196	MUKESH SINGH	HQ-Delhi	HQ	CAT-B	Personnel	Manager	01/02/2020	Pending Review	
HISTUDES73	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-B	Personnel	Manager	01/01/2019	Approved	
HISTUDES74	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-B	Personnel	Manager	08/01/2021	Pending Review	
HISTUDES72	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-B	Personnel	Manager	01/01/2018	Approved	
HISTUDES77	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-B	Personnel	Manager	08/01/2021	Pending Review	

Showing 1 to 6 of 6 entries

Previous **Next**

Figure 4-36: Higher Studies Approver Landing

Click on as shown in Figure 4-36, to land on Approve Request as shown in Figure 4-37.

4.2.1.9 Higher Studies Approve

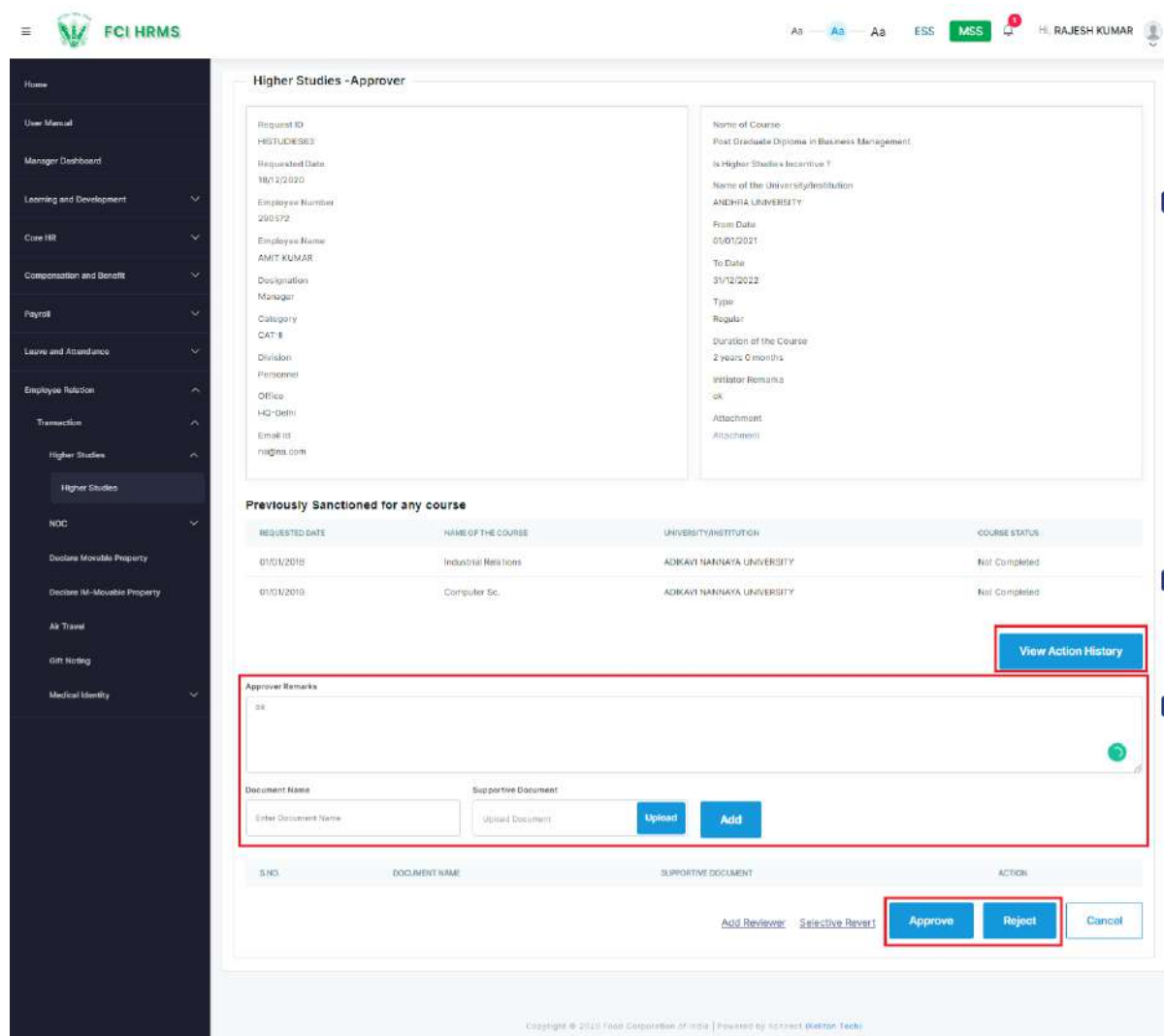


Figure 4-37: Higher Studies Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-37.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the document record as shown in Figure 4-37.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

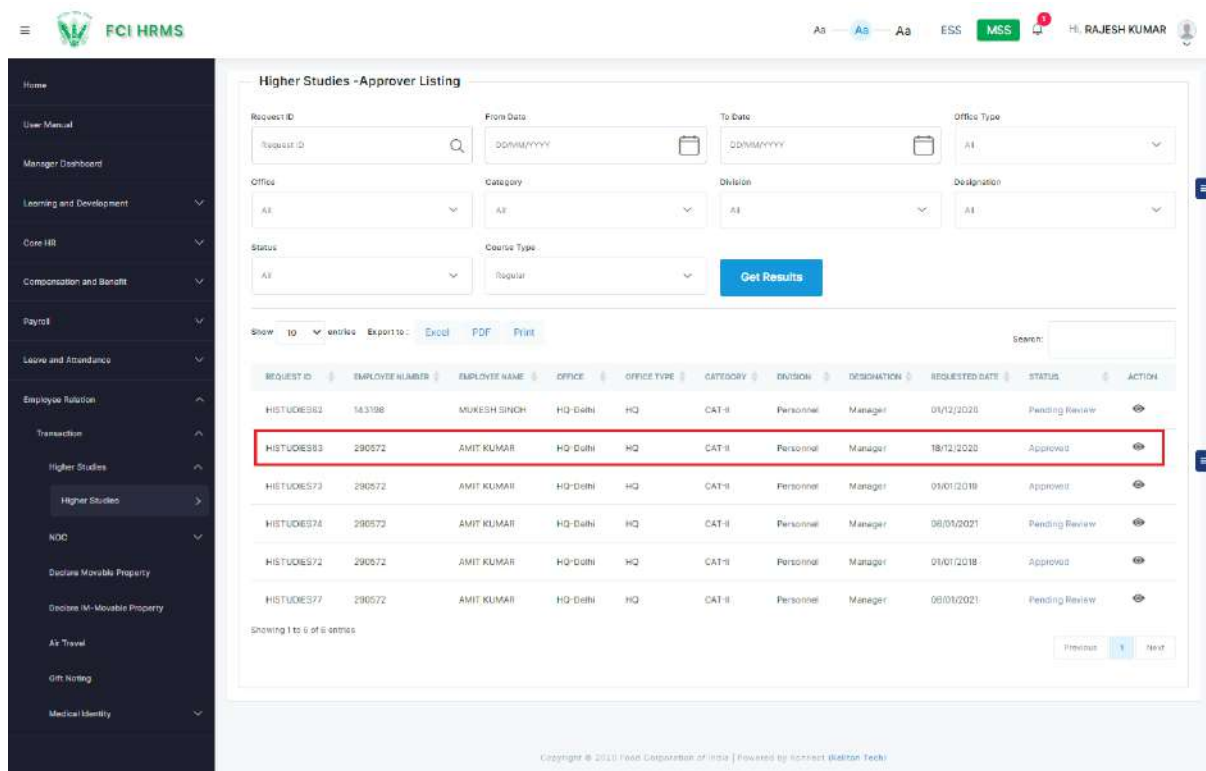


Figure 4-38: Higher Studies Approve successful

The success will be displayed as



4.2.2 NOC for Passport

As an initiator (employee), there must be a provision to raise a request for NOC for any of the following:

- Request for Passport

So that the request is submitted for recommendations of reviewing authority

As reviewing authority (Reporting Manager, AGM, DGM, GM (P) and ED (P)), there must be a provision to validate the employee request for NOC coming through the proper channel or not and if so then there should be a provision to mark it as reviewed and forward it for recommendation of approving authority. However, on rejection the request will terminate and the employee will receive an email notification.

As an approving authority (MD, ED Zone, GM Zone, GM Region and DM), there must be provision to review the recommendation submitted by reviewing authority for the NOC request application and on approving the request, Personnel Division shall issue the relevant NOC order. However on rejection the request shall terminate.

Step 1: Employee will submit the request for NOC related to Passport through the proper channel as per requirement.

Step 2: Once the request submitted, reviewing authority (Reporting Manager and Personnel Division) will receive an email notification to review the employee request.

Employee Relations User Manual Version 2.2

Step 3: Reviewing authority (Reporting Manager and Personnel Division) will validate the information and forward it to approving authority as a part of review. However on rejection the process terminates

Step 4: Approving authority will go through reviewer remarks and provides the recommendations to the request raised by employee.

Step 5: On approval of request employee and personnel division receive the confirmation notification and issue NOC order. However on rejection the process terminates.

4.2.2.1 Navigation

Left Navigation: Employee Relation >> NOC >> NOC for Passport

4.2.2.2 SLA

15 Days

4.2.2.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.2.1 to reach the NOC for Passport Landing Page as shown in Figure 4-39

The screenshot displays the 'Passport Employee -Listing' interface. On the left, a dark sidebar contains a navigation menu with 'Employee Relations' (1), 'NOC' (2), and 'NOC for Passport' (3) highlighted. The main content area features a table with the following data:










REQUEST ID	REQUESTED DATE	STATUS	ACTION
NOCPASS141	18/12/2020	Pending Review	
NOCPASS142	18/12/2020	Pending Review	
NOCPASS149	18/12/2020	Pending Review	
NOCPASS151	21/12/2020	Pending Review	
NOCPASS152	28/12/2020	Pending Review	

Additional UI elements include a search bar, 'Export to: Excel PDF Print' options, an 'Add' button, and pagination controls (Previous 1 Next). The footer indicates 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Kellton Tech)'.

Figure 4-39: NOC for Passport



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

- Click on    to export the table records in Excel, CSV or print as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to add a new Passport Request in the table as mentioned in Section 4.2.2.4 – Add


4.2.2.4 Add

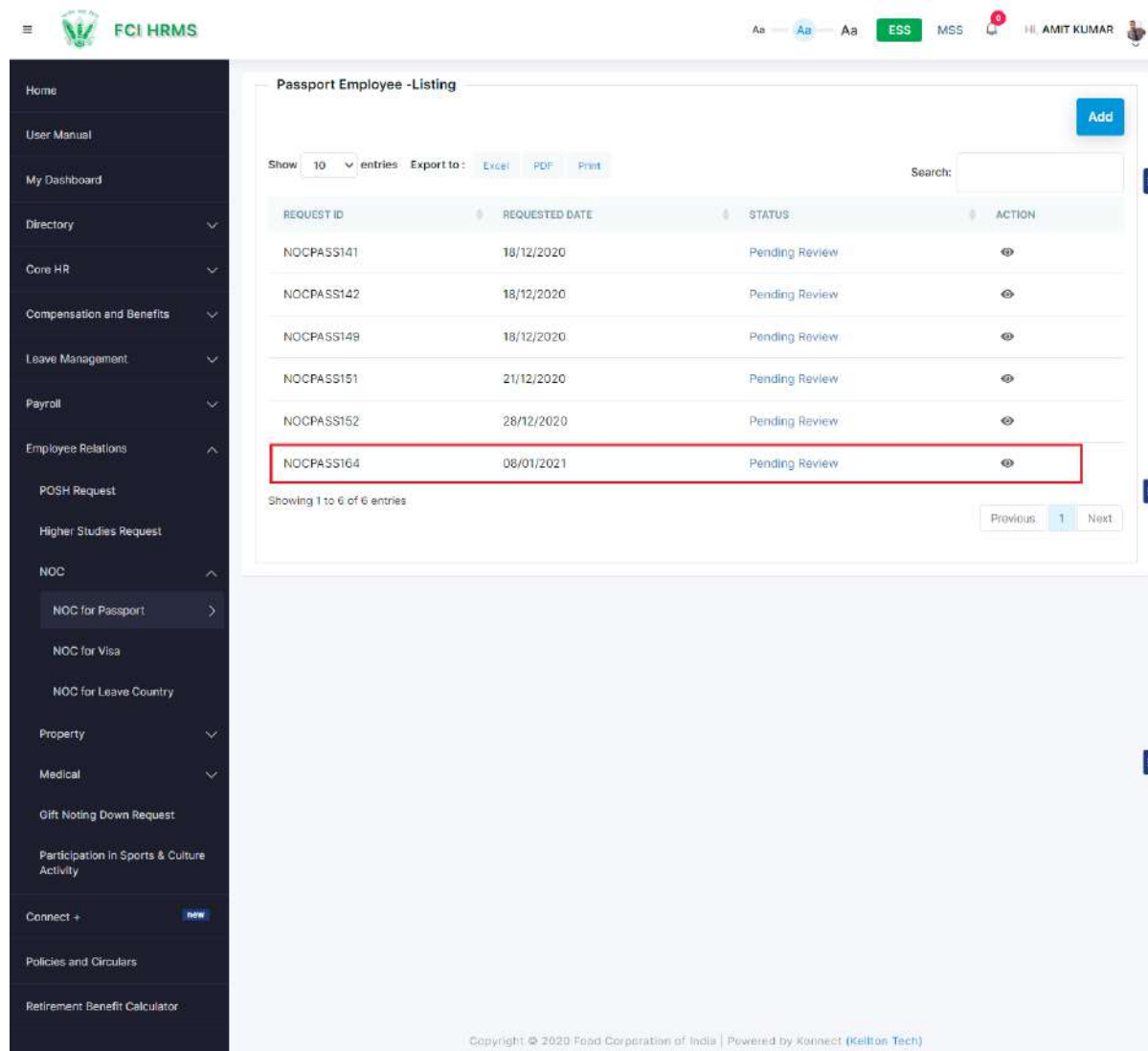
Click on  to open the NOC for Passport request form as shown in Figure 4-40

The screenshot shows the 'NOC For Passport' form in the FCI HRMS system. The form is divided into several sections:

- Employee Information:** Requested Date (08/01/2021), Employee Number (290572), Employee Name (AMIT KUMAR), Designation (Manager).
- Personal Information:** Father Name (MAHENDRA SINGH), Date of Birth (DOB) (04/04/1989), Date of Joining (DOJ) FCI (06/04/2015), Present Address (1ST FLOOR, F-623,LADO SARAI).
- Address and Category:** Permanent Address (H, NO-108 NAUKAPURA COLONY), Category (CAT-II), Division (Personnel), Office (HQ-Delhi).
- Office Type:** HQ.
- Passport Application:** A dropdown menu set to 'New Application'.
- Supportive Document:** A field containing 'test.pdf' with an 'Upload' button.
- Upload Photo:** A field containing 'Capture001.png' with an 'Upload' button.
- Declaration:** A checkbox is checked, followed by a text block: "In this connection, I may also assure you that I would leave the country only with the prior approval of the competent authority in the food corporation of India. However, in case I proceed without the prior approval of the Management, the Management may treat that I have voluntarily abandoned my duties from the food corporation of India and it will be free to strike off my name from the rolls of the Corporation. I would have no claim or right on the service of this corporation thereafter." Below this is the statement: "There is no vigilance and Police case going on against me".
- Initiator Remarks:** A text area containing "TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST".
- Buttons:** 'Submit' and 'Cancel' buttons are located at the bottom right of the form.

Figure 4-40: NOC for Passport Request

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



REQUEST ID	REQUESTED DATE	STATUS	ACTION
NOCPASS141	18/12/2020	Pending Review	
NOCPASS142	18/12/2020	Pending Review	
NOCPASS149	18/12/2020	Pending Review	
NOCPASS151	21/12/2020	Pending Review	
NOCPASS152	28/12/2020	Pending Review	
NOCPASS164	08/01/2021	Pending Review	

Figure 4-41: NOC for Passport Request Added

The success message will be displayed as



4.2.2.5 NOC for Passport Request Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-42

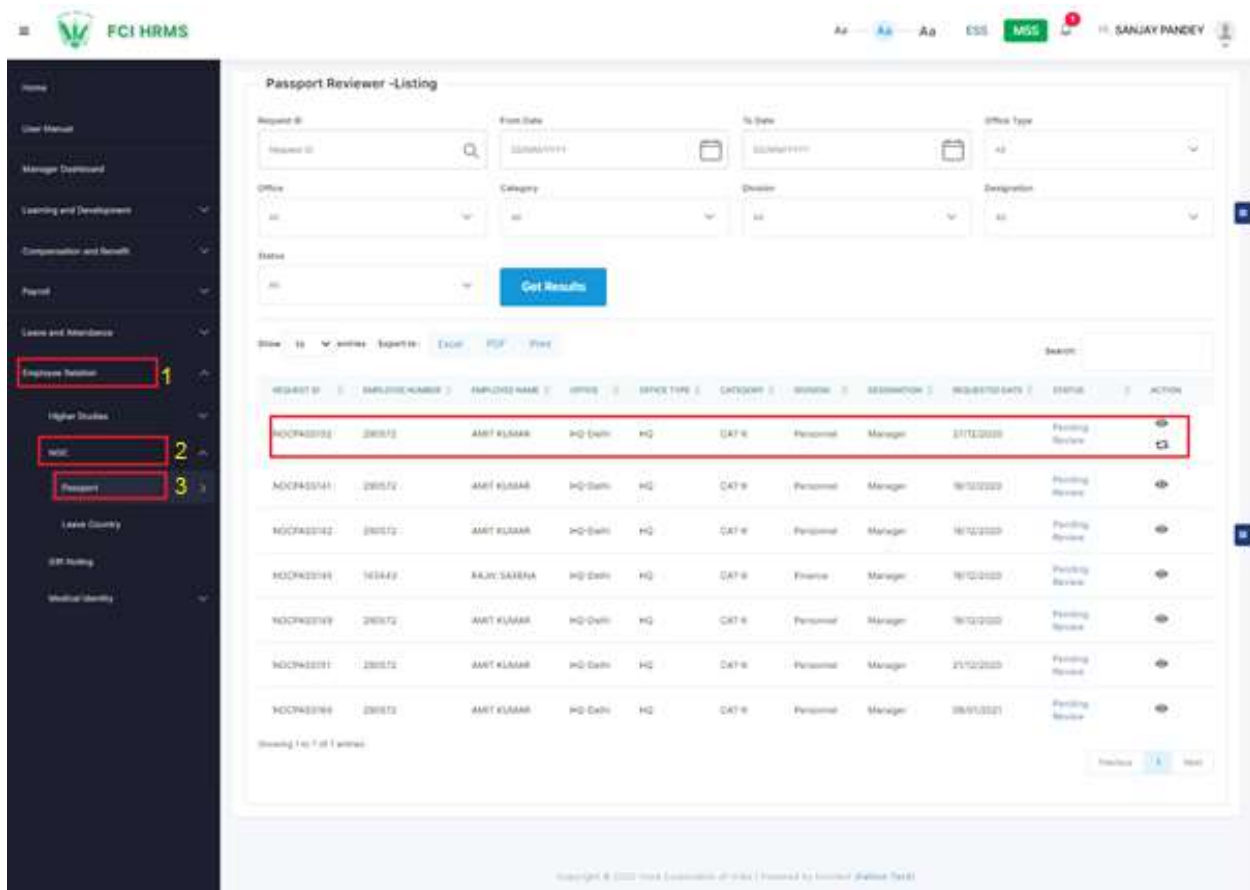


Figure 4-42 NOC for Passport Reviewer Landing

Click on as shown in Figure 4-42, to land on Review NOC for Passport request screen as shown in Figure 4-43.

4.2.2.6 NOC for Passport Dispatch

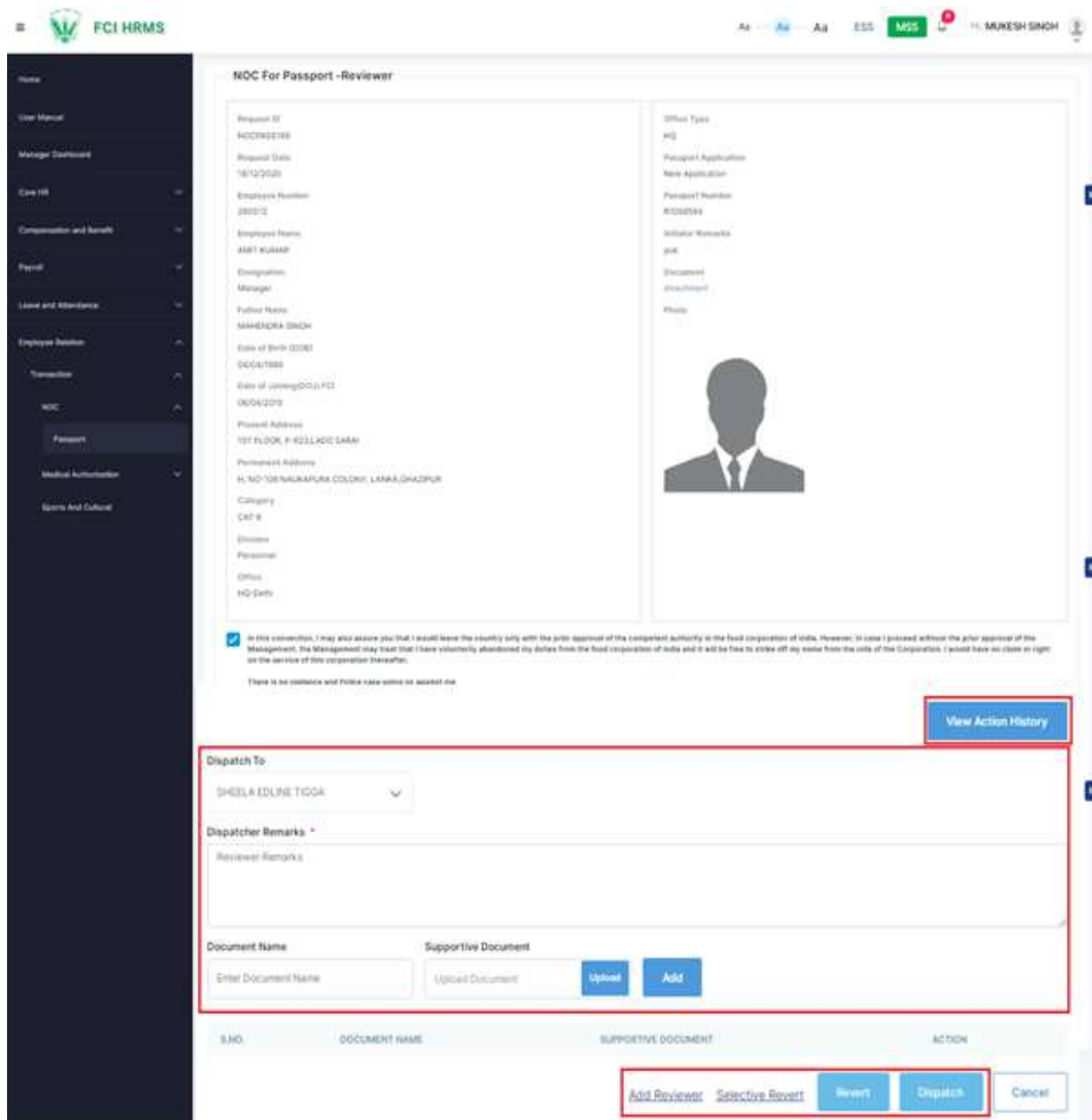


Figure 4-43: NOC for Passport Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-43.
- **Add Reviewer** link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.

- Click on **Dispatch** to dispatch the request and a success message will be displayed as per below image.



4.2.2.7 NOC for Passport Review

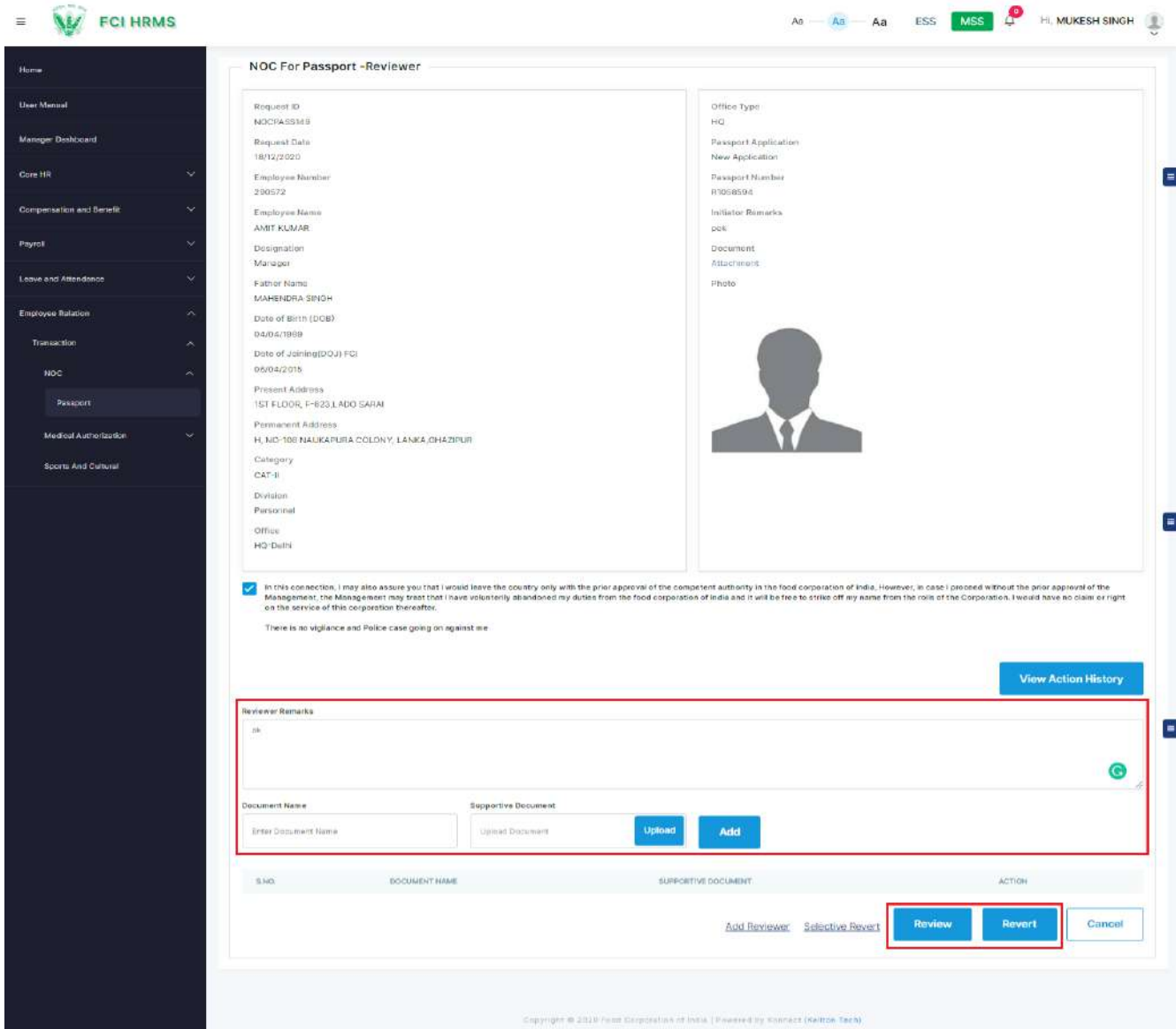


Figure 4-44: NOC for Passport Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-44.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.44.

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

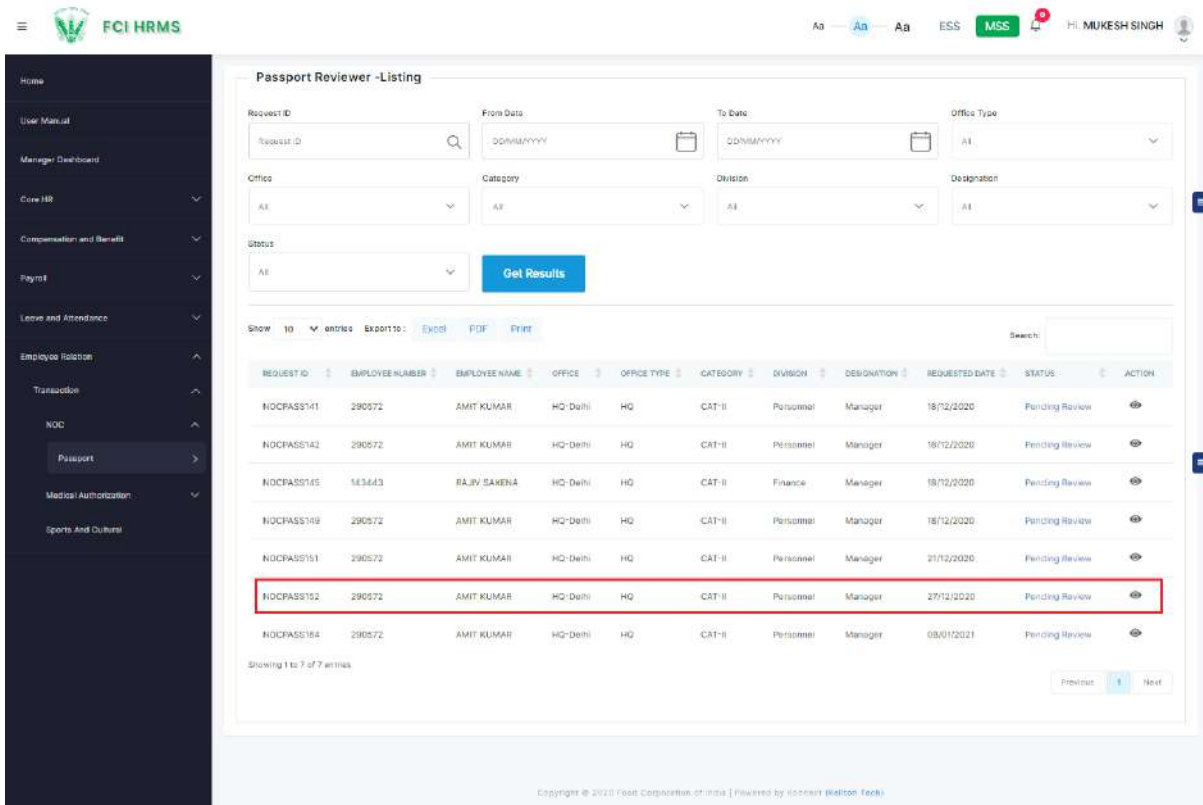


Figure 4-45: NOC for Passport Review successful

The success message will be displayed as



4.2.2.8 NOC for Passport Request Approver Landing

The request will be forwarded to the approver’s landing page as shown in Figure 4-46

Passport Approver -Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status:

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

REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUESTED DATE	STATUS	ACTION
NOCPASS152	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	27/12/2020	Pending Approval	<input checked="" type="checkbox"/>
NOCPASS141	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	18/12/2020	Pending Review	<input type="checkbox"/>
NOCPASS142	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	18/12/2020	Pending Review	<input type="checkbox"/>
NOCPASS143	143443	RAJIV SAXENA	HQ-Delhi	HQ	CAT-II	Finance	Manager	18/12/2020	Pending Review	<input type="checkbox"/>
NOCPASS149	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	18/12/2020	Pending Review	<input type="checkbox"/>
NOCPASS151	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	21/12/2020	Pending Review	<input type="checkbox"/>
NOCPASS153	295779	PRIVANK DAHIYA	HQ-Delhi	HQ	CAT-III	Personnel	Assistant Grade - II	28/12/2020	Pending Review	<input type="checkbox"/>
NOCPASS154	295779	PRIVANK DAHIYA	HQ-Delhi	HQ	CAT-III	Personnel	Assistant Grade - II	28/12/2020	Pending Review	<input type="checkbox"/>
NOCPASS155	297813	KRISHAN AWATAR	ZO (NORTH) - HUDA	ZO	CAT-III	Personnel	Assistant Grade - II	29/12/2020	Pending Review	<input type="checkbox"/>
NOCPASS156	107932	SHANKAR KREHRA KUDAV	ZO (WEST) - MUMBAI	ZO	CAT-III	Personnel	Assistant Grade - I	29/12/2020	Pending Review	<input type="checkbox"/>

Showing 1 to 10 of 17 entries

Previous 1 2 Next

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Figure 4-46: NOC for Passport Approver Landing

Click on as shown in Figure 4-44, to land on Approve Request as shown in Figure 4-47.

4.2.2.9 NOC for Passport Approve

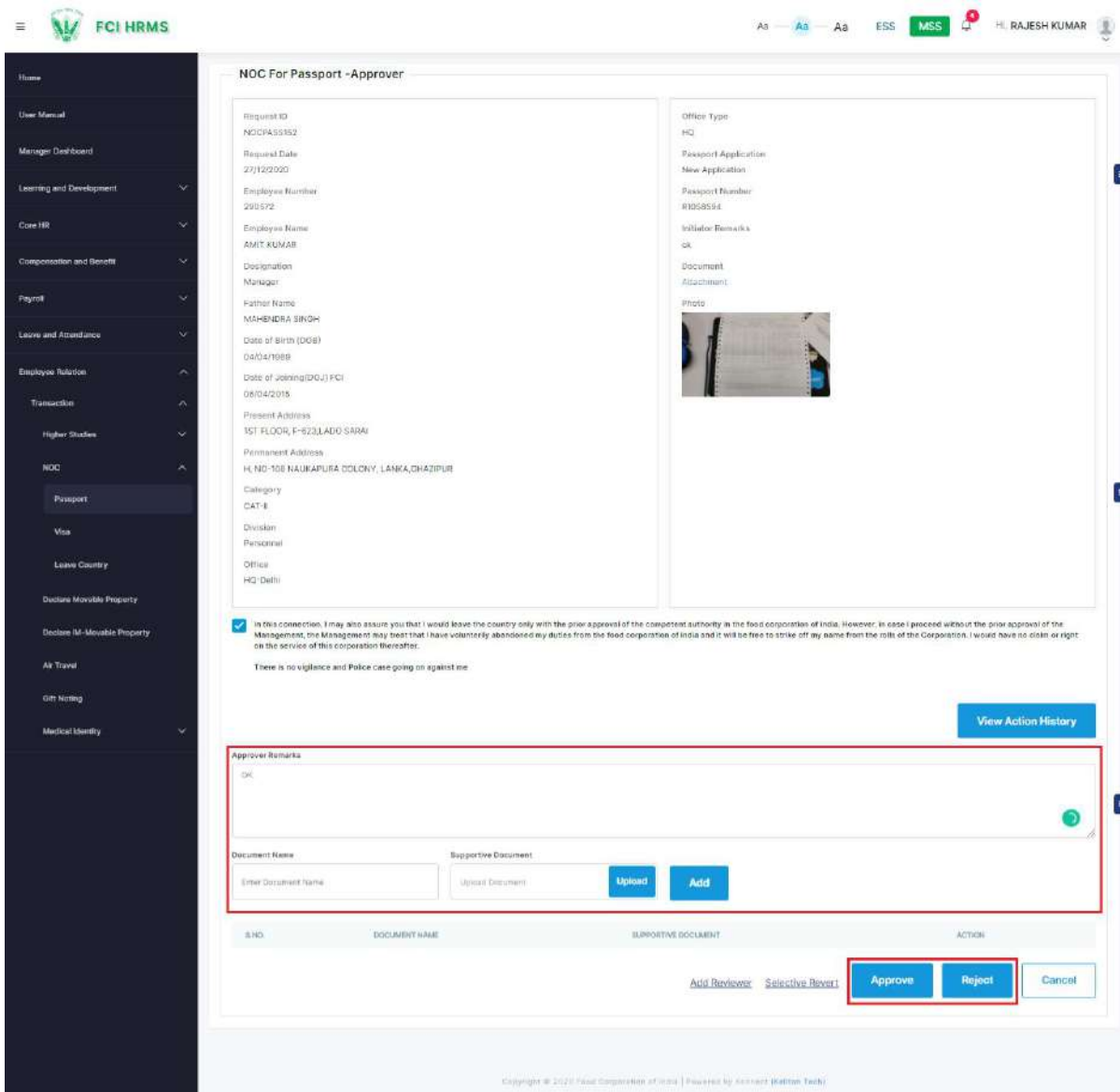


Figure 4-47: NOC for Passport Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-47.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-47.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

Passport Approver -Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status:

Show 10 entries Export to: Search:

REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUESTED DATE	STATUS	ACTION
NOCPASS141	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	18/12/2020	Pending Review	<input type="button" value="Eye"/>
NOCPASS142	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	18/12/2020	Pending Review	<input type="button" value="Eye"/>
NOCPASS145	143443	RAJIV SAXENA	HQ-Delhi	HQ	CAT-II	Finance	Manager	18/12/2020	Pending Review	<input type="button" value="Eye"/>
NOCPASS149	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	18/12/2020	Pending Review	<input type="button" value="Eye"/>
NOCPASS151	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	21/12/2020	Pending Review	<input type="button" value="Eye"/>
NOCPASS152	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	27/12/2020	Approved	<input type="button" value="Eye"/>
NOCPASS153	295779	PREYANK DAHYA	HQ-Delhi	HQ	CAT-III	Personnel	Assistant Grade - III	28/12/2020	Pending Review	<input type="button" value="Eye"/>
NOCPASS154	295779	PREYANK DAHYA	HQ-Delhi	HQ	CAT-III	Personnel	Assistant Grade - III	28/12/2020	Pending Review	<input type="button" value="Eye"/>
NOCPASS155	297813	KRISHAN AWATAR	ZO NORTH - NORDA	ZO	CAT-III	Personnel	Assistant Grade - III	28/12/2020	Pending Review	<input type="button" value="Eye"/>
NOCPASS156	107832	SHANKAR KIRISHNA KUDRAY	ZO (WEST) - MUMBAI	ZO	CAT-III	Personnel	Assistant Grade - I	29/12/2020	Pending Review	<input type="button" value="Eye"/>

Showing 1 to 10 of 17 entries.

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Figure 4-48: NOC for Passport Approve successful

The success message is displayed as shown

Success! Request has been approved successfully.

4.2.3 NOC for Visa

As an initiator (employee), there must be a provision to raise a request for NOC for any of the following:

- Request for Visa

So that the request is submitted for recommendations of reviewing authority

As reviewing authority (Reporting Manager, AGM, DGM, GM (P) and ED (P)), there must be a provision to validate the employee request for NOC coming through the proper channel or not and if so then there should be a provision to mark it as reviewed and forward it for recommendation of approving authority. However, on rejection the request will terminate and the employee will receive an email notification.

As an approving authority (MD, ED Zone, GM Zone, GM Region and DM), there must be provision to review the recommendation submitted by reviewing authority for the NOC request application and on approving the request, Personnel Division shall issue the relevant NOC order. However on rejection the request shall terminate.



- Step 1:** Employee will submit the request for NOC related to Visa through the proper channel as per requirement.
- Step 2:** Once the request submitted, reviewing authority (Reporting Manager and Personnel Division) will receive an email notification to review the employee request.
- Step 3:** Reviewing authority (Reporting Manager and Personnel Division) will validate the information and forward it to approving authority as a part of review. However on rejection the process terminates
- Step 4:** Approving authority will go through reviewer remarks and provides the recommendations to the request raised by employee.
- Step 5:** On approval of request employee and personnel division receive the confirmation notification and issue NOC order. However on rejection the process terminates.

4.2.3.1 Navigation

Left Navigation: Employee Relation >> Transactions >> NOC>> NOC for Visa

4.2.3.2 SLA

15 Days

4.2.3.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.3.1 to reach the NOC for Visa Landing Page as shown in Figure 4-49.

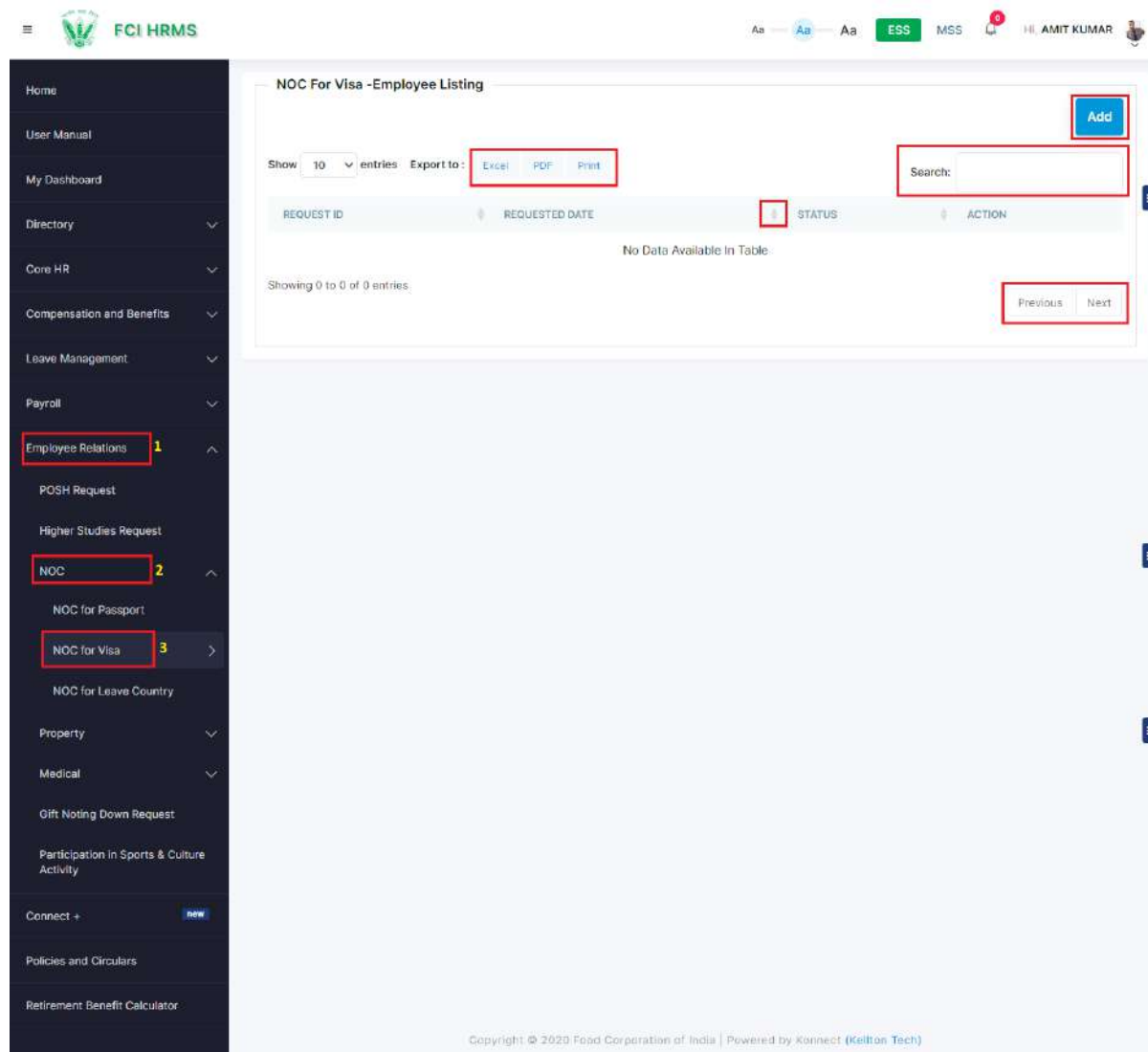
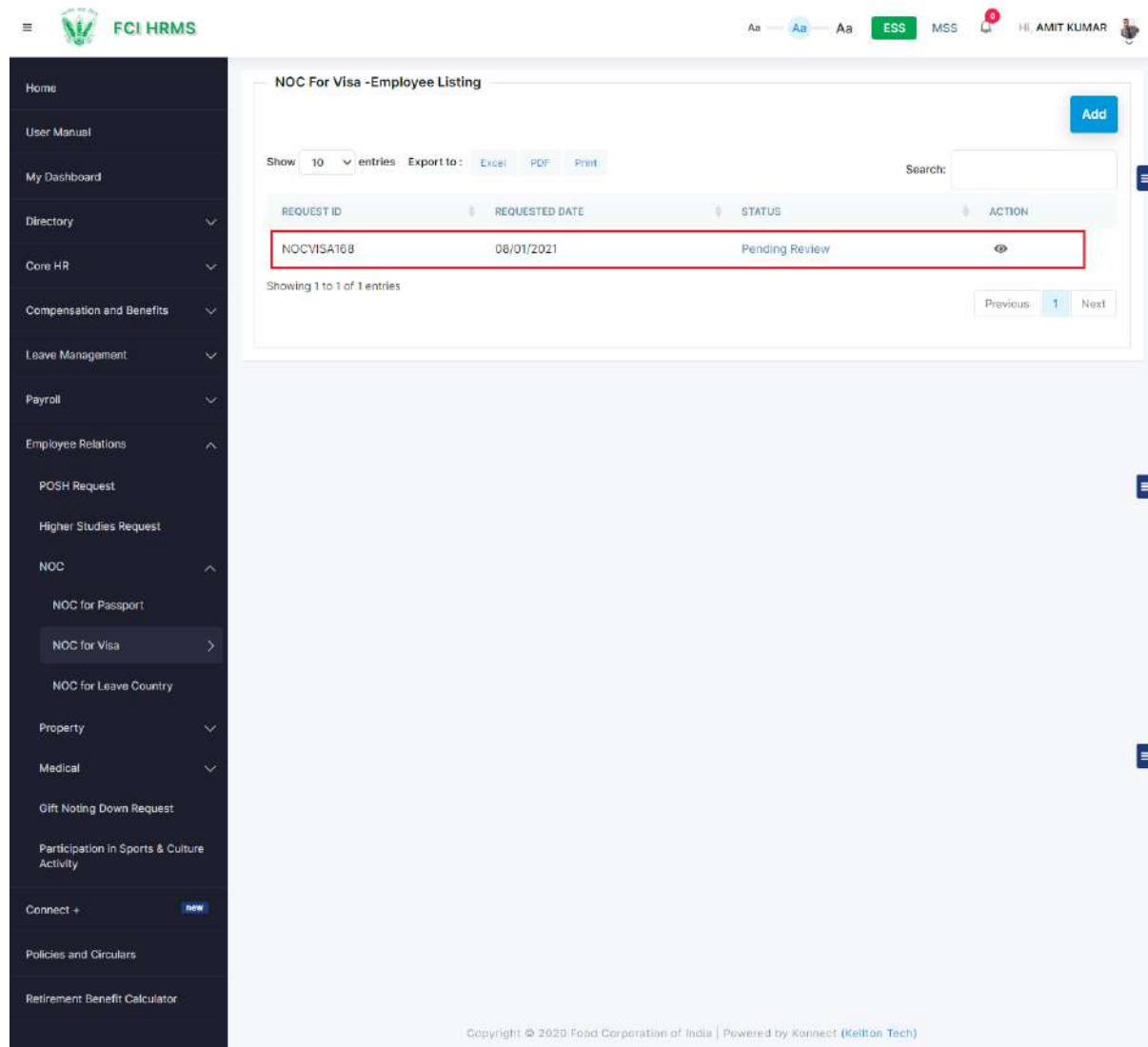


Figure 4-49: NOC for Visa

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

- Click on [Excel](#) [PDF](#) [Print](#) to export the table records in Excel, CSV format or print as per table columns.
- Click on [Search:](#) to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on [Previous](#) [1](#) [Next](#) to navigate table records
- Click on [Add](#) to add a new NOC for Visa Request in the table as mentioned in Section 4.2.3.4 – Add



The screenshot displays the 'NOC For Visa -Employee Listing' interface. It features a sidebar menu on the left with various HRMS options. The main content area shows a table with the following data:

REQUEST ID	REQUESTED DATE	STATUS	ACTION
NOCVISA168	08/01/2021	Pending Review	

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation buttons for 'Previous', '1', and 'Next'. The page also includes a search bar and export options (Excel, PDF, Print).

Figure 4-51: NOC for Visa Request Added

The success message will be displayed as



4.2.3.5 NOC for Visa Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-52

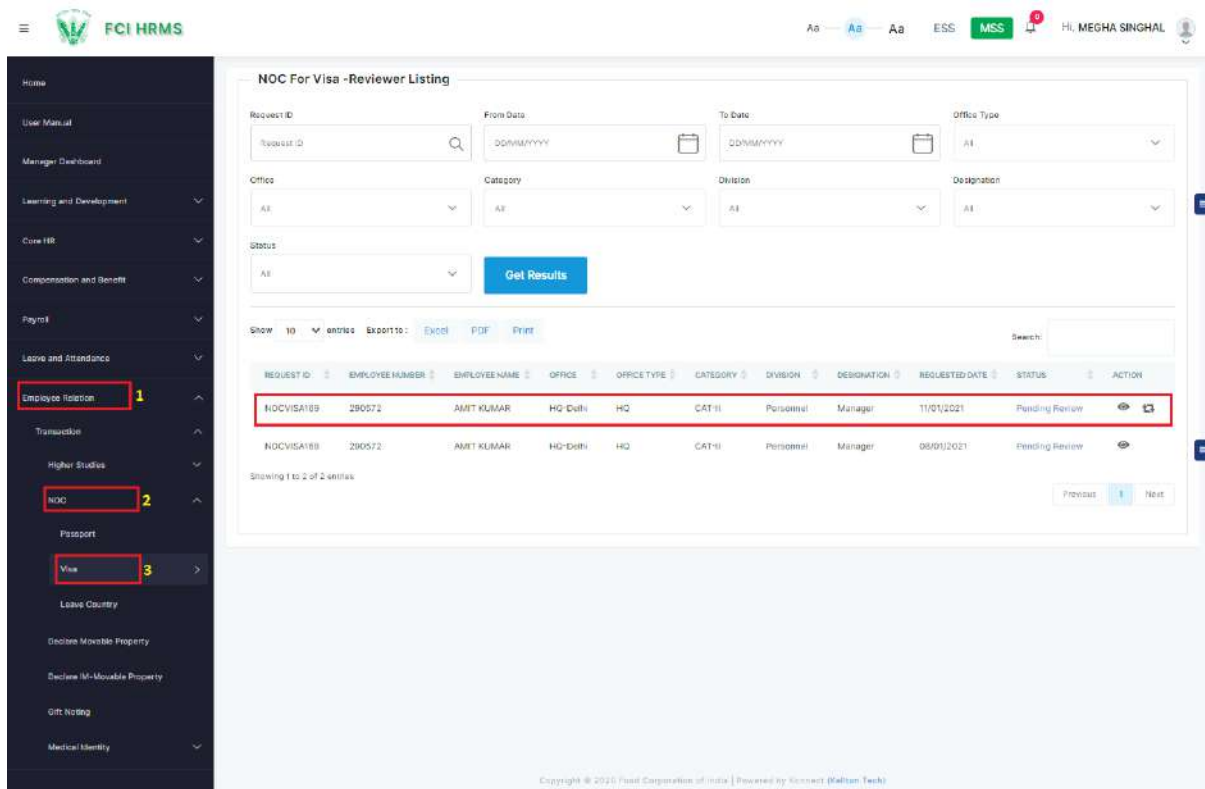



Figure 4-52 NOC for Visa Reviewer Landing

Click on  as shown in Figure 4-52, to land on Review NOC for Visa request screen as shown in Figure 4-53.

4.2.3.6 NOC for Visa Dispatch

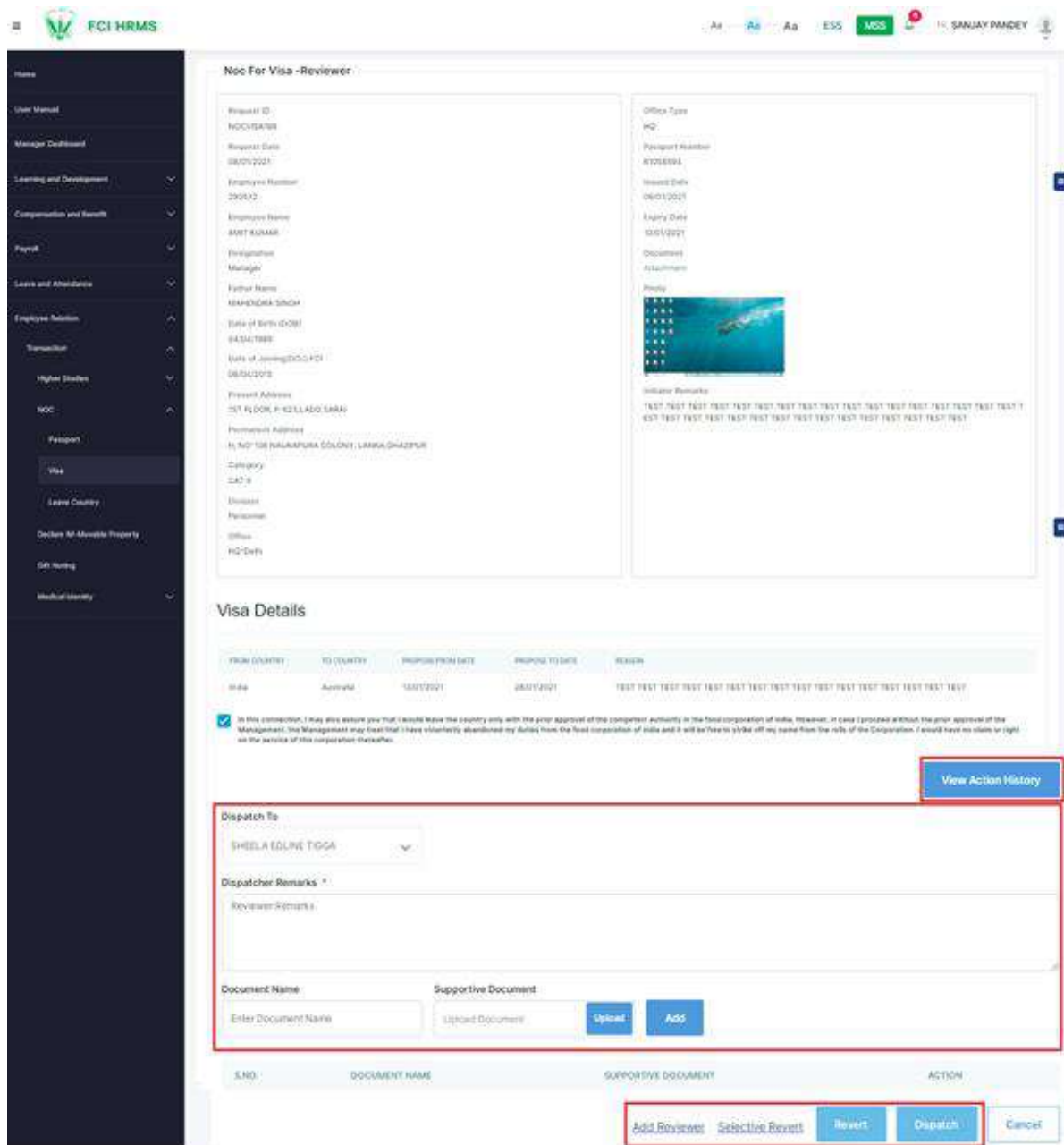


Figure 4-53 NOC for Visa Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-53.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on [Revert](#) to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.

- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4-54.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

Figure 4-55: NOC for Visa Review successful

The success message will be displayed as



4.2.3.8 NOC for Visa Approver Landing

The request will be forwarded to the approver’s landing page as shown in Figure 4-56

Figure 4-56: NOC for Visa Approver Landing

Click on as shown in Figure 4-56, to land on Approve Request as shown in Figure 4-57.

4.2.3.9 NOC for Visa Approve

The screenshot displays the 'NOC For Visa - Approver' interface. The top navigation bar includes the FCI HRMS logo and user information for H. RAJESH KUMAR. The left sidebar lists various HRMS modules, with 'Visa' selected under the 'NOC' category. The main content area is divided into two columns: 'Request ID' (NOCVISA168) and 'Office Type' (HQ). Below this, there are fields for 'Request Date' (08/01/2021), 'Employee Number' (290572), 'Employee Name' (AMIT KUMAR), 'Designation' (Manager), 'Father Name' (MAHENDRA SINGH), 'Date of Birth (DOB)' (04/04/1989), 'Date of Joining(DOJ) FCI' (06/04/2015), 'Present Address' (1ST FLOOR, F-623,LADO SARAI), 'Permanent Address' (H, NO-10B NAUKAPURA COLONY, LANKA, GHAZIPUR), 'Category' (CAT-II), 'Division' (Personnel), and 'Office' (HQ-Delhi). A 'Photo' field shows a placeholder image. The 'Initiator Remarks' field contains a series of 'TEST' characters. Below this is a 'View Action History' button. The 'Visa Details' section features a table with columns: FROM COUNTRY, TO COUNTRY, PROPOSE FROM DATE, PROPOSE TO DATE, and REASON. The table contains one entry: India, Australia, 13/01/2021, 28/01/2021, and TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST. Below the table is a checkbox with a note: 'In this connection, I may also assure you that I would leave the country only with the prior approval of the competent authority in the food corporation of India. However, in case I proceed without the prior approval of the Management, the Management may treat that I have voluntarily abandoned my duties from the food corporation of India and it will be free to strike off my name from the rolls of the Corporation. I would have no claim or right on the service of this corporation thereafter.' Below the note is another 'View Action History' button. The 'Approver Remarks' field contains 'OK'. Below this is a 'Document Name' field with 'Enter Document Name' and an 'Upload Document' button, and a 'Supportive Document' field with an 'Upload' button and an 'Add' button. At the bottom, there is a table with columns: S.NO., DOCUMENT NAME, SUPPORTIVE DOCUMENT, and ACTION. The 'Approve' button is highlighted with a red box.

Figure 4-57: NOC for Visa Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-57.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-57.

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

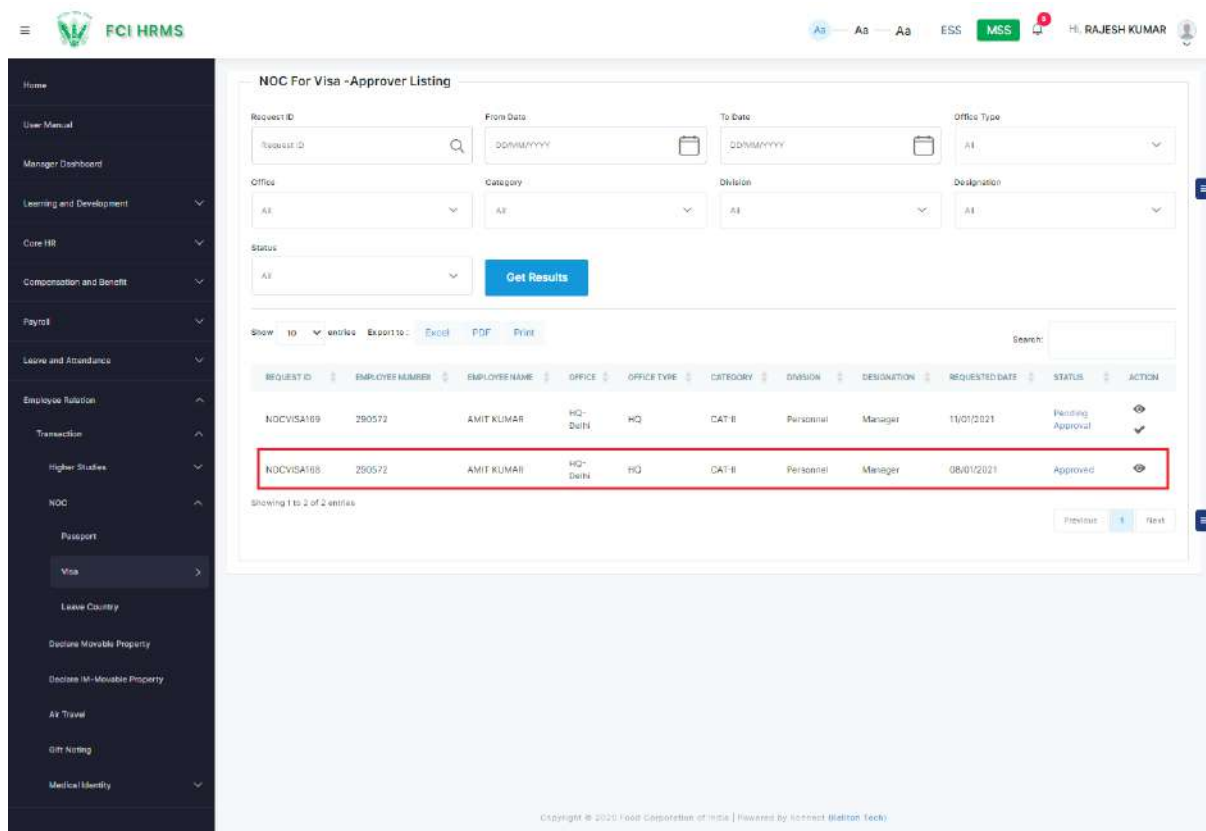


Figure 4-58: NOC for Visa Approve successful

The success will be displayed as



4.2.4 NOC to Leave Country

As an initiator (employee), there must be a provision to raise a request for NOC for any of the following:

- Request for Leave Country

So that the request is submitted for recommendations of reviewing authority

As reviewing authority (Reporting Manager, AGM, DGM, GM (P) and ED (P)), there must be a provision to validate the employee request for NOC coming through the proper channel or not and if so then there should be a provision to mark it as reviewed and forward it for recommendation of approving authority. However, on rejection the request will terminate and the employee will receive an email notification.

As an approving authority (MD, ED Zone, GM Zone, GM Region and DM), there must be provision to review the recommendation submitted by reviewing authority for the NOC request application and on approving the request, Personnel Division shall issue the relevant NOC order. However on rejection the request shall terminate.



- Step 1:** Employee will submit the request for NOC related to Leave Country through the proper channel as per requirement.
- Step 2:** Once the request submitted, reviewing authority (Reporting Manager and Personnel Division) will receive an email notification to review the employee request.
- Step 3:** Reviewing authority (Reporting Manager and Personnel Division) will validate the information and forward it to approving authority as a part of review. However on rejection the process terminates
- Step 4:** Approving authority will go through reviewer remarks and provides the recommendations to the request raised by employee.
- Step 5:** On approval of request employee and personnel division receive the confirmation notification and issue NOC order. However on rejection the process terminates.

4.2.4.1 Navigation

Left Navigation: Employee Relation >> NOC>> NOC to Leave Country

4.2.4.2 SLA

21 Days

4.2.4.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.4.1 to reach the NOC to Leave Country Landing Page as shown in Figure 4-59

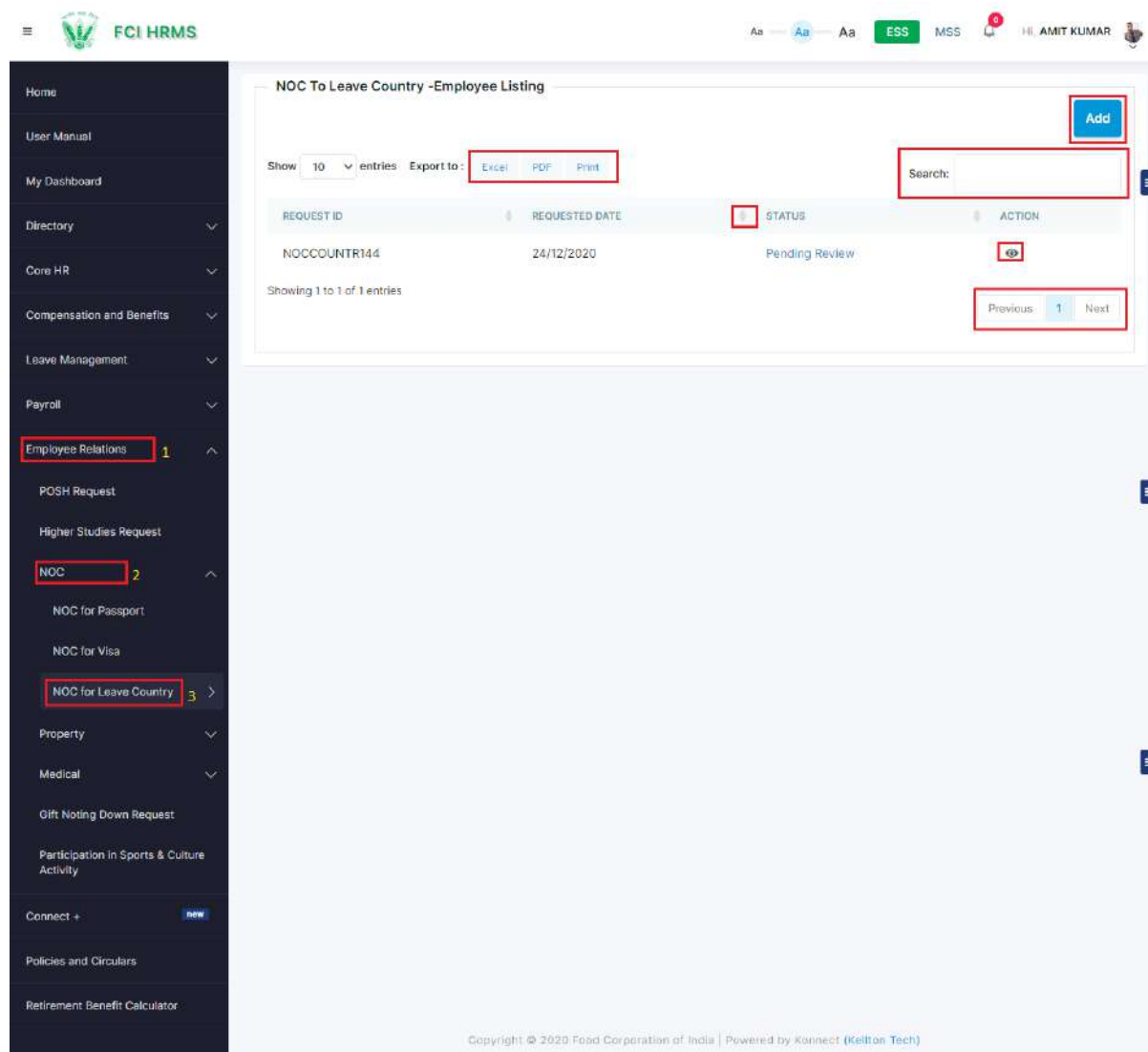


Figure 4-59: NOC to Leave Country

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

- Click on  to export the table records in Excel, CSV format or Print as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to add a new NOC for Leave Country Request in the table as mentioned in Section 4.2.4.4 – Add

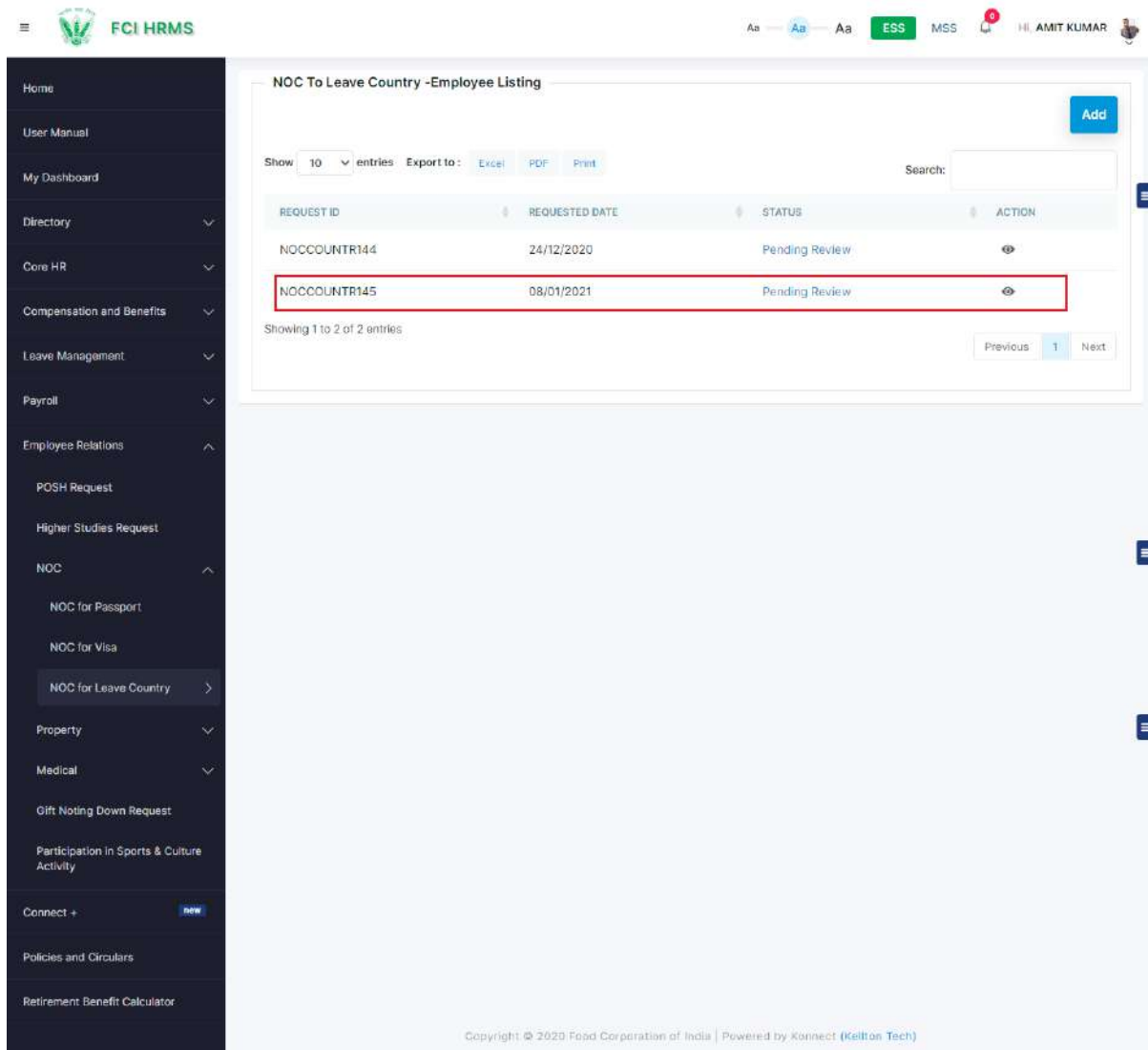


Figure 4-61: NOC to Leave Country Request Added

The success message will be displayed as




4.2.4.5 NOC to Leave Country Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-62

The screenshot displays the 'NOC To Leave Country - Reviewer Listing' page in the FCI HRMS system. The left sidebar contains a navigation menu with 'Employee Relation' (1), 'NOC' (2), and 'Leave Country' (3) highlighted. The main content area includes a search form with the following fields: Request ID (with a search icon), From Date (DD/MM/YYYY), To Date (DD/MM/YYYY), Office Type (dropdown), Office (dropdown), Category (dropdown), Division (dropdown), Designation (dropdown), and Status (dropdown). A 'Get Results' button is located below the search form. The search results are displayed in a table with the following columns: REQUEST ID, EMPLOYEE NUMBER, EMPLOYEE NAME, OFFICE, OFFICE TYPE, CATEGORY, DIVISION, DESIGNATION, REQUESTED DATE, STATUS, and ACTION. The table contains two entries, both with a status of 'Pending Review'. The first entry has a Request ID of NOCCOUNTRY144, Employee Number 290572, Employee Name AMIT KUMAR, Office HQ-Delhi, Office Type HQ, Category CAT-II, Division Personnel, Designation Manager, and Requested Date 24/12/2020. The second entry has a Request ID of NOCCOUNTRY145, Employee Number 290572, Employee Name AMIT KUMAR, Office HQ-Delhi, Office Type HQ, Category CAT-II, Division Personnel, Designation Manager, and Requested Date 08/01/2021. The table shows 'Showing 1 to 2 of 2 entries' and includes 'Previous', '1', and 'Next' pagination controls. The footer of the page reads 'Copyright © 2020 Food Corporation of India | Powered by Komnect (Kallian Tech)'.

Figure 4-62 NOC to Leave Country Reviewer Landing

Click on  as shown in Figure 4-62, to land on NOC to Leave Country Review screen as shown in Figure 4-63.

4.2.4.6 NOC to Leave Country Dispatch

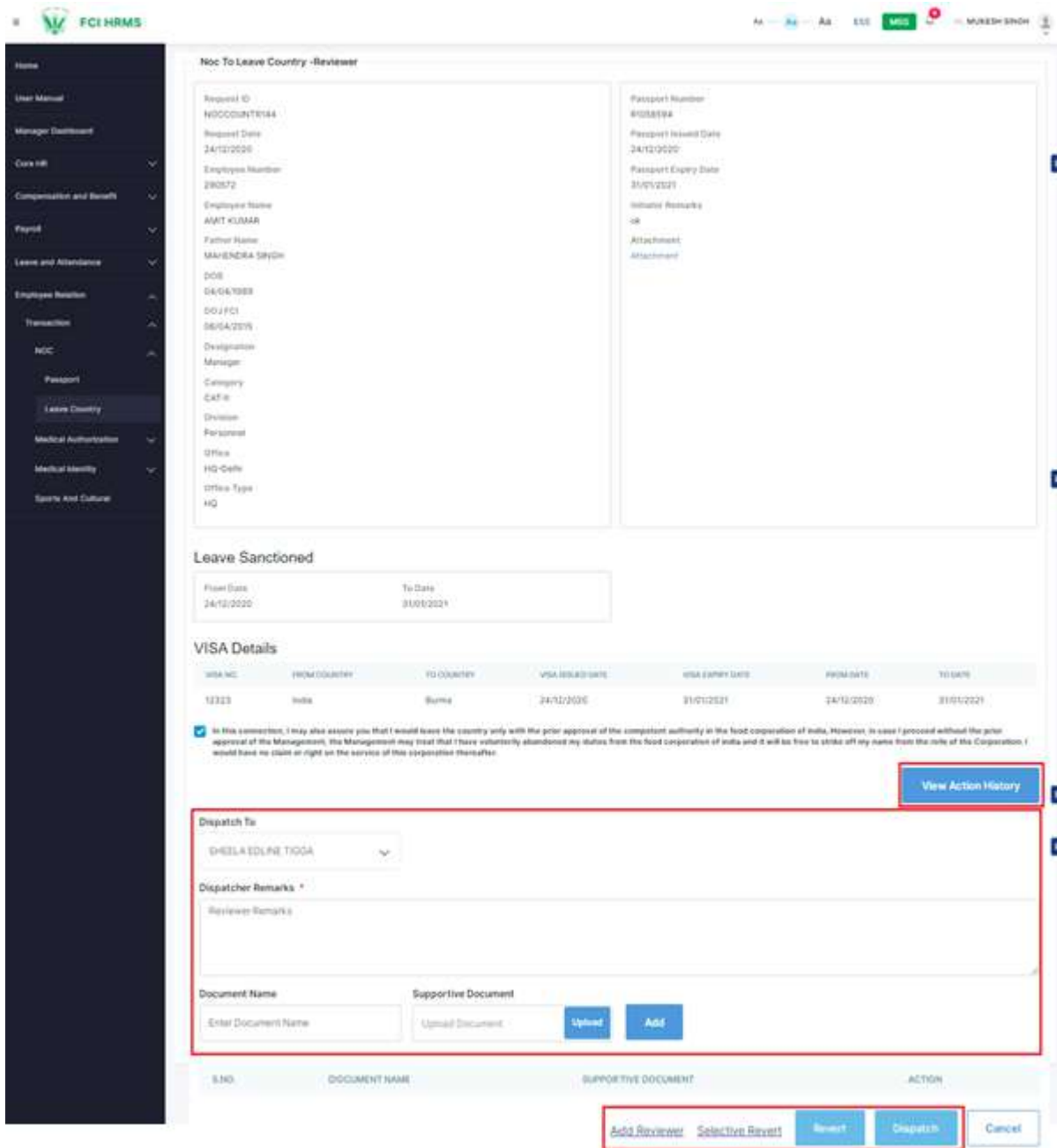




Figure 4-63 NOC for Leave Country Dispatcher

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-63.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. [Please Refer Section 5.1.1 for Add Reviewer]

- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.
- Click on  to dispatch the request and a success message will be displayed as per below image.

Request has been dispatched successfully.

4.2.4.7 NOC to Leave Country Review

The screenshot displays the 'NOC To Leave Country -Reviewer' interface. It includes a sidebar with navigation options like 'Home', 'User Manual', and 'Leave Country'. The main content area is divided into several sections: 'Request ID' (NOCCOUNTRY44), 'Request Date' (24/12/2020), 'Employee Number' (290572), 'Employee Name' (AMIT KUMAR), 'Father Name' (MAHENDRA SINGH), 'DOB' (04/04/1989), 'DOJ FCI' (06/04/2015), 'Designation' (Manager), 'Category' (CAT-II), 'Division' (Personnel), 'Office' (HQ-Delhi), and 'Office Type' (HQ). The 'Passport' section shows 'Passport Number' (R1058594), 'Passport Issued Date' (24/12/2020), and 'Passport Expiry Date' (31/01/2021). The 'Leave Sanctioned' section shows 'From Date' (24/12/2020) and 'To Date' (31/01/2021). The 'VISA Details' table lists visa information for India to Burma, issued on 24/12/2020 and expiring on 31/01/2021. A checkbox is checked with the text: 'In this connection, I may also assure you that I would leave the country only with the prior approval of the competent authority in the food corporation of India. However, in case I proceed without the prior approval of the Management, the Management may treat that I have voluntarily abandoned my duties from the food corporation of India and it will be free to strike off my name from the rolls of the Corporation. I would have no claim or right on the service of this corporation thereafter.' The 'Reviewer Remarks' field contains 'ok'. The 'Supportive Document' section has an 'Upload Document' button and an 'Add' button. At the bottom, there are buttons for 'Add Reviewer', 'Selective Revert', 'Review', 'Revert', and 'Cancel'. The footer contains the text: 'Copyright © 2020 Food Corporation of India | Powered by Kinnect (Wellton Tech)'.

Figure 4-64: NOC to Leave Country Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-64.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4-64.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

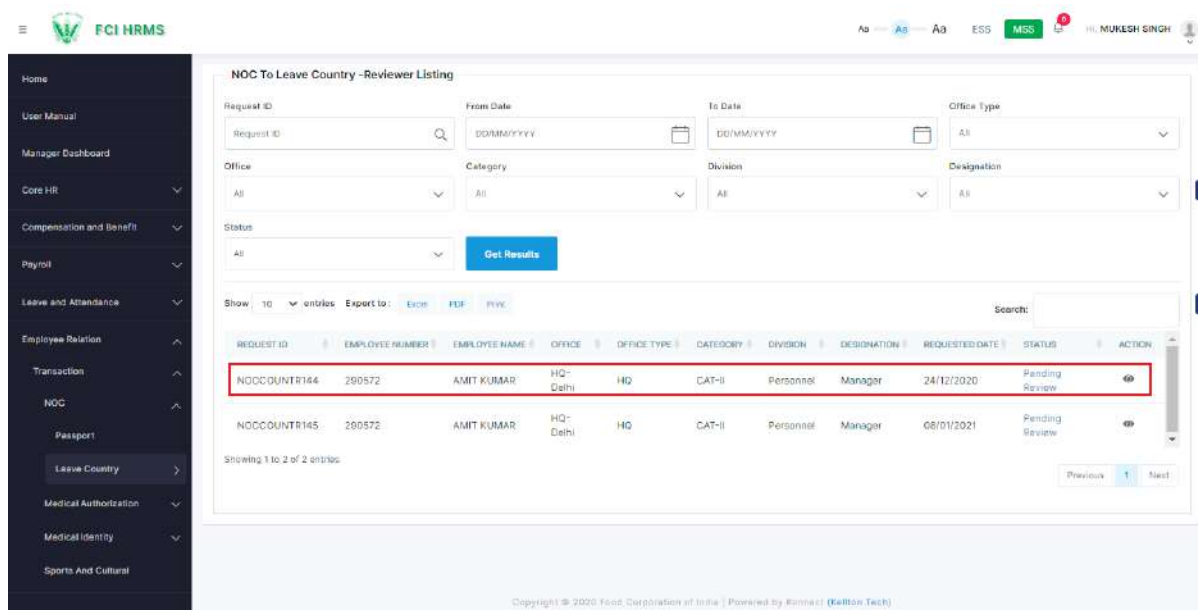


Figure 4-65: NOC to Leave Country Review successful

The success message will be displayed as

Success Request has been reviewed successfully.


4.2.4.8 NOC to Leave Country Approver Landing

The request will be forwarded to the approver’s landing page as shown in Figure 4-66

Employee Relations User Manual Version 2.2



Figure 4-66: NOC to Leave Country Approver Landing

Click on  as shown in Figure 4-66, to land on Approve Request as shown in Figure 4-67.

4.2.4.9 NOC to Leave Country Approve

NOC To Leave Country - Approver

Request ID: NOCCOUNTRY144
 Request Date: 24/12/2020
 Employee Number: 290572
 Employee Name: AMIT KUMAR
 Father Name: MAHENDRA SINGH
 DOB: 04/04/1989
 DOJ FCI: 06/04/2015
 Designation: Manager
 Category: CAT-II
 Division: Personnel
 Office: HQ-Delhi
 Office Type: HQ

Passport Number: R1058594
 Passport Issued Date: 24/12/2020
 Passport Expiry Date: 31/01/2021
 Initiator Remarks: ok
 Attachment: Attachment

Leave Sanctioned

From Date: 24/12/2020 To Date: 31/01/2021

VISA Details

VISA NO.	FROM COUNTRY	TO COUNTRY	VISA ISSUED DATE	VISA EXPIRY DATE	FROM DATE	TO DATE
12323	India	Burma	24/12/2020	31/01/2021	24/12/2020	31/01/2021

In this connection, I may also assure you that I would leave the country only with the prior approval of the competent authority in the food corporation of India. However, in case I proceed without the prior approval of the Management, the Management may treat that I have voluntarily abandoned my duties from the food corporation of India and it will be free to strike off my name from the rolls of the Corporation. I would have no claim or right on the service of this corporation thereafter.

[View Action History](#)

Approver Remarks
OK

Document Name **Supportive Document**

Enter Document Name Upload Document

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

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Figure 4-67: NOC to Leave Country Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-67.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-68.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

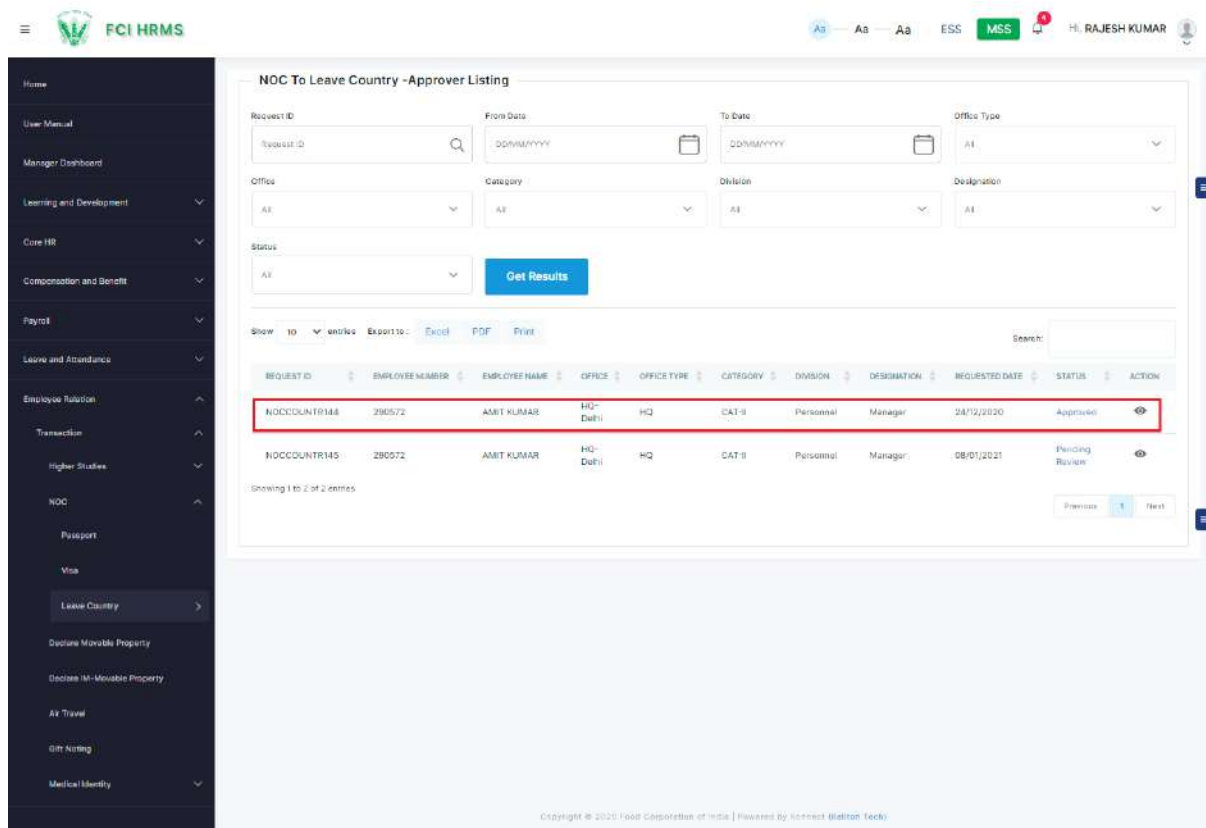


Figure 4-68: NOC to Leave Country Approve successful

The success will be displayed as



4.2.5 Movable Property Declaration

Award of Permission for Acquisition of Movable by FCI Employee-At the hour of arrangement, employees are required to present all assets and liabilities in the endorsed Performa, giving full points of interest with respect to movable properties acquired, claimed or procured by them, either in their own name or in the name of any Member of his family, and offers, debentures, and money, including bank stores acquired by them. In case, an employee wants to purchase or dispose of any movable property, then the permission must be taken from the concerned authority before completing any such action. If there should be an occurrence of such movable properties earlier, authorization isn't required if the worth doesn't surpass the sum determined in the guidelines given every once in a while. Be that as



it may, earlier consent is required when the other individual engaged with the exchange has official dealings with the Government Servant, or when the buy isn't being produced using a rumored vendor of the thing.

Step 1: Employee will declare the movable and immovable of property in the system with the required information on an annual basis.

Step 2: Once the employee has declared the property, reviewing authority (Manager Personnel Division) will receive the email notification for the review of the request.

Step 3: Reviewing Authority will review the declaration form submitted by employee and forward the request for the further recommendation of approving authority. However, reviewing authority may revert the request in case of discrepancies in the request.

Step 4: Approving authority will receive an email notification to review the recommendations of the reviewing authority on property declaration made by the employee. On approval, the service book of the employee shall be updated with recent declaration details. However in case of rejection, the request shall terminate.

4.2.5.1 Navigation

Left Navigation: Employee Relation >> Property>> Movable Property Request

4.2.5.2 SLA

21 Days

4.2.5.3 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.5.1 to reach the Declare Movable Property Landing Page as shown in Figure 4-69

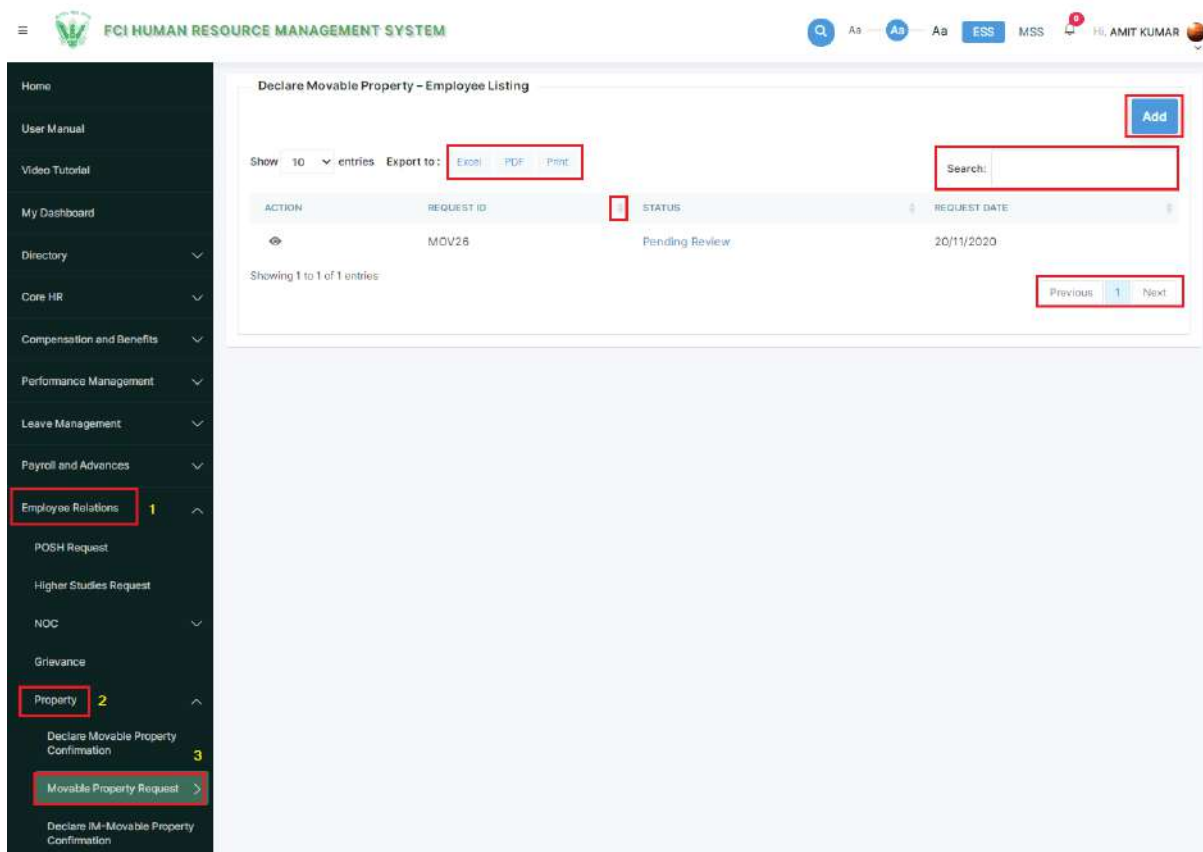


Figure 4-69: Movable Property Declaration

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

- Click on to export the table records in Excel, CSV format or print as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to add a new Movable Property Request in the table as mentioned in Section 4.2.5.4 – Add

4.2.5.4 Add

Click on to open the Movable Property request form as shown in Figure 4-70

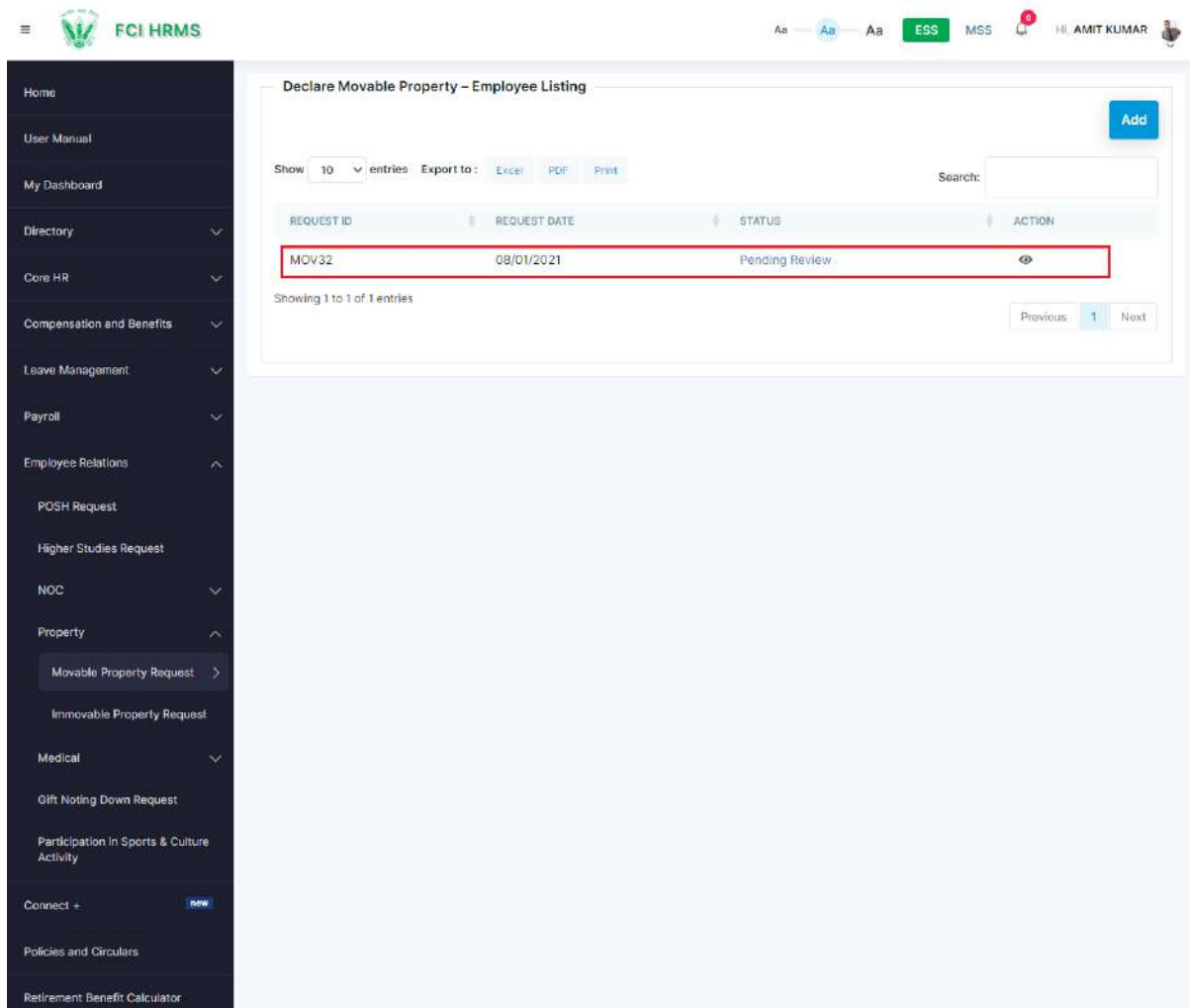


Figure 4-71: Movable Property Declaration Request Added

The success message will be displayed as

Success! Record Add Successfully!

4.2.5.5 Movable Property Request Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-72

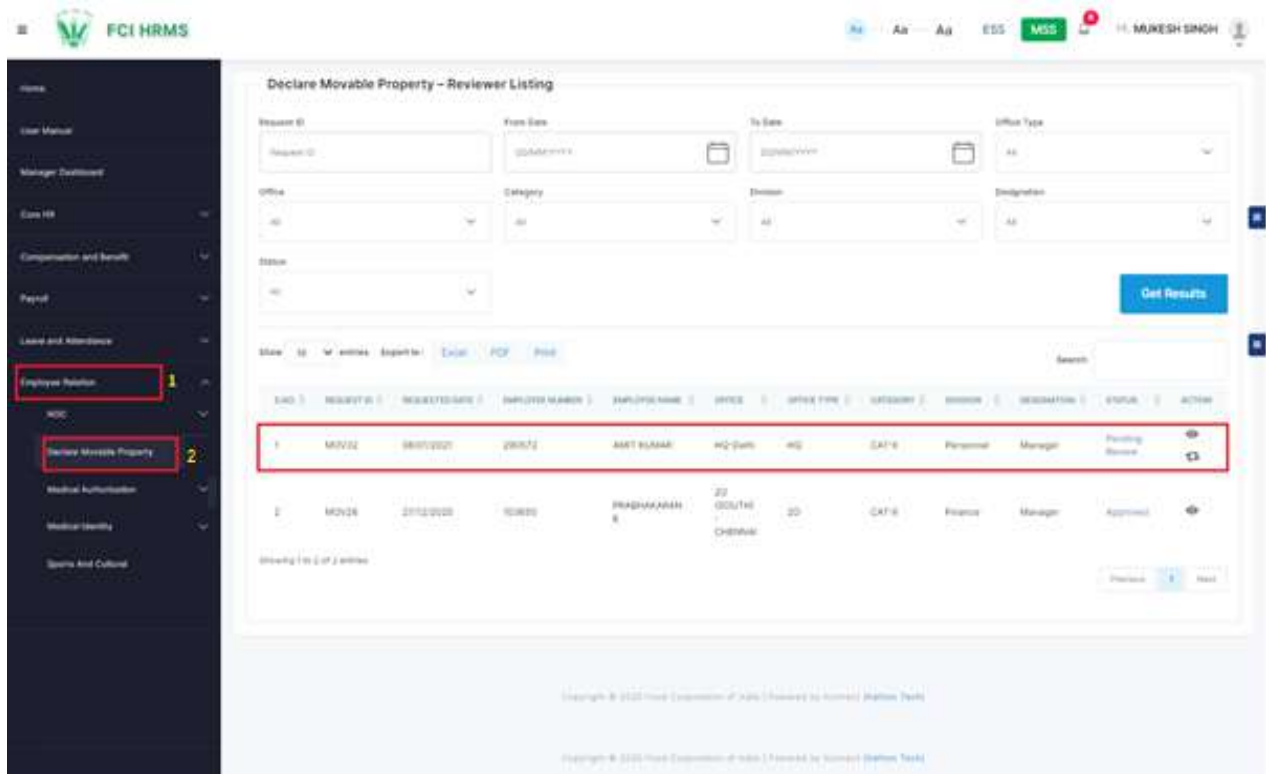


Figure 4-72: Movable Property Declaration Reviewer Landing

Click on as shown in Figure 4-72, to land on Review Movable Property Declaration request screen as shown in Figure 4-73.

4.2.5.6 Movable Property Declaration Dispatch

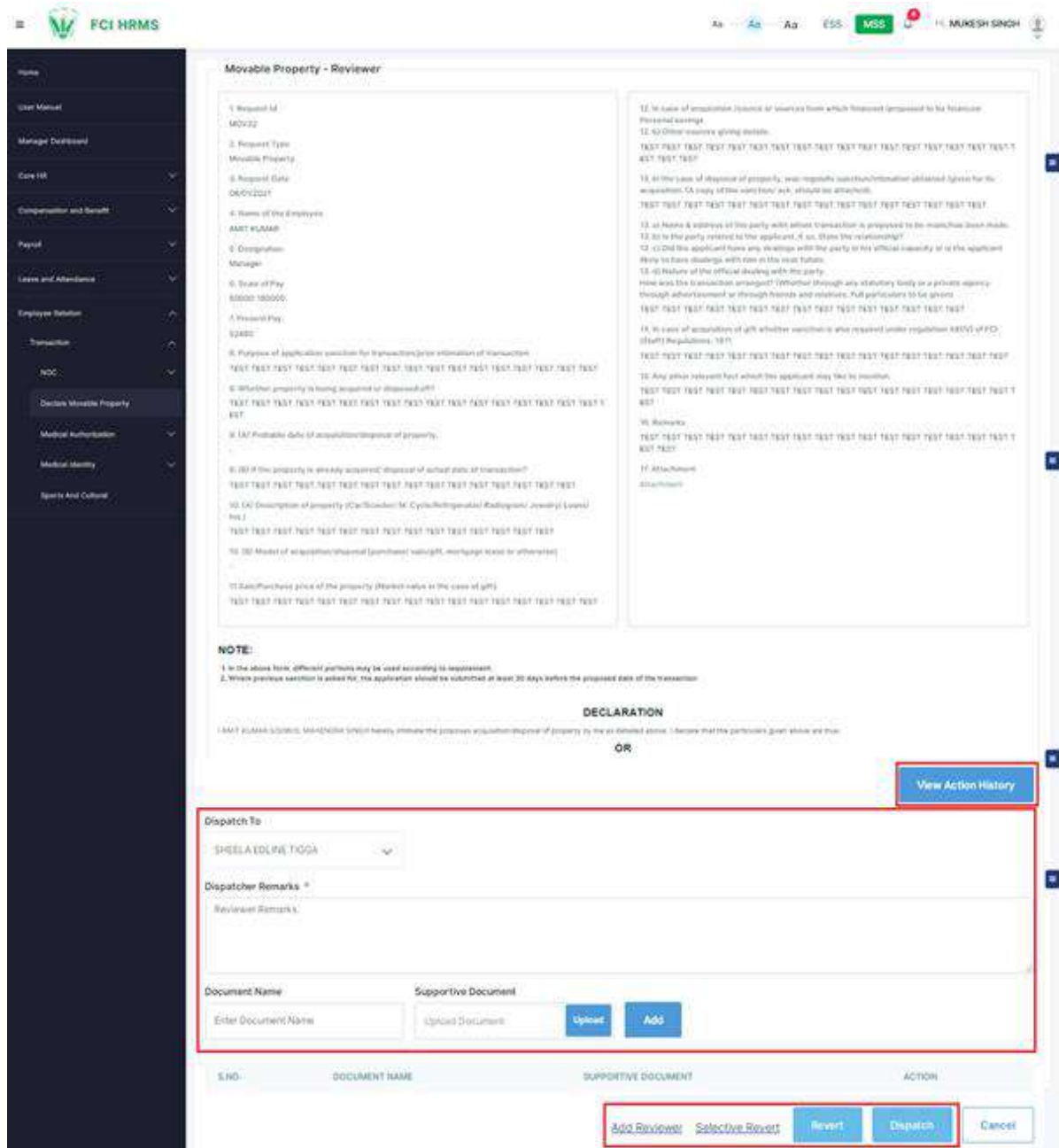


Figure 4-74 Movable Property Declaration Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-74.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on [Revert](#) to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.

- Click on **Dispatch** to dispatch the request and a success message will be displayed as per below image.

Request has been dispatched successfully. ✕

4.2.5.7 Movable Property Declaration Review

The screenshot displays the 'Movable Property - Reviewer' interface. It includes a sidebar with navigation options like 'Home', 'User Manual', 'Manager Dashboard', 'Core HR', 'Compensation and Benefit', 'Payroll', 'Leave and Attendance', 'Employee Relation', 'Transaction', 'NOC', 'Declare Movable Property', 'Medical Authorization', 'Medical Identity', and 'Sports And Culture'. The main content area contains a form with 17 numbered sections for property details, a 'NOTE' section, a 'DECLARATION' section with 'OR' options, a 'Reviewer Remarks' text area, and a 'Supportive Document' upload section. At the bottom, there are buttons for 'Add Reviewer', 'Selective Review', 'Review', 'Revert', and 'Cancel'. A red box highlights the 'Review' and 'Revert' buttons.

Figure 4-75: Movable Property Declaration Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-75.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4-75.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

Declare Movable Property - Reviewer Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status:

Get Results

S.NO	REQUEST ID	REQUESTED DATE	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	STATUS	ACTION
1	MOV32	06/07/2021	295572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personal	Manager	Pending Review	
2	MOV28	27/12/2020	103650	PRABHAKARAN E	ZO (SOUTH) - CHENNAI	ZO	CAT-II	Finance	Manager	Approved	

Showing 1 to 2 of 2 entries

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Figure 4-76: Movable Property Declaration Review successful

The success will be displayed as



4.2.5.8 Movable Property Declaration Request Approver Landing

The request will be forwarded to the approver’s landing page as shown in Figure 4-77

Figure 4-77: Movable Property Declaration Approver Landing

Click on ✓ as shown in Figure 4-77, to land on Approve Request as shown in Figure 4-78.

4.2.5.9 Movable Property Declaration Approve

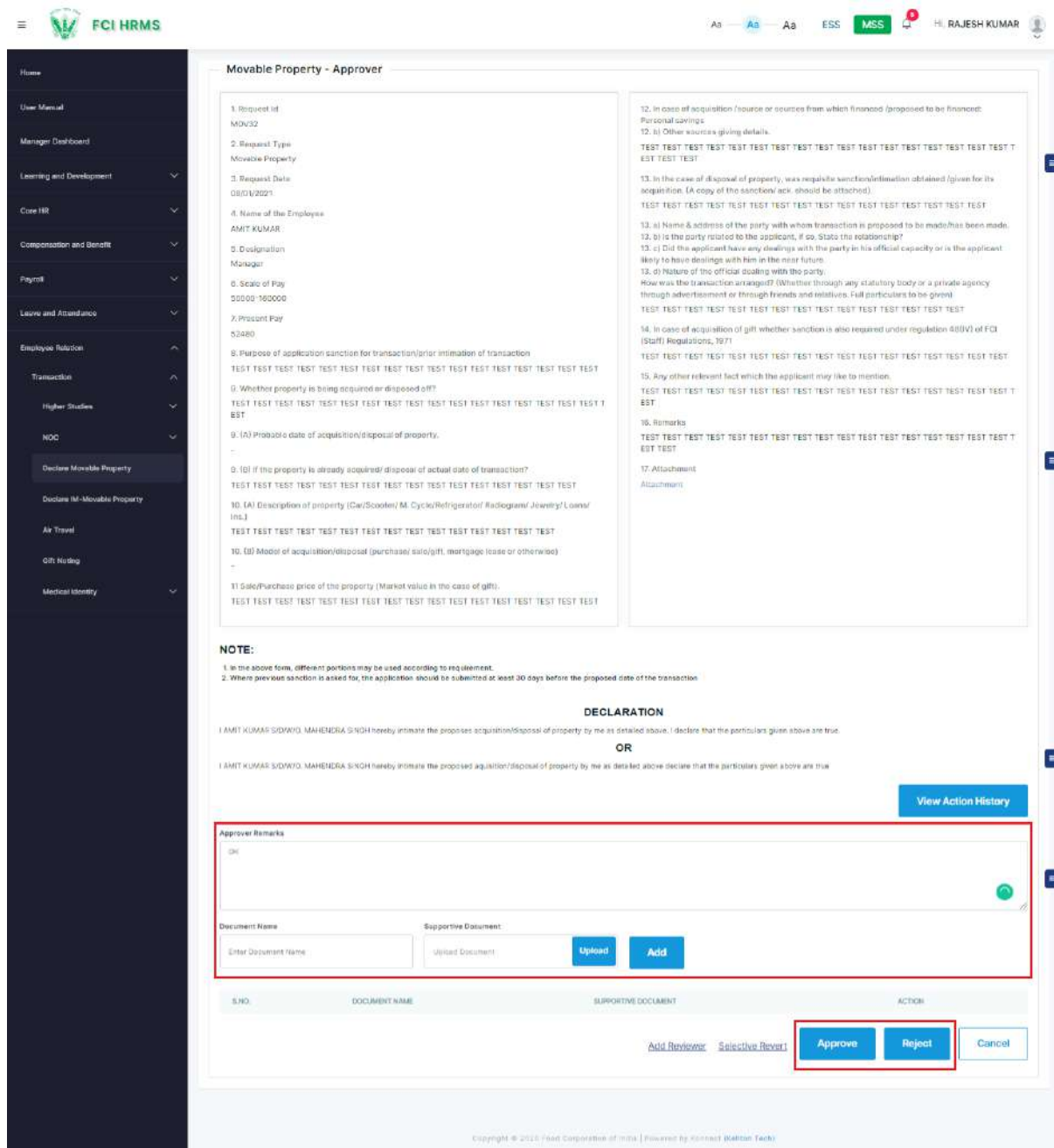


Figure 4-78: Movable Property Declaration Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-78.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-78.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

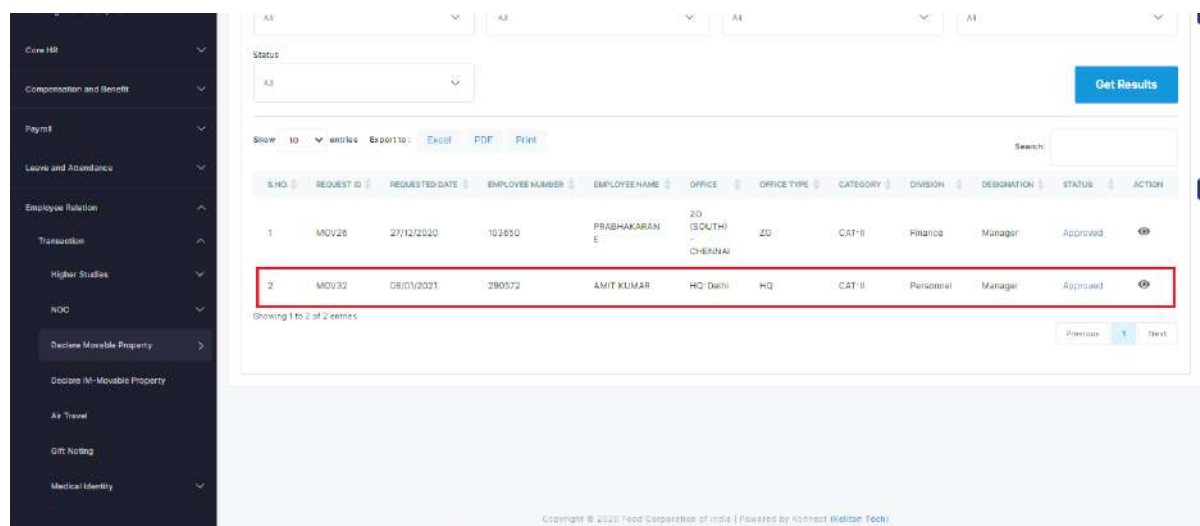


Figure 4-79: Immovable Property Declaration Approve successful

The success will be displayed as



4.2.6 Immovable Property Declaration

FCI employees must submit/take permission from the concerned department before purchasing or disposing any immovable property such as Land, House, and more. No representative will, aside from with the past information on the recommended position, gain or discard any steadfast property, by rent, contract, buy, deal, blessing or generally either in his/her own name or for the sake of any Member in his/her family.

- Step 1:** Employee will declare the immovable property in the system with the required information on an annual basis.
- Step 2:** Once the employee has declared the property, reviewing authority (Manager Personnel Division) will receive the email notification for the review of the request.
- Step 3:** Reviewing Authority will review the declaration form submitted by employee and forward the request for the further recommendation of approving authority. However, reviewing authority may revert the request in case of discrepancies in the request.
- Step 4:** Approving authority will receive an email notification to review the recommendations of the reviewing authority on property declaration made by the employee. On approval, the service book of the employee shall be updated with recent declaration details. However in case of rejection, the request shall terminate.

4.2.6.1 Navigation

Left Navigation: Employee Relation >> Property>> Immovable Property Request

4.2.6.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.6.1 to reach the Immovable Property Landing Page as shown in Figure 4-80

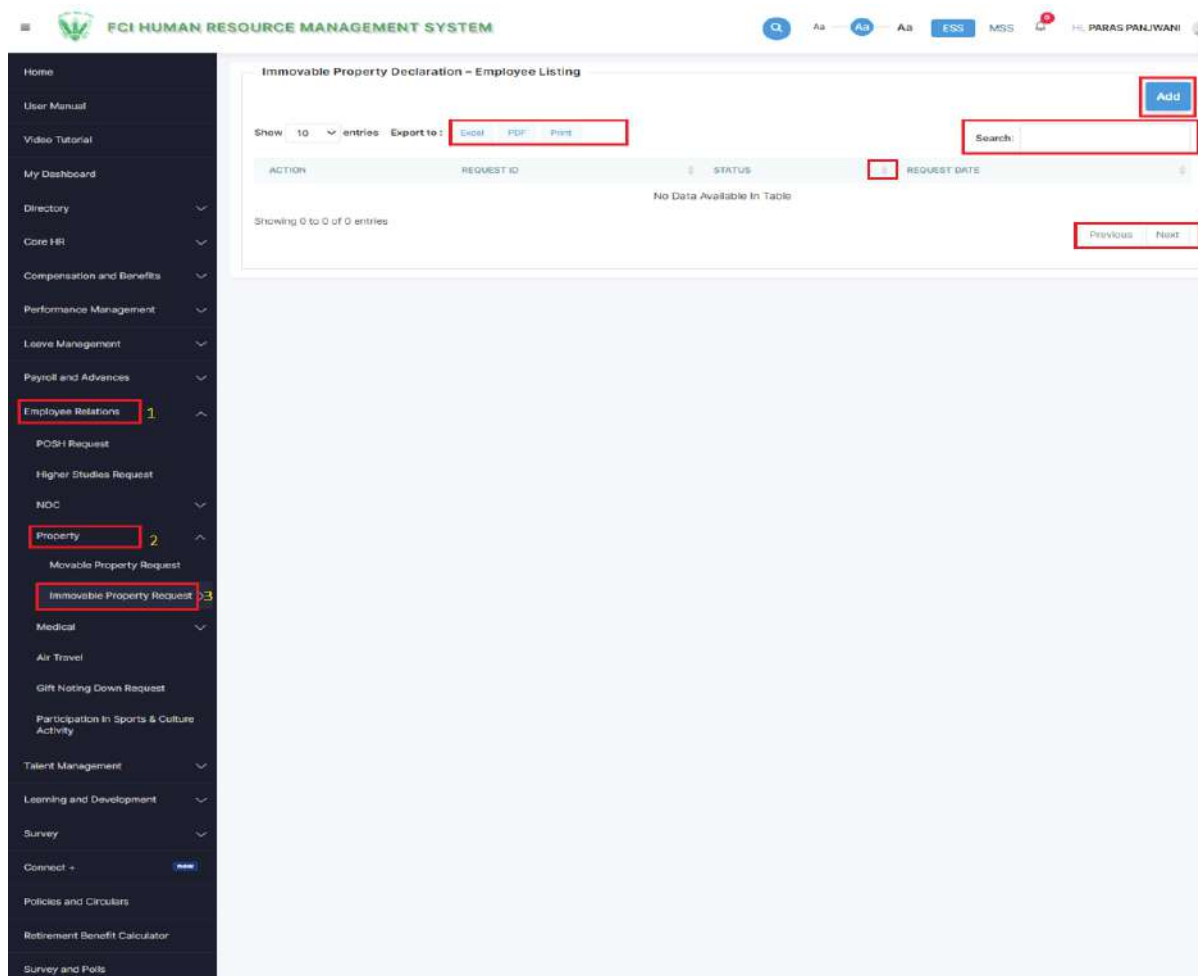



Figure 4-81: Immovable Property Declaration- Employee Listing

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

- Click on [Excel](#), [PDF](#), [Print](#) to export the table records in Excel, CSV format or print as per table columns.
- Click on [Search:](#) to enter a search query that shall search the table records.
- Click on [↑](#) to sort the table records in ascending order or descending order of entries.
- Click on [Previous](#) [1](#) [Next](#) to navigate table records
- Click on [Add](#) to add a new Immovable Property Request in the table as mentioned in Section 4.2.6.3 – Add


4.2.6.3 Add

Click on  to open the Immovable Property form as shown in Figure 4-82

The screenshot displays the 'Immovable Property Declaration - Employee' form within the FCI HRMS interface. The form includes the following sections:

- Header:** Request Type, Request Date, Name of the Employee, Designation.
- Property Details:** Immovable Property, Scale of Pay, Payscale Pay.
- Acquisition Information:** Purpose of application, Whether property is being acquired or disposed off, Mode of acquisition/disposal, Full details about location, Description of the property, Whether lease hold or lease hold, Whether the applicant's interest in the property is in full or partial, and whether the transaction is not exclusively in the name of the Government servant.
- Financial and Other Details:** Sale/lease price of the property, In case of acquisition, source of source from which financed/proposed to be financed, Patrimonial savings, Other sources giving details.
- Declaration Section:** A section where the employee declares the proposed acquisition/disposal of property by one as detailed above. It includes a checkbox for 'I PARAS PAIN/DESI hereby declare that the particulars given above are true and correct' and a 'Submit' button.

Figure 4-82: Immovable Property Declaration Request

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

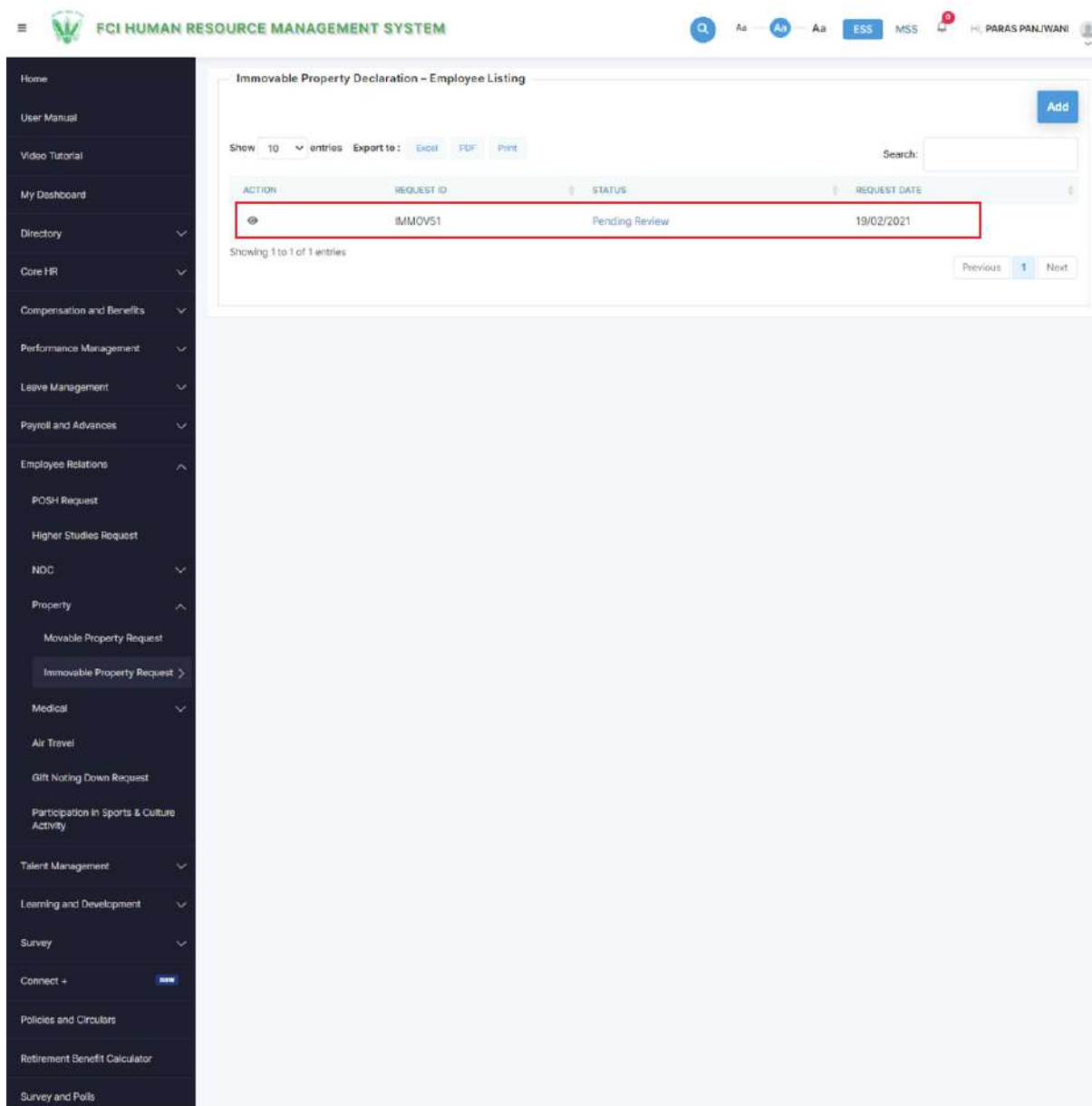


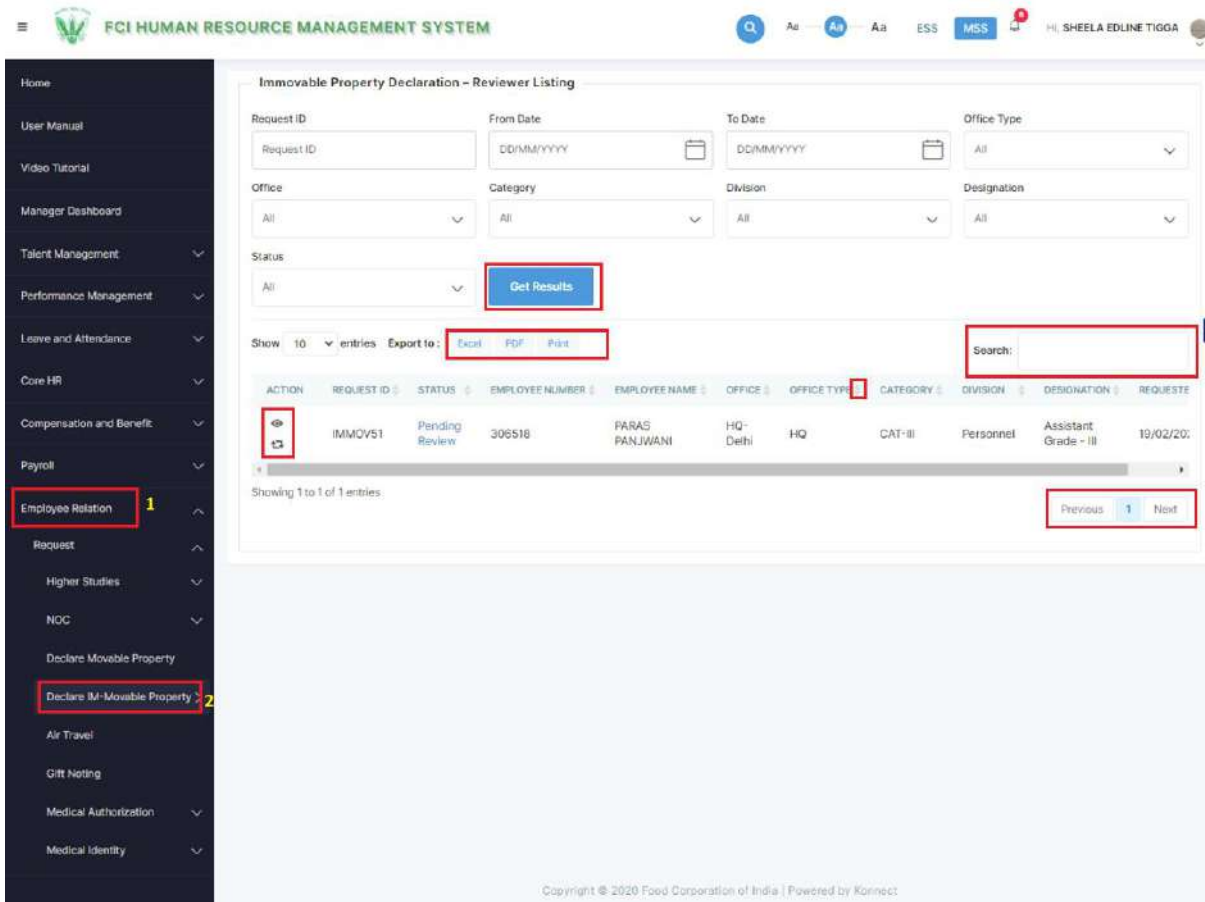
Figure 4-83: Immovable Property Declaration Request Added

The success message will be displayed as



4.2.6.4 Immovable Property Request Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-84



Immovable Property Declaration - Reviewer Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status:


Show 10 entries Export to: Search:

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUESTED
<input type="button" value="Eye"/>	IMMOV51	Pending Review	306518	PARAS PANJWANI	HQ-Delhi	HQ	CAT-III	Personnel	Assistant Grade - III	19/02/20

Showing 1 to 1 of 1 entries.

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Figure 4-84 Immovable Property Declaration Reviewer Landing

Click on  as shown in Figure 4-84, to land on Review Immovable Property Declaration request screen as shown in Figure 4-85.

4.2.6.5 Immovable Property Declaration Dispatch

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Home

User Manual

Video Tutorial

Manager Dashboard

Talent Management

Performance Management

Leave and Attendance

Core HR

Compensation and Benefit

Payroll

Employee Relation

Request

Higher Studies

NOC

Declare Movable Property

Declare IM-Movable Property

At Travel

GRI Noting

Medical Authorization

Medical Identity

Immovable Property - Reviewer

Request Id: IMACV51

Request Type: Immovable Property

Request Date: 19/02/2021

Name of the Employee: PARAS RANJAN

Designation: Assistant Grade - II

Scale of Pay: N/A

Present Pay: 28200

Purpose of application sanction for transaction/inter intimation of transaction: Testing 1

Whether property is being acquired or disposed off?: Testing 2

Probable date of acquisition/disposal of property: 19/02/2021

Mode of acquisition/disposal: Purchase

Full details about location, viz. Municipal, Street/Village, Taluk, District and State in which situated: Testing 3

Description of the property, in the case of cultivable land, dry or irrigated land: Testing 4

Whether free-hold or lease hold: Others

Whether the applicant's interest in the property is in full or part, in case of partial interest, the extent of such interest must be indicated: Testing 5

In case the transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member: Testing 6

Sale/purchase price of the property (Market/Value in the case of gifts): Testing 7

In cases of acquisition, source or sources from which financed/proposed to be financed: Personal Savings

Personal savings: Testing 9

Other sources giving details: Testing 10

In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition. (A copy of the sanction/acknowledgement should be attached): Testing 11

Name and address of the party with whom transaction is proposed to be made: Testing 12

Is the party related to the applicant? If so, state the relationship: Testing 13

Did the applicant have any dealings with party in his official capacity at any time, or is the applicant likely to have any dealing with him in the near future: Testing 14

How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given): Testing 15

In case of acquisition by gift, whether sanction is also required under Regulation 43 of FCI (Staff) Regulations, 1971: Testing 16

Any other relevant fact which the applicant may like to mention: Testing 17

Attachment: Attachment

DECLARATION

I PARAS RANJAN hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

OR

I PARAS RANJAN hereby intimate the proposed acquisition/disposal of property by me as detailed above declare that the particulars given above are true

[View Action History](#)

Dispatch To: SHEELA EDLINE TIJGA

Dispatcher Remarks: Reviewer Remarks

Document Name: Enter Document Name



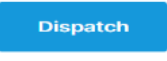
Supportive Document: Upload Document [Upload](#) [Add](#)

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

Figure 4-85 Immovable Property Declaration Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:



- Click on  to view the action taken on the request as shown in Figure 4-85.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.
- Click on  to dispatch the request and a success message will be displayed as per below image.

Request has been dispatched successfully.

4.2.6.6 Immovable Property Declaration Review



FCI HUMAN RESOURCE MANAGEMENT SYSTEM

HI SHEELA EDLINE TIGGA

Immovable Property - Reviewer

Request Id: IMMOV51
Request Type: Immovable Property
Request Date: 19/02/2021
Name of the Employee: PARAS PANJWANI
Designation: Assistant Grade - III
Scale of Pay: N/A
Present Pay: 28200

Purpose of application sanction for transaction/prior intimation of transaction: Testing 1
Whether property is being acquired or disposed off?: Testing 2
Probable date of acquisition/disposal of property: 19/02/2021
Mode of acquisition/disposal: Purchase
Full details about location, viz. Municipal, Street/Village, Taluk, District and State in which situated: Testing 3
Description of the property, in the case of cultivable land, dry or irrigated land: Testing 4
Whether free-hold or lease hold: Others
Whether the applicant's interest in the property is in full or part, (in case of partial interest, the extent of such interest must be indicated): Testing 6
In case the transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member: Testing 7
Sale/purchase price of the property (Market/Value in the case of gifts): Testing 8
In cases of acquisition, source or sources from which financed/proposed to be financed: Personal Savings

Personal savings: Testing 9
Other sources giving details: Testing 10
In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition. (A copy of the sanction/acknowledgement should be attached): Testing 11
Name and address of the party with whom transaction is proposed to be made: Testing 12
Is the party related to the applicant? If so, state the relationship: Testing 13
Did the applicant have any dealings with party in his official capacity at any time, or is the applicant likely to have any dealing with him in the near future: Testing 14
How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given): Testing 15
In case of acquisition by gift, whether sanction is also required under Regulation 43 of FC (Staff) Regulations, 1971: Testing 16
Any other relevant fact which the applicant may like to mention: Testing 17
Attachment: Attachment

DECLARATION
 I PARAS PANJWANI hereby intimate the proposes acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.
OR
I PARAS PANJWANI hereby intimate the proposed acquisition/disposal of property by me as detailed above declare that the particulars given above are true

[View Action History](#)

Reviewer Remarks *
Testing Record

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



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

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Figure 4-86: Immovable Property Declaration Review

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

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-86.

- Click on  to review the request and a success message will be displayed as shown in Figure 4.86.
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

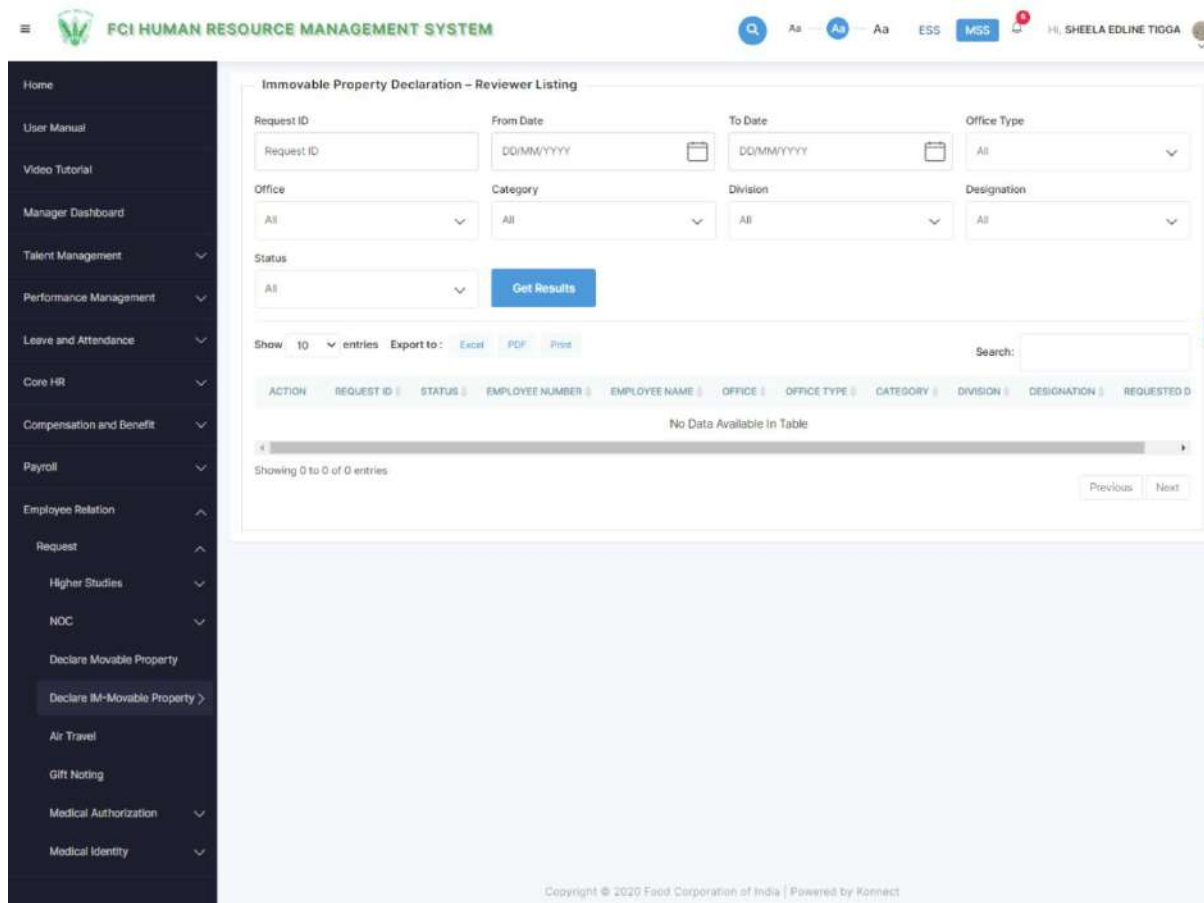


Figure 4-87: Immovable Property Declaration Review successful

The success will be displayed as




4.2.6.7 Immovable Property Declaration Request Approver Landing

The request will be forwarded to the approver's landing page as shown in Figure 4-88

The screenshot displays the 'Immovable Property Declaration - Approver Listing' interface. The sidebar on the left has 'Employee Relation' highlighted with a red box and a '1'. The main content area features a search and filter section with a 'Get Results' button highlighted in red. Below this is a table with columns: ACTION, REQUEST ID, STATUS, EMPLOYEE NUMBER, EMPLOYEE NAME, OFFICE, OFFICE TYPE, CATEGORY, DIVISION, DESIGNATION, and REQUESTED. The first row shows a request with ID 'IMMOV38', status 'Pending Approval', employee number '155000', name 'PARVATI', office 'HQ-Debi', office type 'HQ', category 'CAT-9', division 'Sales', and designation 'Manager', requested on '21/01/2021'. A red box highlights the 'Approve' icon (a checkmark) in the 'ACTION' column. A search box is highlighted in red on the right, and 'Previous' and 'Next' navigation buttons are highlighted in red at the bottom right.

Figure 4-88: Immovable Property Declaration Approver Landing

Click on  as shown in Figure 4-88, to land on Approve Request as shown in Figure 4-89.

4.2.6.8 Immovable Property Declaration Approve

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Immovable Property - Approver

Request Id: IMMOV36
 Request Type: Immovable Property
 Request Date: 21/01/2021
 Name of the Employee: PARVATI
 Designation: Manager
 Scale of Pay: 40000 - 60000
 Present Pay: 68390
 Purpose of application sanction for transaction/prior intimation of transaction: hello 38
 Whether property is being acquired or disposed off?: Vc
 Probable date of acquisition/disposal of property: 20/01/2021
 Mode of acquisition/disposal: Gift by relative
 Full details about location, viz. Municipal, Street/Village, Taluk, District and State in which situated: Hh
 Description of the property, in the case of cultivable land, dry or irrigated land: Vv
 Whether free-hold or lease hold: Free Hold
 Whether the applicant's interest in the property is in full or part, (in case of partial interest, the extent of such interest must be indicated): Jh
 In case the transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member: Bc
 Sale/purchase price of the property (Market/Value in the case of gifts): Bc
 In cases of acquisition, source or sources from which financed/proposed to be financed: Finance from Bank/Financial Institute

DECLARATION

I PARVATI hereby intimate the proposes acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

OR

I PARVATI hereby intimate the proposed acquisition/disposal of property by me as detailed above declare that the particulars given above are true

[View Action History](#)

Approver Remarks *

Testing Record

Document Name **Supportive Document**

Enter Document Name Upload Document **Upload** **Add**

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Selective Revert Approve Reject Cancel

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Figure 4-89: Immovable Property Declaration Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-89.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-89.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

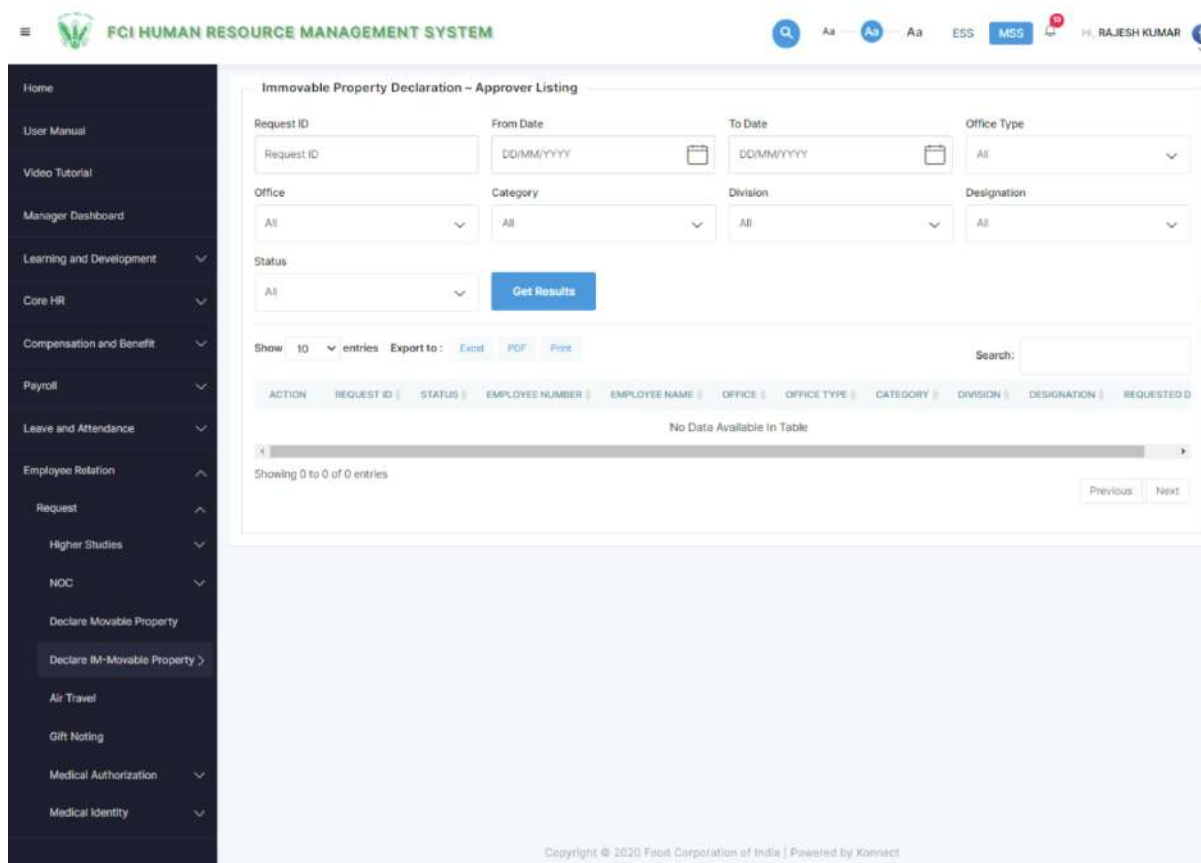


Figure 4-90: Immovable Property Declaration Approved successfully

The success will be displayed as

Success! Request has been approved successfully.

4.2.7 Medical Identity Card

Medical Identity Card shall issue to the employees and departmental laborers for availing medical facility at FCI empaneled hospitals. The card consists of group photograph of solely dependent family members with Name, DOB and their relationship with the FCI employee/departmental laborers. Employee needs to submit the application with 3 Family group photograph along with above details based on that three cards will be issued, one will be sent to official concerned, second will be attached with service book and third one will be kept by authorized signatory for verification at the time of issuing authorization letter. For

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CAT III & IV Medical identity card are issued by District office. [Circular No. EP-12 -2005-37 dated 09/12/2005]

Step 1: Employee will submit the request for medical identity card with required information and along with required document like (Photo Graphs and employee id).

Step 2: Once the request placed, reviewing authority will review the request and forward it for further proceeding.

Step 3: Once the request reviewed by reviewer, approver authority will provide the final approval.

Step 4: On request approved, system will send the email notification retired employee.

4.2.7.1 Navigation

Left Navigation: Employee Relation >> Medical>> Medical Identity Card

4.2.7.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.7.1 to reach the Medical Identity Card Landing Page as shown in Figure 4-91

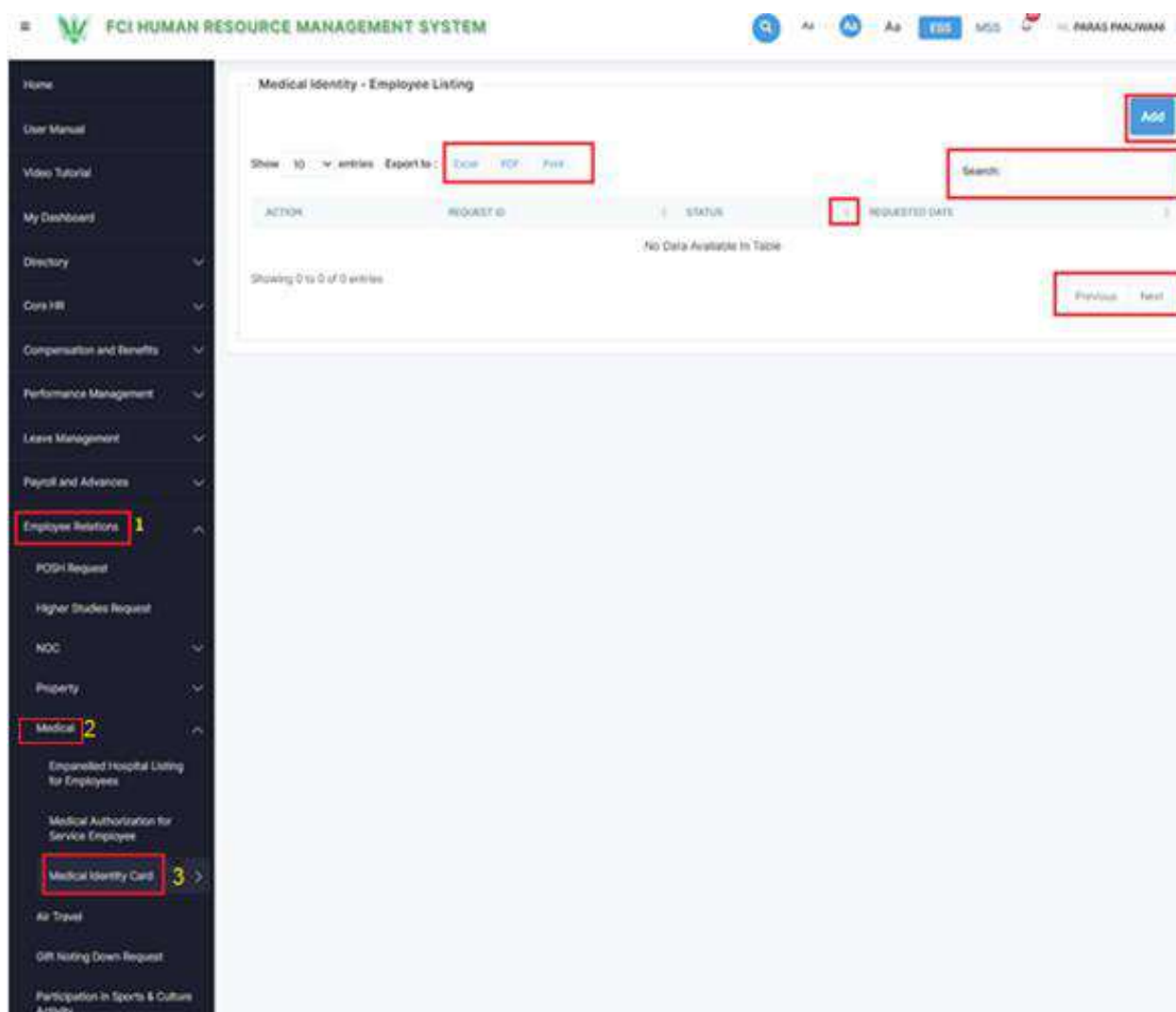

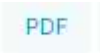










Figure 4-91: Medical Identity- Employee Listing



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

- Click on    to export the table records in Excel, CSV format or print as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to add a new Medical Identity Card Request in the table as mentioned in Section 4.2.7.3 – Add

4.2.7.3 Add

Click on  to open the Medical Identity Card request form as shown in Figure 4-92

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FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Medical Identity Card – Employee

Dated	Employee Number	Employee Name	Designation
20/02/2021	306516	PARAS PANJWANI	Assistant Grade - III
Division	Category	Basic Pay of Employee	
Personnel	CAT-III	26200	

FAMILY MEMBER NAME	RELATIONSHIP	DATE OF BIRTH	DELETE
PARAS PANJWANI	Self	04/05/1993	

Initiator Remarks *

Testing Record

Upload Family Photo *

picture image.png

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Figure 4-92: Medical Identity Card Request

Enter the details and click on such that a success message will be shown in the Landing Page for addition of a new record in the table as shown in Figure 4-92

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The screenshot shows the 'Medical Identity - Employee Listing' page in the FCI HRMS. The sidebar menu on the left lists various HR functions, with 'Medical Identity Card' highlighted. The main content area features a table with the following data:

ACTION	REQUEST ID	STATUS	REQUESTED DATE
	MED251	Pending Review	20/02/2021

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. The top navigation bar shows the user is logged in as 'HI, PARAS PANJWANI'.

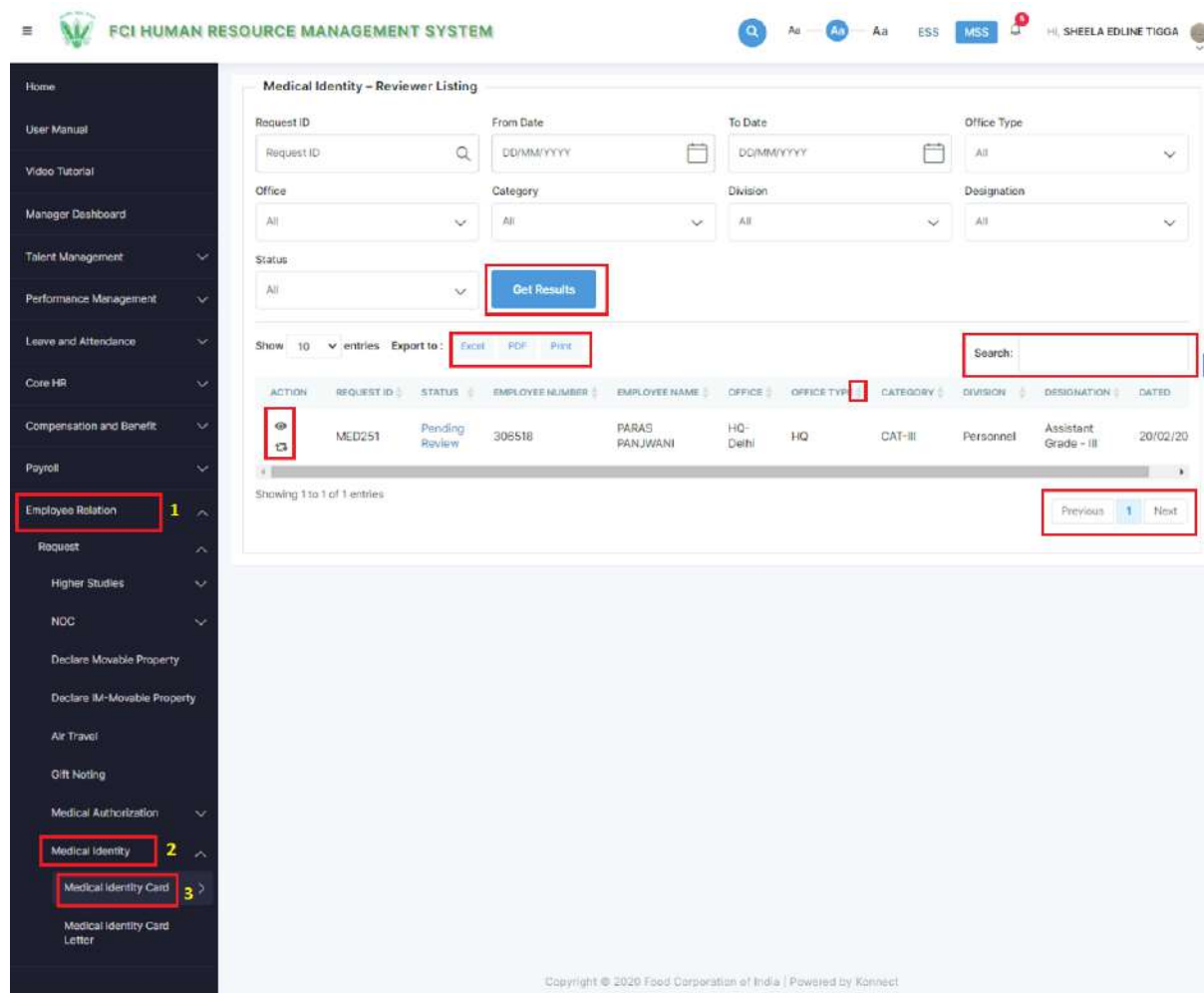
Figure 4-93: Medical Identity Card Request Added

The success message will be displayed as



4.2.7.4 Medical Identity Card Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-94




Medical Identity - Reviewer Listing

Request ID: [Request ID] From Date: [DD/MM/YYYY] To Date: [DD/MM/YYYY] Office Type: [All]

Office: [All] Category: [All] Division: [All] Designation: [All]

Status: [All] **Get Results**


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

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	DATED
	MED251	Pending Review	306518	PARAS PANJWANI	HO- Delhi	HQ	CAT-III	Personnel	Assistant Grade - III	20/02/20

Showing 1 to 1 of 1 entries **Previous** **1** **Next**

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Figure 4-94 Medical Identity Card Reviewer Landing

Click on  as shown in Figure 4-94, to land on Medical Identity Card Review screen as shown in Figure 4-95.

4.2.7.5 Medical Identity Card Dispatch

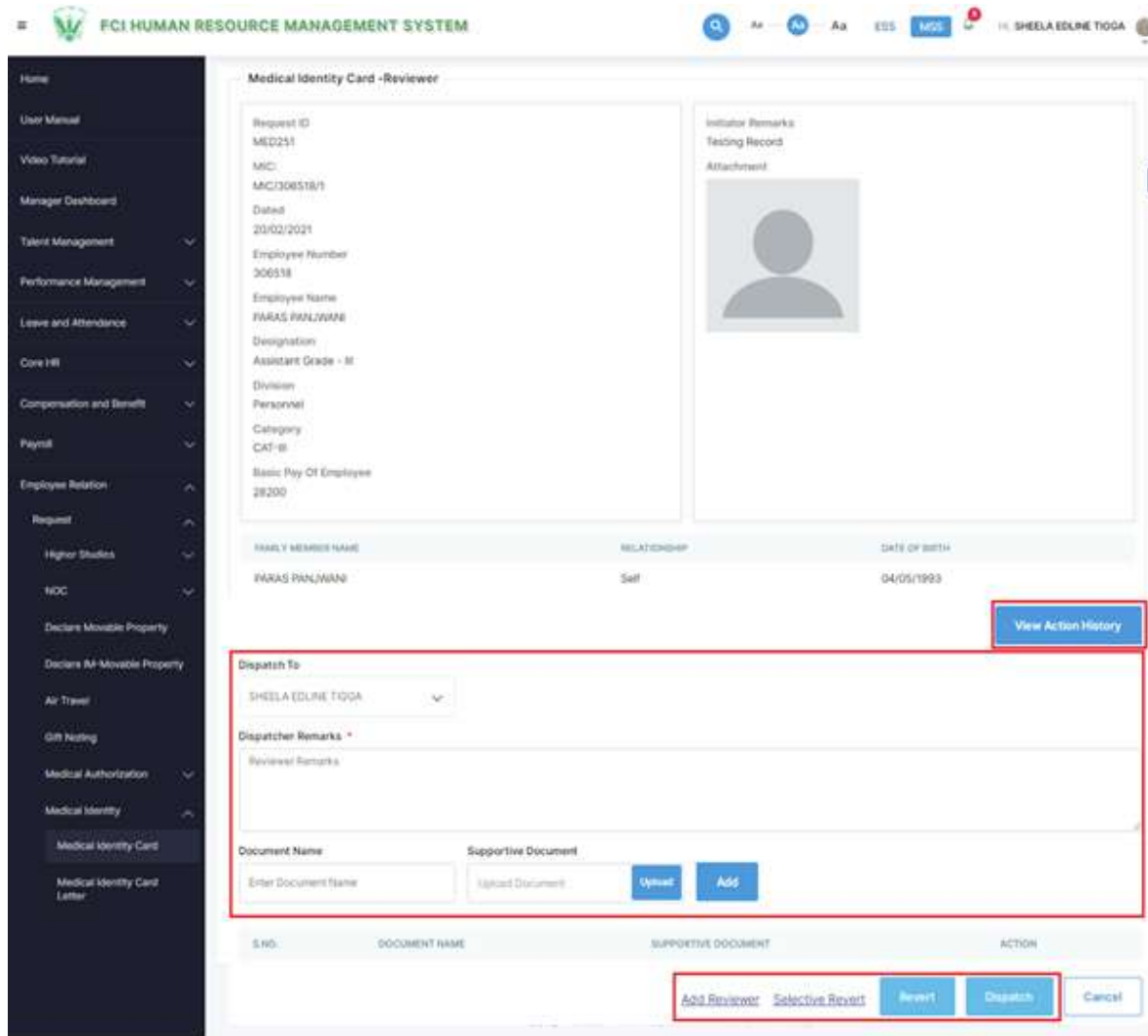


Figure 4-95 Medical Identity Card Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-95.
- **Add Reviewer** link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.
- Click on **Dispatch** to dispatch the request and a success message will be displayed as per below image.

Request has been dispatched successfully.

4.2.7.6 Medical Identity Card Review

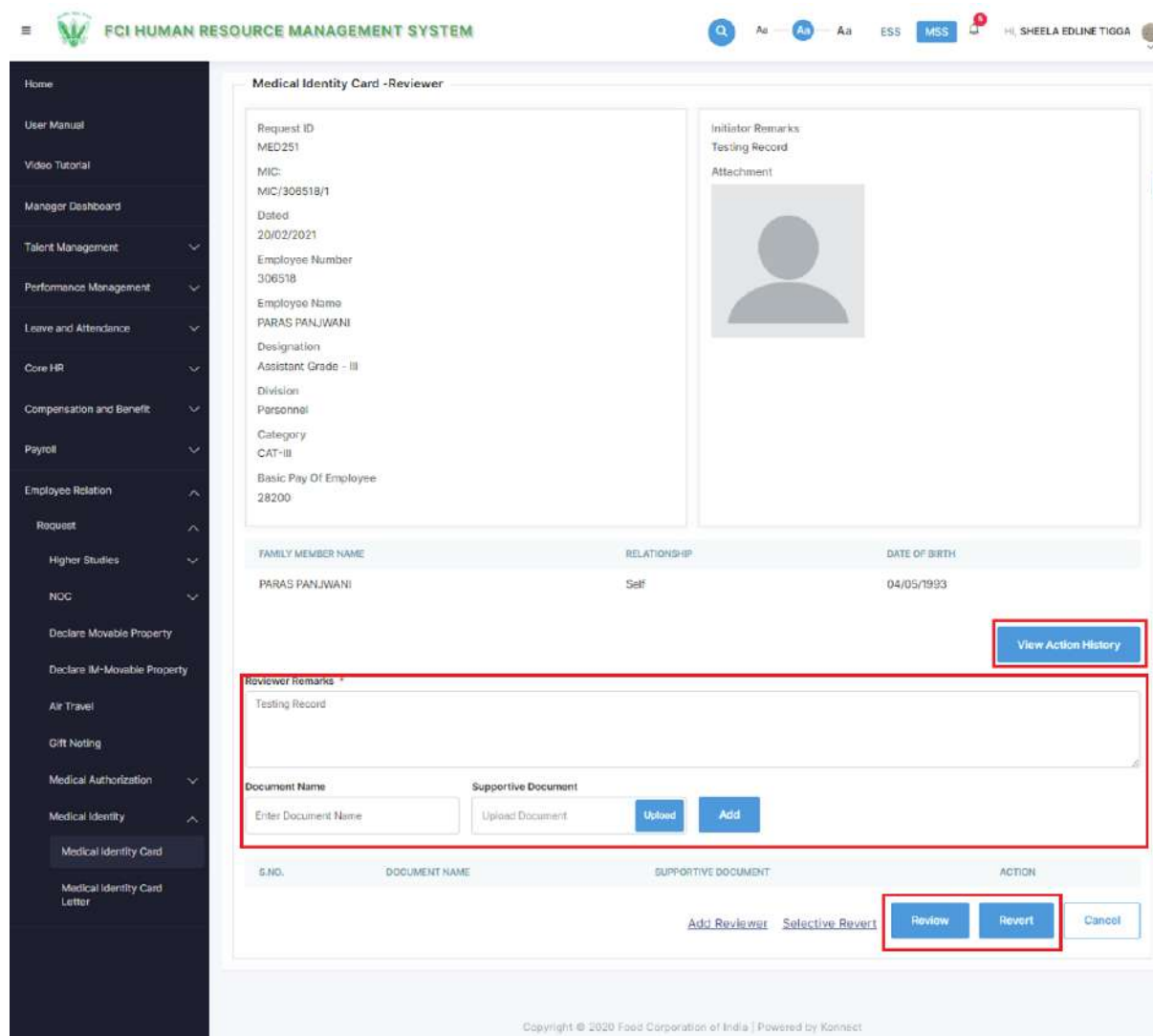


Figure 4-96: Medical Identity Card Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-96.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4-97.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

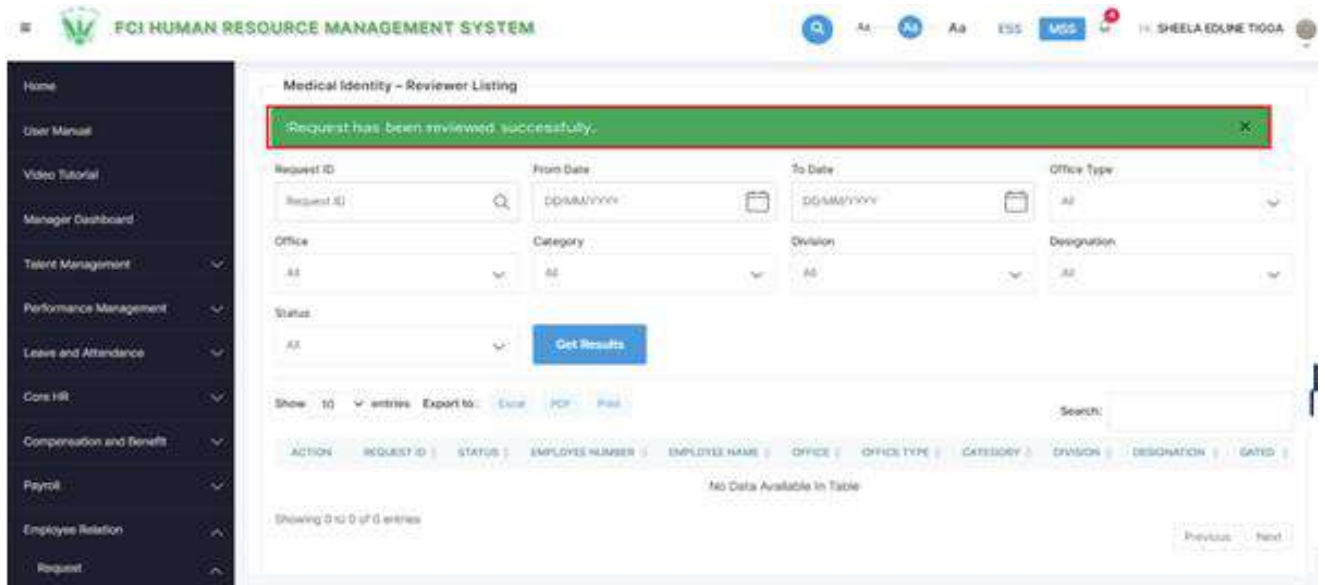


Figure 4-97: Medical Identity Card Review successful

4.2.7.7 Medical Identity Card Approver Landing

The request will be forwarded to the approver’s landing page as shown in Figure 4-98

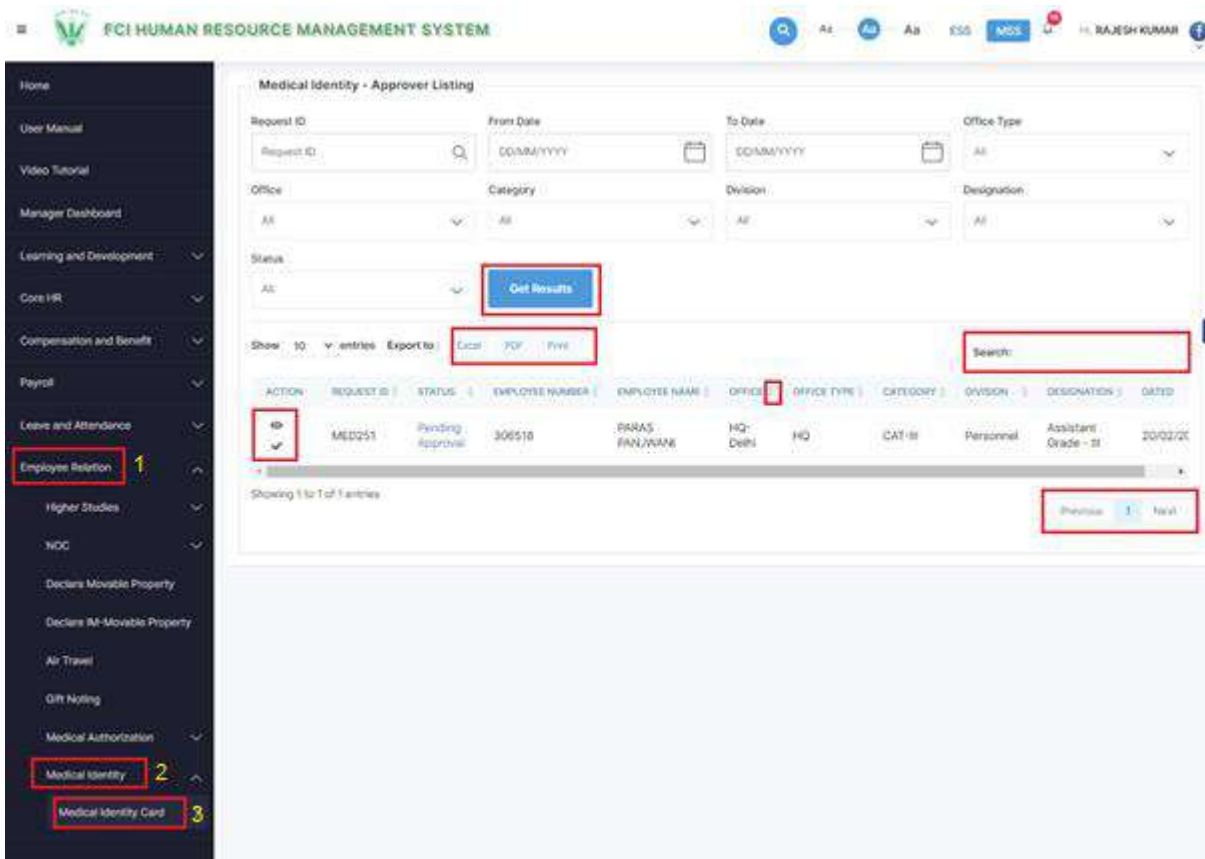



Figure 4-98: Medical Identity Card Approver Landing

Click on  as shown in Figure 4-98, to land on Approve Request as shown in Figure 4-99

4.2.7.8 Medical Identity Card Approver

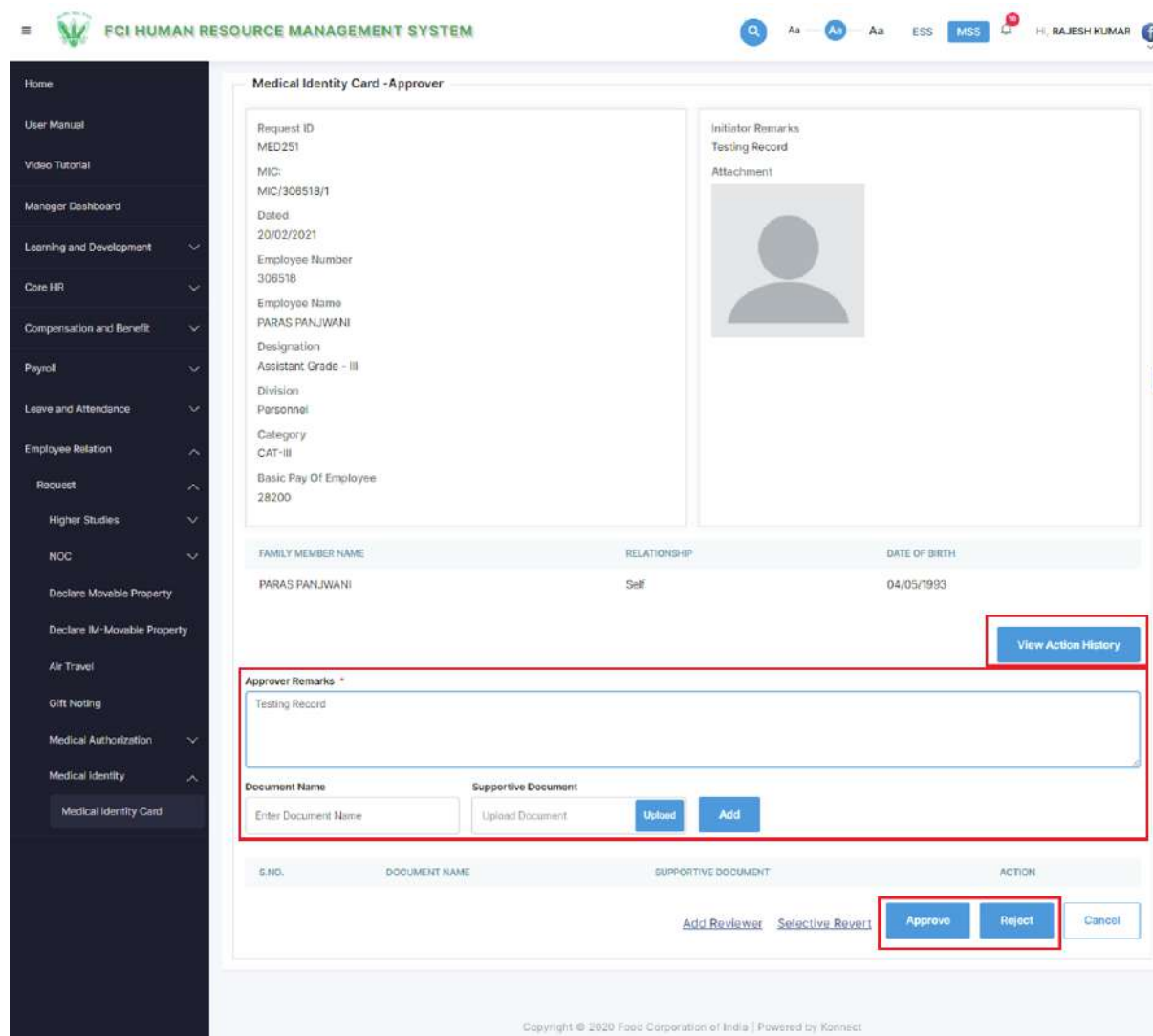


Figure 4-99: Medical Identity Card Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-99.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-100.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

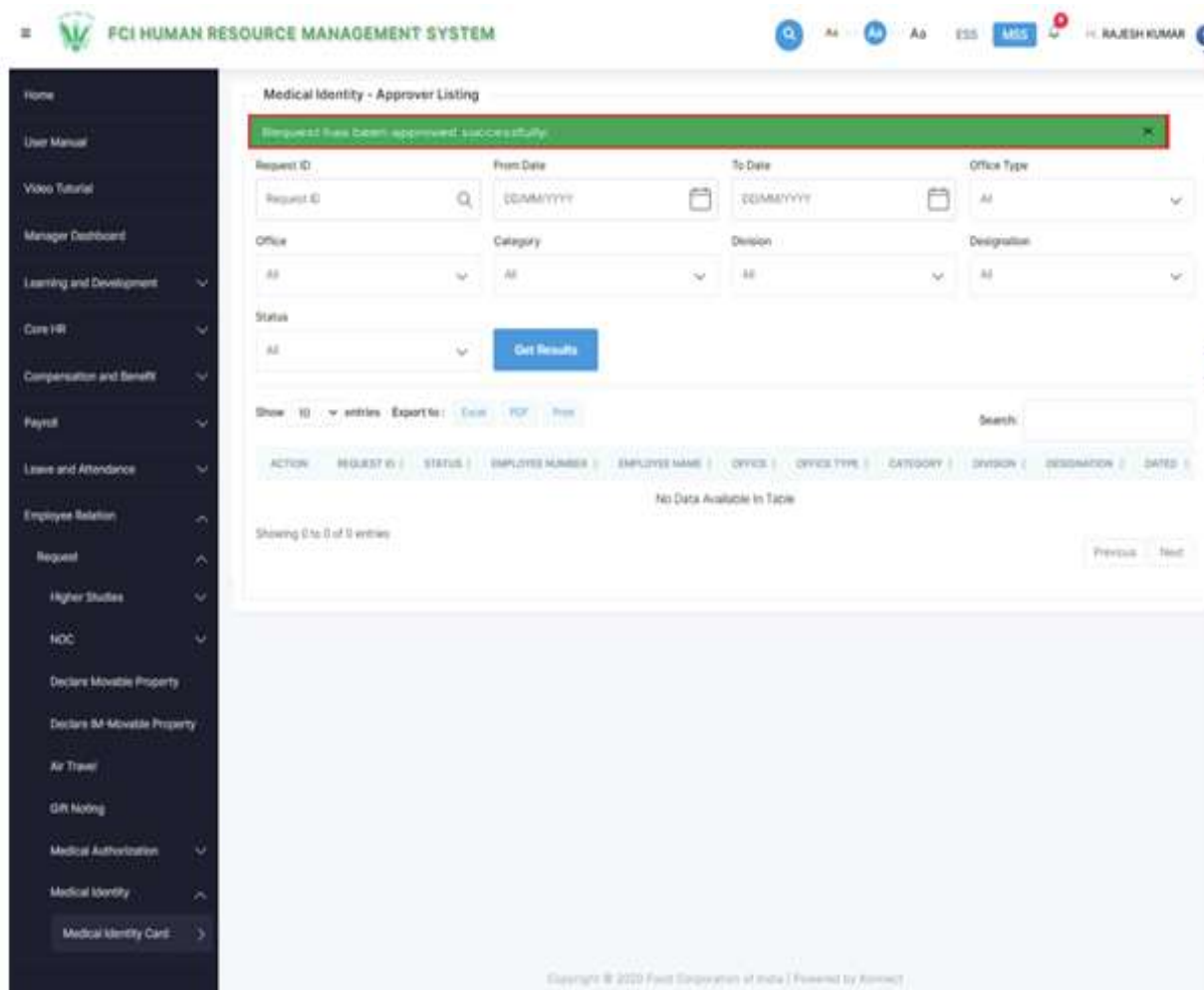


Figure 4-100: Medical Identity Card Approved successfully

The success will be displayed as



4.2.8 Medical Authorization Service Employee

In this process, any serving employees can request for medical authorization letter to IRS division to avail medical facility at empaneled hospital for any dependent. IRS division checks for FAR issued by hospital and employee scale pay along with amount that employees are eligible for.

Step 1: Employee will raise a request for medical authorization with the required information and documents.

Step 2: Once the request raised, reviewing authority will review the request submitted by employee and update his/her comments into the system and forward for the further preceding.

Step 3: Once the request has been reviewed by reviewer, approving authority will review and share approval on the same.

Step 4: On approval of the request, system will send the email notification.

4.2.8.1 Navigation

Left Navigation: Employee Relation >> Medical >> Medical Authorization Service Employee

4.2.8.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.8.1 to reach the Medical Authorization Service Employee Landing Page as shown in Figure 4-101.

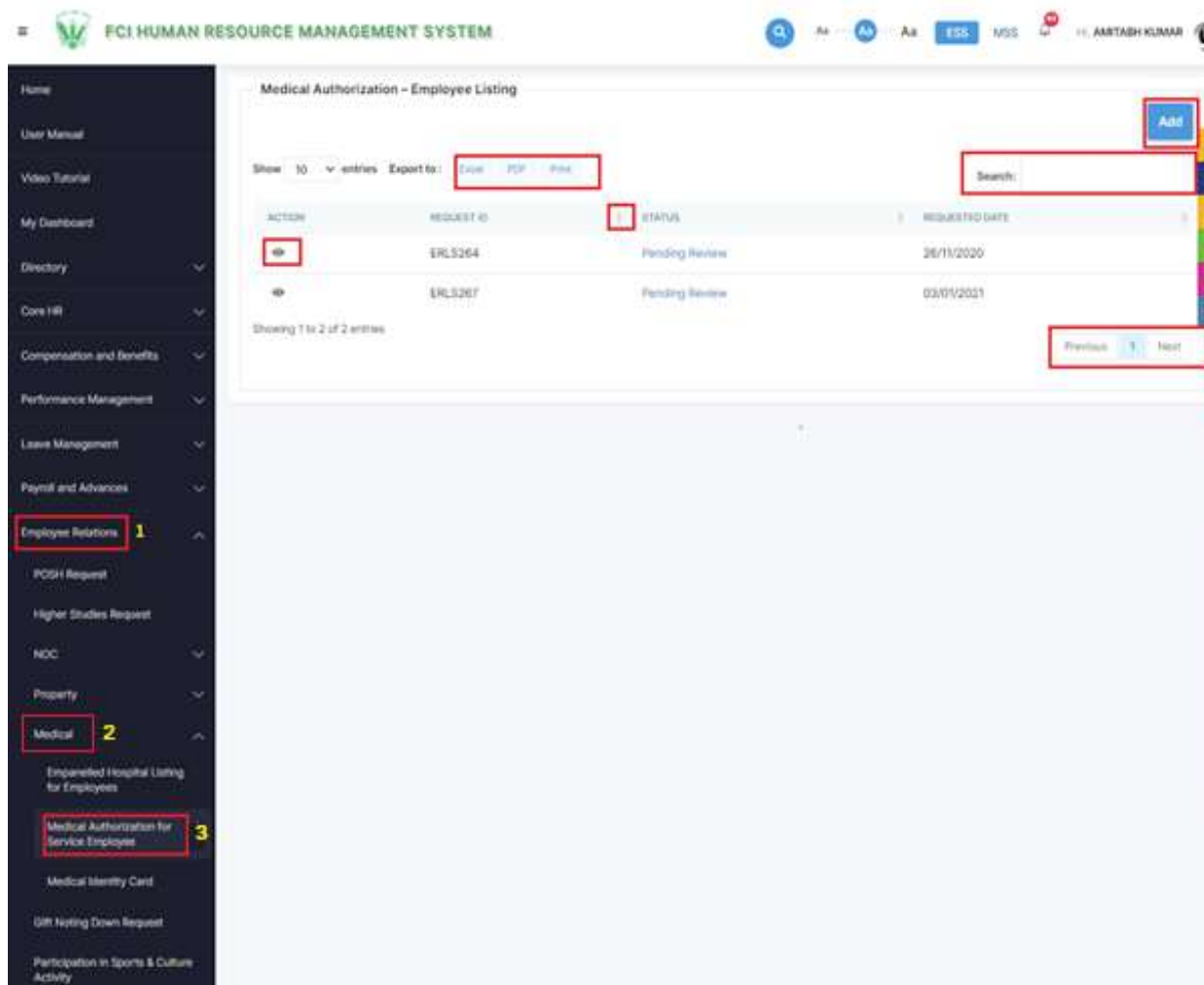


Figure 4-101: Medical Authorization Service Employee

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

- Click on [Excel](#) [PDF](#) [Print](#) to export the table records in Excel, CSV format or print as per table columns.
- Click on [Search:](#) to enter a search query that shall search the table records.
- Click on [↓](#) to sort the table records in ascending order or descending order of entries.

- Click on to navigate table records
- Click on to add a new Medical Authorization Request in the table as mentioned in Section 4.2.8.3 – Add

4.2.8.3 Add

Click on to open the Medical Authorization request form as shown in Figure 4-102

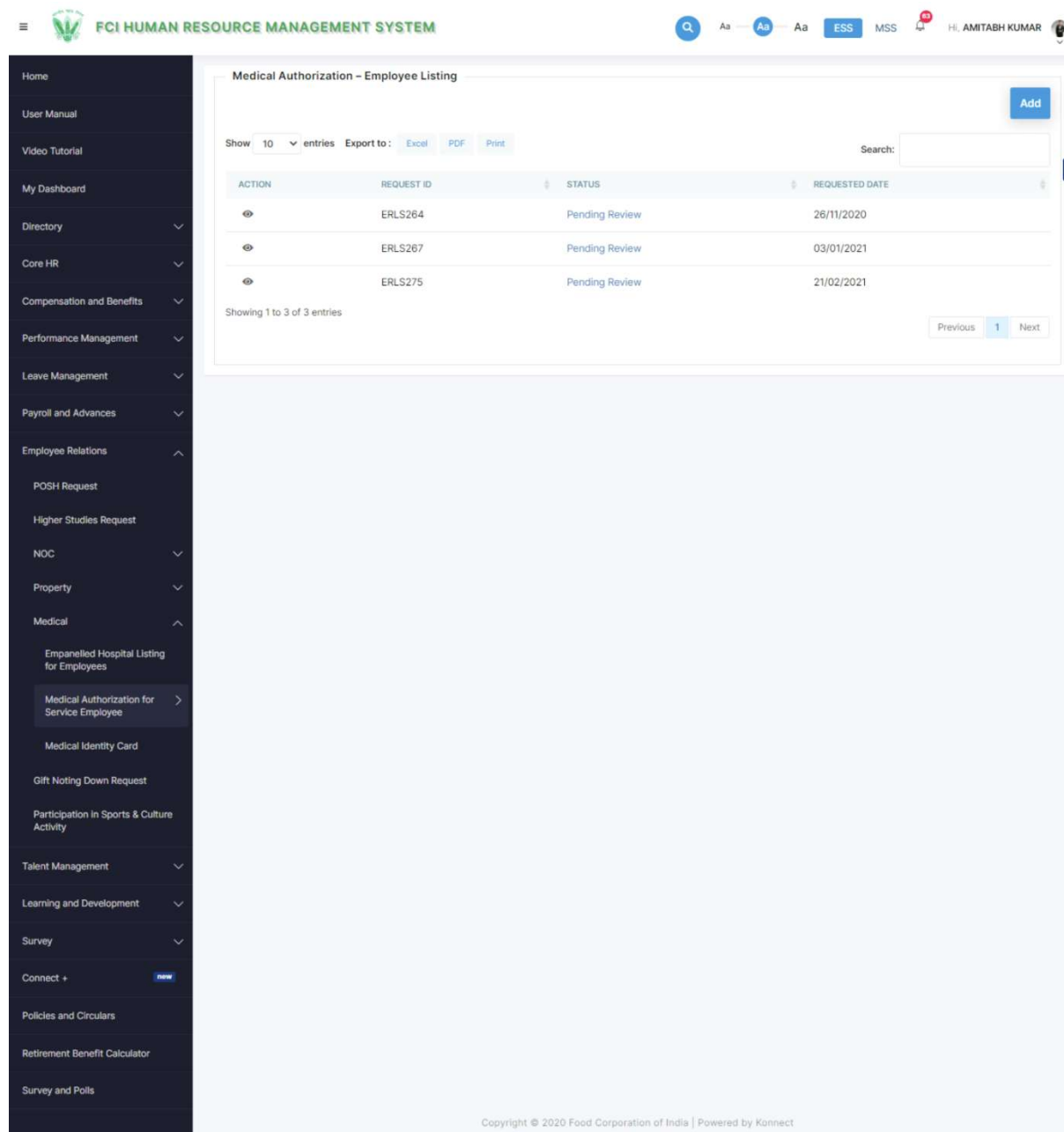
The screenshot shows the 'Medical Authorization – Service Employee' form. The form is titled 'Medical Authorization – Service Employee' and contains the following fields and sections:

- Requested Date:** 21/02/2021
- Category:** CAT-1
- Division:** Personnel
- Designation:** Assistant General Manager
- Employee Number:** 152770
- Employee Name:** AMITABH KUMAR
- Basic Pay of Employee:** 96720
- Whether entitled for medical facilities from FCI:** Yes (selected), No
- FCI Medical Health Identity Card No:** HQ/2020/1999
- Name of the Patient *:** AARAV JHA
- Relationship with Member:** Child
- Member Date of Birth:** 04/08/2014
- Select Hospital *:** Askash Healthcare Super Speciality
- Name of the Disease/suffering from (Attach MO's recommendation/Hospital pre-authorization Report) *:** Testing Record
- Initiator Remarks *:** Testing Record
- Upload Pre-Authorization Form *:** kailton logo.JPG (with an Upload button)
- Buttons:** Submit (highlighted with a red box), Cancel

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Figure 4-102: Medical Authorization Service Employee Request

Enter the details and click on such that a success message will be shown in the Landing Page for addition of a new record in the table as shown in Figure 4-103



Medical Authorization – Employee Listing

Show 10 entries Export to: Excel PDF Print Search:

ACTION	REQUEST ID	STATUS	REQUESTED DATE
	ERLS264	Pending Review	26/11/2020
	ERLS267	Pending Review	03/01/2021
	ERLS275	Pending Review	21/02/2021

Showing 1 to 3 of 3 entries

Previous 1 Next

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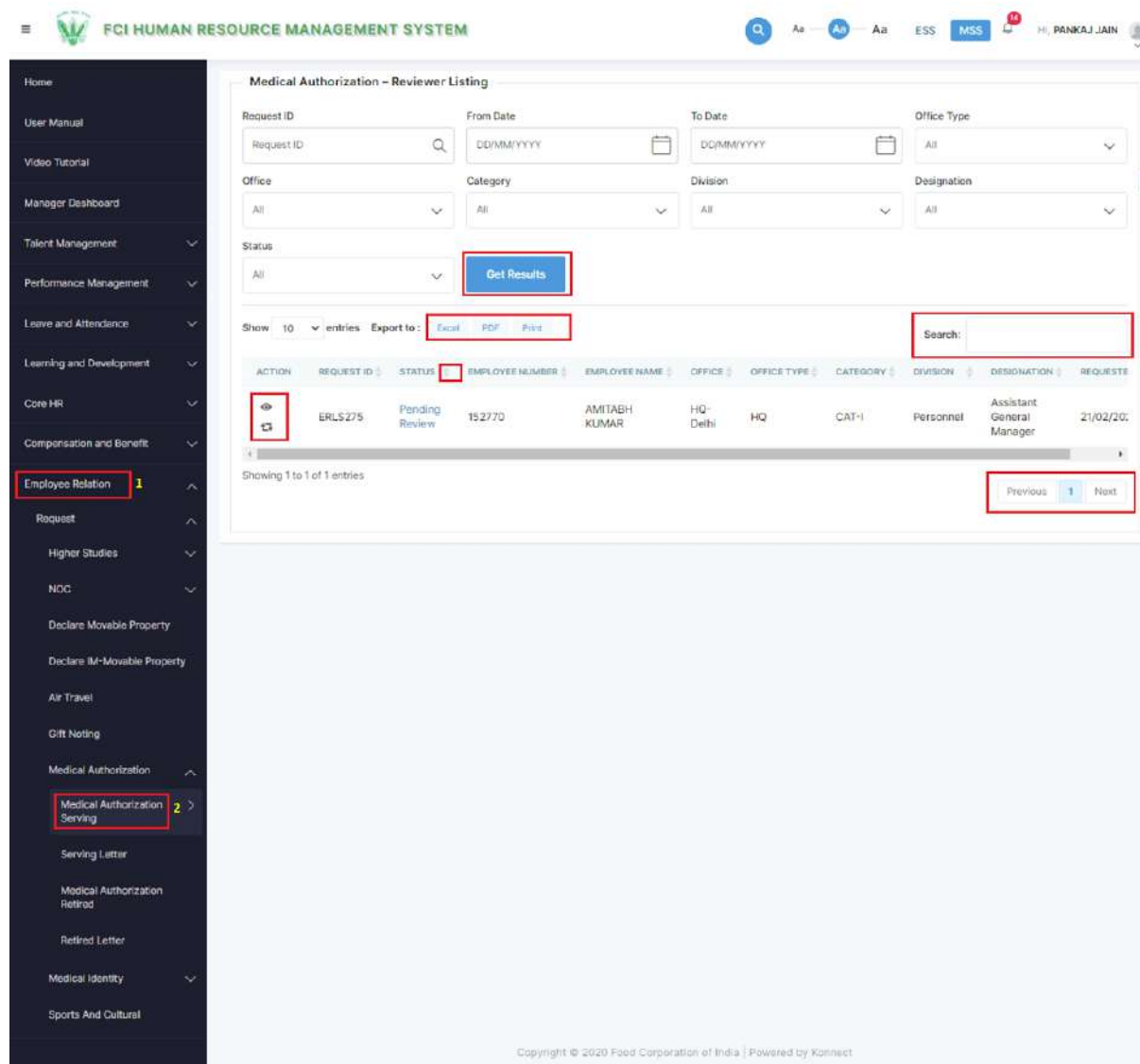
Figure 4-103: Medical Authorization Request Added

The success message will be displayed as



4.2.8.4 Medical Authorization Service Employee Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-104



Medical Authorization - Reviewer Listing

Request ID: [Request ID] From Date: [DD/MM/YYYY] To Date: [DD/MM/YYYY] Office Type: [All]

Office: [All] Category: [All] Division: [All] Designation: [All]

Status: [All] **Get Results**


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

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUEST DATE
View Refresh	ERLS275	Pending Review	T52770	AMITABH KUMAR	HQ-Delhi	HQ	CAT-1	Personnel	Assistant General Manager	21/02/20

Showing 1 to 1 of 1 entries **Previous** 1 **Next**

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Figure 4-104 Medical Authorization for Service Employee Reviewer Landing

Click on  as shown in Figure 4-104, to land on Medical Authorization Review screen as shown in Figure 4-105.

4.2.8.5 Medical Authorization Service Employee Dispatch

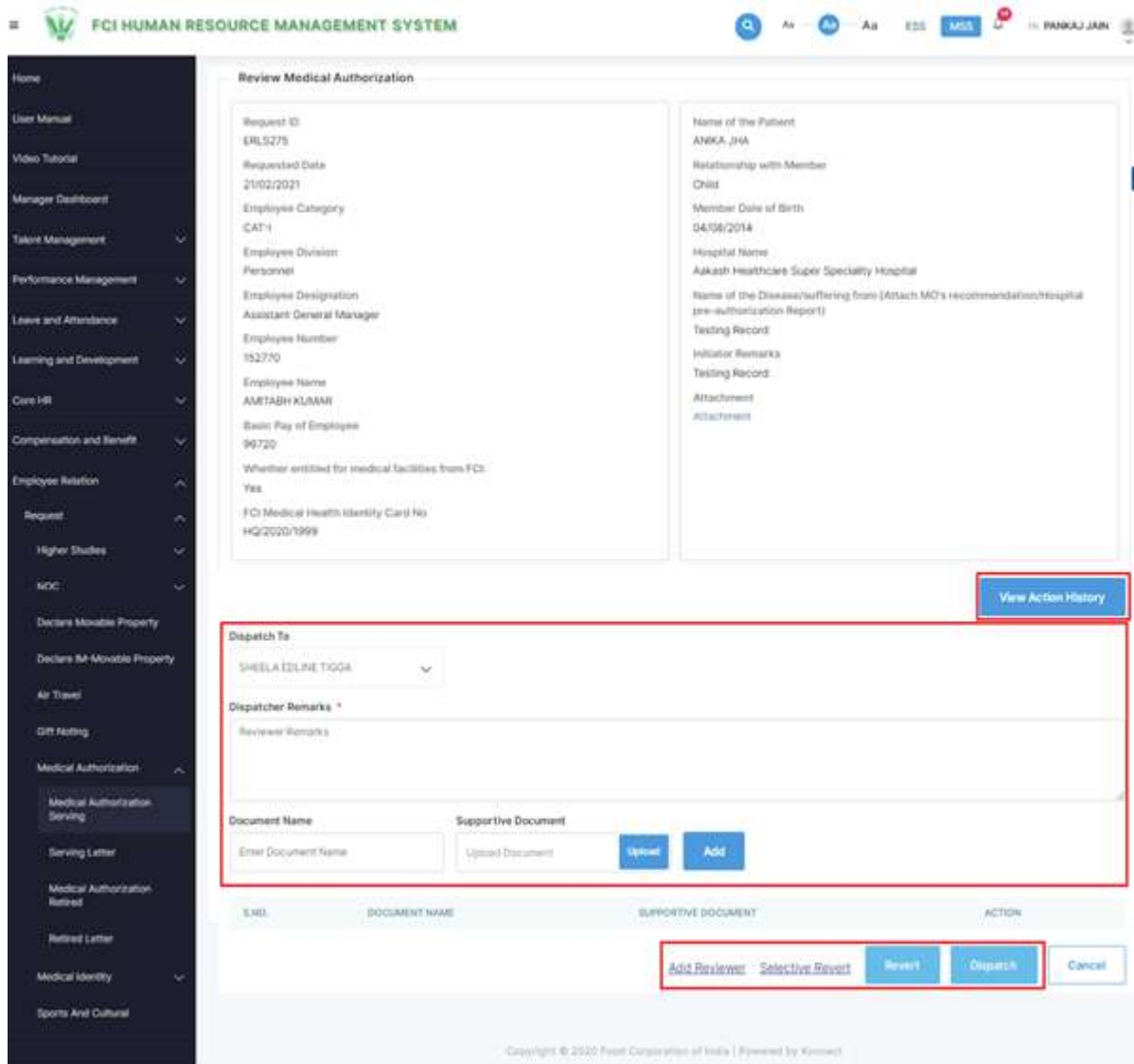


Figure 4-105 Medical Authorization Service Employee Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-105.
- **Add Reviewer** link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.
- Click on **Dispatch** to dispatch the request and a success message will be displayed as per below image.






4.2.8.6 Medical Authorization Service Employee Review

The screenshot shows the 'Review Medical Authorization' page in the FCI Human Resource Management System. The page is divided into two main columns. The left column contains request details: Request ID (ERLS275), Requested Date (21/02/2021), Employee Category (CAT-I), Employee Division (Personnel), Employee Designation (Assistant General Manager), Employee Number (152770), Employee Name (AMITABH KUMAR), and Basic Pay of Employee (98720). It also indicates that the employee is entitled for medical facilities from FCI (Yes) and provides the FCI Medical Health Identity Card No (HQ/2020/1999). The right column contains patient details: Name of the Patient (ANIKA JHA), Relationship with Member (Child), Member Date of Birth (04/08/2014), Hospital Name (Aakash Healthcare Super Speciality Hospital), and Name of the Disease/suffering from (Attach MO's recommendation/Hospital pre-authorization Report). Below these columns, there is a 'View Action History' button. A red box highlights the 'Reviewer Remarks' section, which includes a 'Testing Record' field. Below this, there is a 'Document Name' and 'Supportive Document' section with an 'Upload Document' button and 'Add' button. At the bottom, there are 'Review', 'Revert', and 'Cancel' buttons, also highlighted with a red box.

Figure 4-106: Medical Authorization Service Review

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

- Click on  to view the action taken on the request as shown in Figure 4-106.
- Click on  to review the request and a success message will be displayed as shown in Figure 4. 106.
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

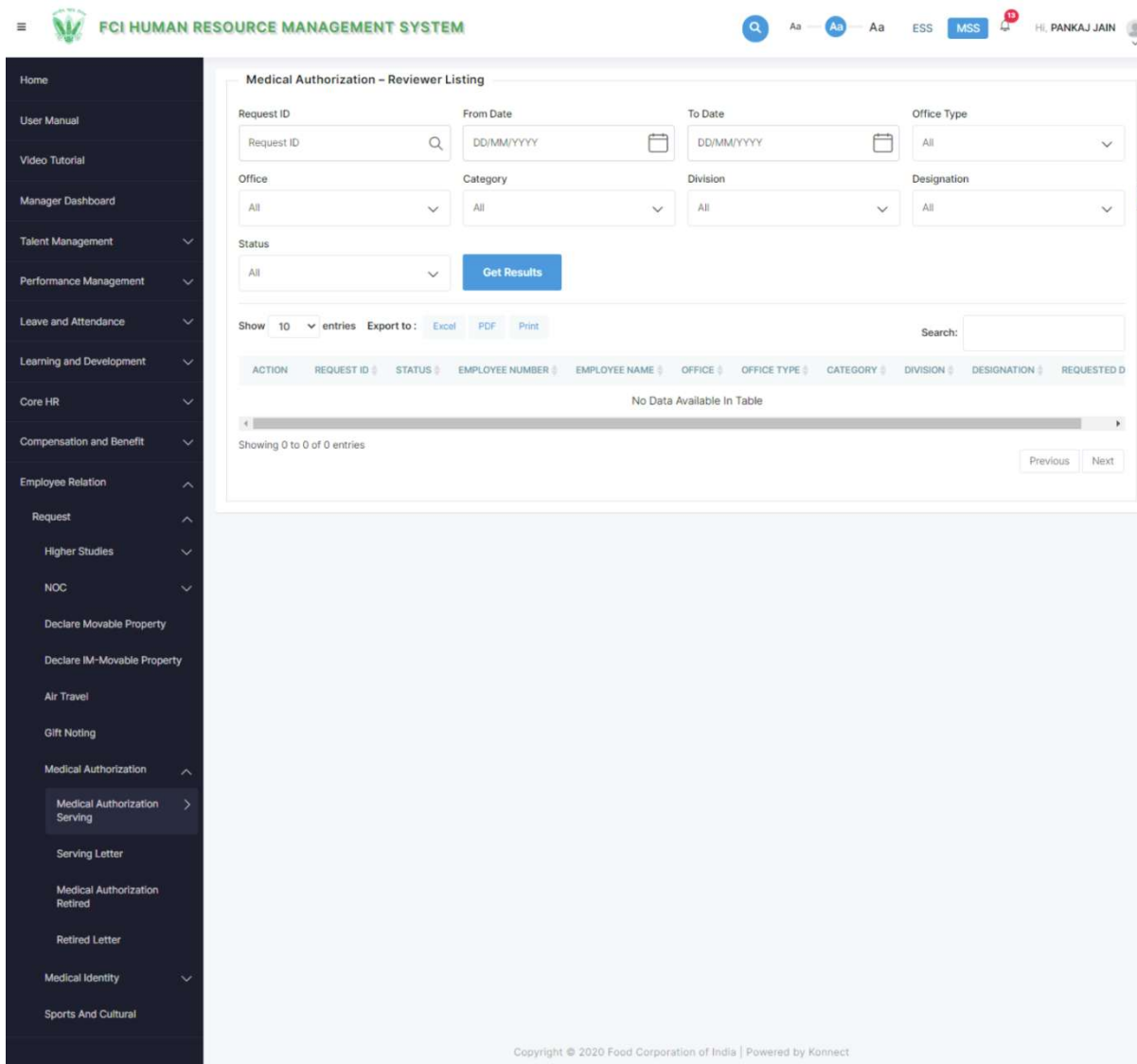


Figure 4-107: Medical Authorization Service Reviewed successfully

The success will be displayed as

Success Request has been reviewed successfully.

4.2.8.7 Medical Authorization Service Employee Approver Landing

The request will be forwarded to the approver's landing page as shown in Figure 4-107

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FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Medical Authorization - Approver Listing

Request ID: [Request ID] From Date: [DDMM/YYYY] To Date: [DDMM/YYYY] Office Type: [All]

Office: [All] Category: [All] Division: [All] Designation: [All]

Status: [All] **Get Results**

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

ACTION	REQUEST	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUEST
	ERL5275	Pending Approval	152770	AMITABH KUMAR	HQ-Delhi	HQ	CAT-1	Personnel	Assistant General Manager	21/02/20

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 4-108: Medical Authorization Approver Landing

Click on as shown in Figure 4-108, to land on Approve Request as shown in Figure 4-109.

4.2.8.8 Medical Authorization Service Employee Approve

Approve Medical Authorization

Request ID: ERLS275
Requested Date: 21/02/2021
Employee Category: CAT-I
Employee Division: Personnel
Employee Designation: Assistant General Manager
Employee Number: 152770
Employee Name: AMITABH KUMAR
Basic Pay of Employee: 96720
Whether entitled for medical facilities from FCI: Yes
FCI Medical Health Identity Card No: HQ/2020/1999

Name of the Patient: ANIKA JHA
Relationship with Member: Child
Member Date of Birth: 04/06/2014
Hospital Name: Aakash Healthcare Super Speciality Hospital
Name of the Disease/suffering from (Attach MO's recommendation/Hospital pre-authorization Report):
Testing Record
Initiator Remarks: Testing Record
Attachment: Attachment

[View Action History](#)

Approver Remarks *

Testing Record

Document Name: Supportive Document:

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

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Figure 4-109: Medical Authorization Approve

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

- Click on to view the action taken on the request as shown in Figure 4-109.
- Click on to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-109
- Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

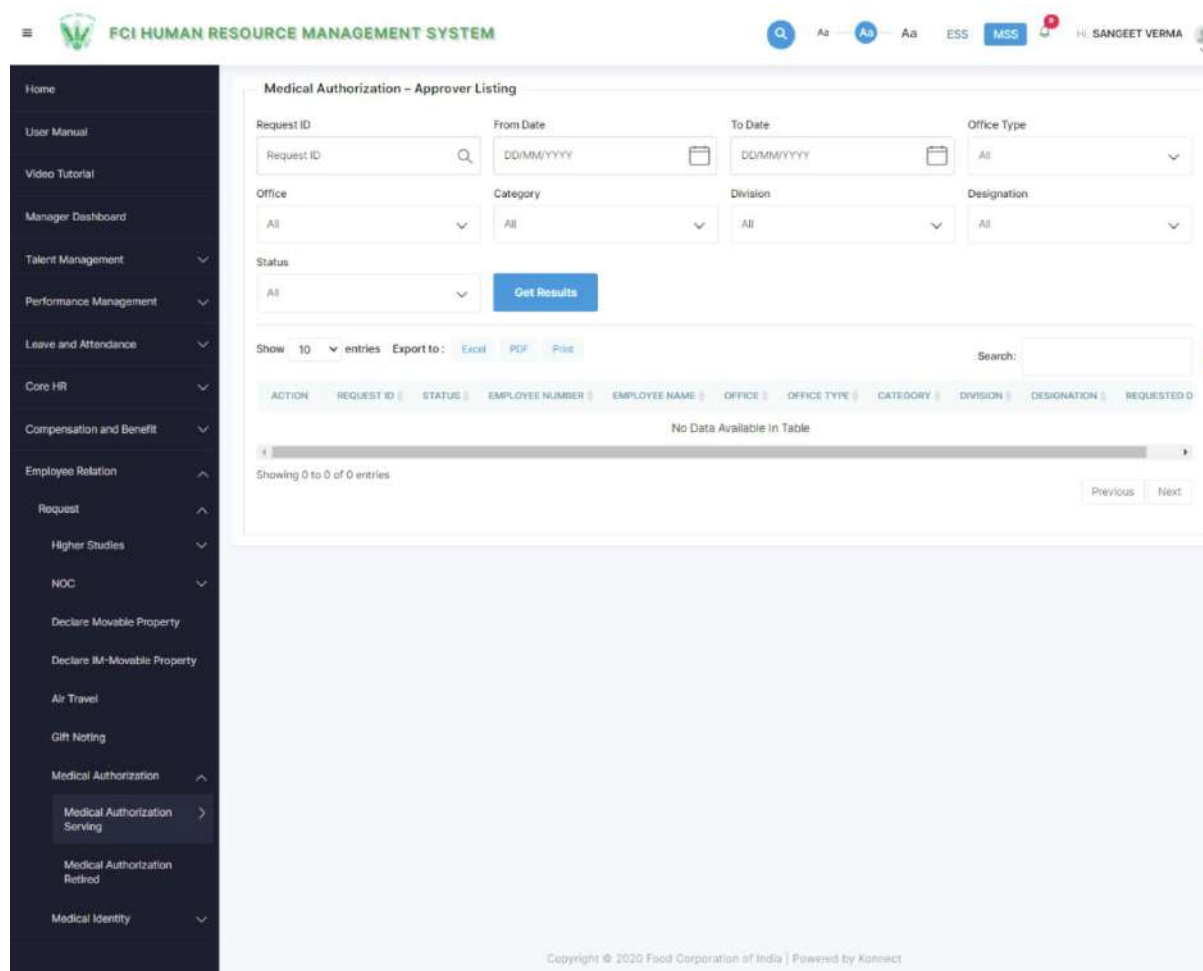


Figure 4-110: Medical Authorization Approve successful

The success will be displayed as



4.2.9 Gift Noting

In this process, employee needs to send the intimation for Gift value worth more than Rupees 50,000 to Personnel Department (E2). Personnel Department will verify the request for gift received and update the employee personnel records and service book.

Step 1: Employee will raise a request for Gift with the supportive document.

Step 2: Once the request has been raised, system will send email notification to reviewer for the further preceding.

Step 3: Reviewer will review the request and submit the final recommendation and send it for further proceeding.

Step 4: Once the reviewing authority submitted the recommendation, Approval Authority will receive an email notification for further proceeding.

Step 5: Approval Authority approves the request based on reviewer recommendation.

4.2.9.1 Navigation

Left Navigation: Employee Relation >> Gift Noting

4.2.9.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.9.1 to reach the Gift Noting Landing Page as shown in Figure 4-111

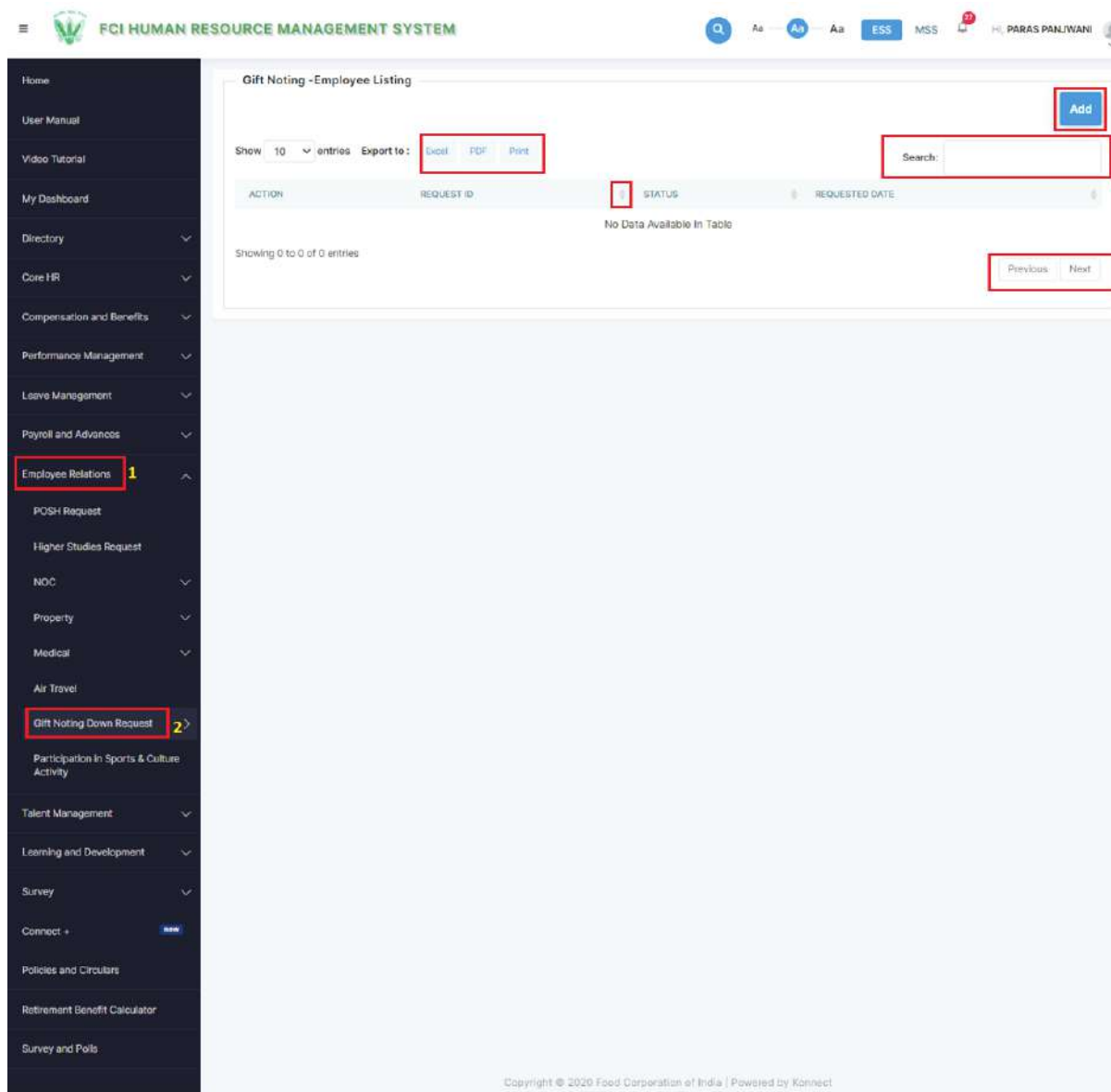









Figure 4-111: Gift Noting

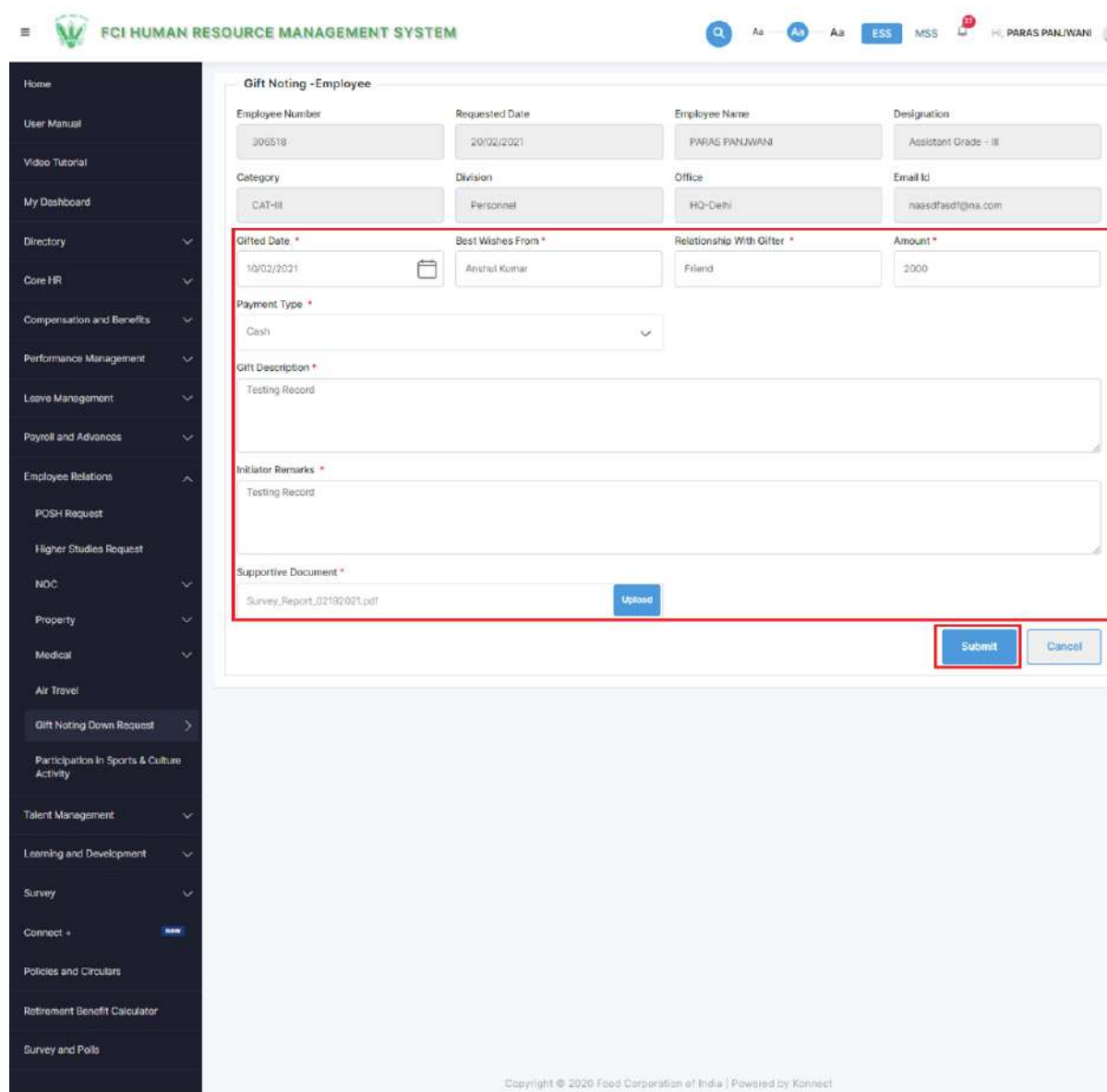
User shall be able to perform the following activities from the landing page:

- Click on [Excel](#) [PDF](#) [Print](#) to export the table records in Excel, CSV or print as per table columns.

- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to add a new gift noting request in the table as mentioned in Section 4.2.9.3 – Add

4.2.9.3 Add

Click on  to open the Gift Noting request form as shown in Figure 4-112



The screenshot displays the 'Gift Noting - Employee' form within the FCI Human Resource Management System. The form is divided into several sections:


- Employee Information:** Employee Number (305518), Requested Date (20/02/2021), Employee Name (PARAS PANJWANI), Designation (Assistant Grade - III).
- Category and Division:** Category (CAT-III), Division (Personnel), Office (HQ-Delhi), Email Id (naesdfasdf@ins.com).
- Gift Details:** Gifted Date (10/02/2021), Best Wishes From (Anishul Kumar), Relationship With Gifter (Friend), Amount (2000).
- Payment Type:** Cash.
- Gift Description:** Testing Record.
- Initiator Remarks:** Testing Record.
- Supportive Document:** Survey_Report_02192021.pdf (with an Upload button).

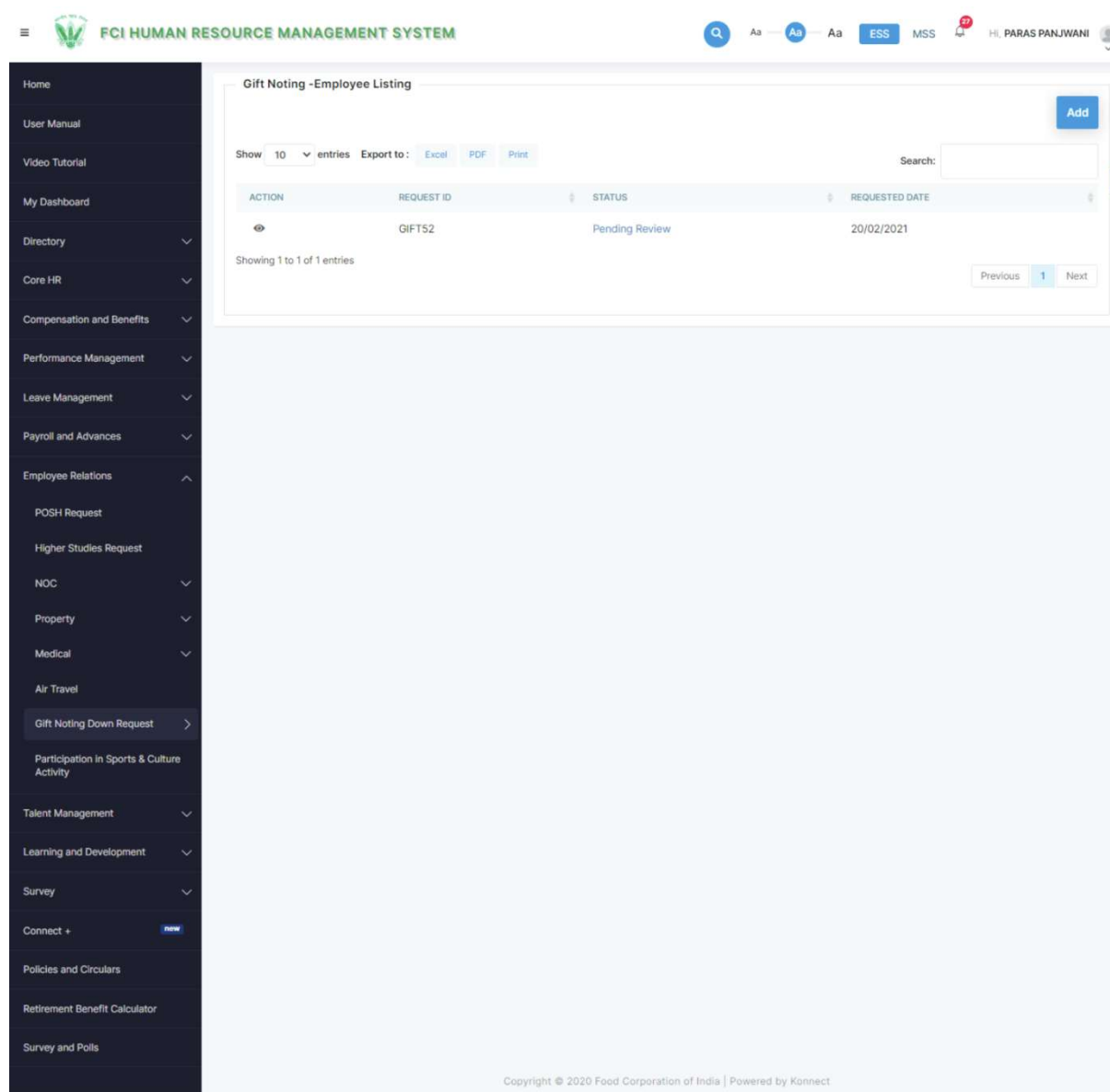
At the bottom right of the form, there are **Submit** and **Cancel** buttons. The interface also shows a sidebar menu on the left and a top navigation bar with user information (ESS, MSS, H, PARAS PANJWANI).

Figure 4-112: Gift Noting- Employee

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Enter the details and click on  such that a success message will be shown in the Gift Noting Landing Page for addition of a new record in the table as shown in Figure 4-113



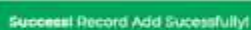
The screenshot displays the 'FCI HUMAN RESOURCE MANAGEMENT SYSTEM' interface. The left sidebar contains a navigation menu with various HR functions. The main content area is titled 'Gift Noting - Employee Listing' and features a table with the following data:

ACTION	REQUEST ID	STATUS	REQUESTED DATE
	GIFTS2	Pending Review	20/02/2021

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. The interface also includes a search bar, an 'Add' button, and export options for Excel, PDF, and Print. The footer of the page reads 'Copyright © 2020 Food Corporation of India | Powered by Konnect'.

Figure 4-113: New Gift Noting Request Added

The success message will be displayed as



4.2.9.4 Gift Noting Request Reviewer Landing


The submitted request will be listed in the Reviewer's landing screen as shown in Figure 4-114

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The screenshot displays the 'Gift Noting - Reviewer Listing' interface. The sidebar on the left contains various HR management options, with 'Employee Relation' (1) and 'Gift Noting' (2) highlighted. The main area features search filters for Request ID, From Date, To Date, Office Type, Office, Category, Division, Designation, and Status. A 'Get Results' button is prominently displayed. Below the filters, there are options to show 10 entries and export to Excel, PDF, or Print. A search bar is also present. The data table below lists several gift noting requests with columns for Action, Request ID, Status, Employee Number, Employee Name, Office, Office Type, Category, Division, Designation, and Request Date. The first row shows a request for AMIT KUMAR, and the last row shows a request for PARAS PANJWANI. At the bottom, there are 'Previous' and 'Next' pagination buttons.

Figure 4-114 Gift Noting Reviewer Landing

Click on  as shown in Figure 4-114, to land on Review gift Noting request screen as shown in Figure 4-115.

4.2.9.5 Gift Noting Dispatch

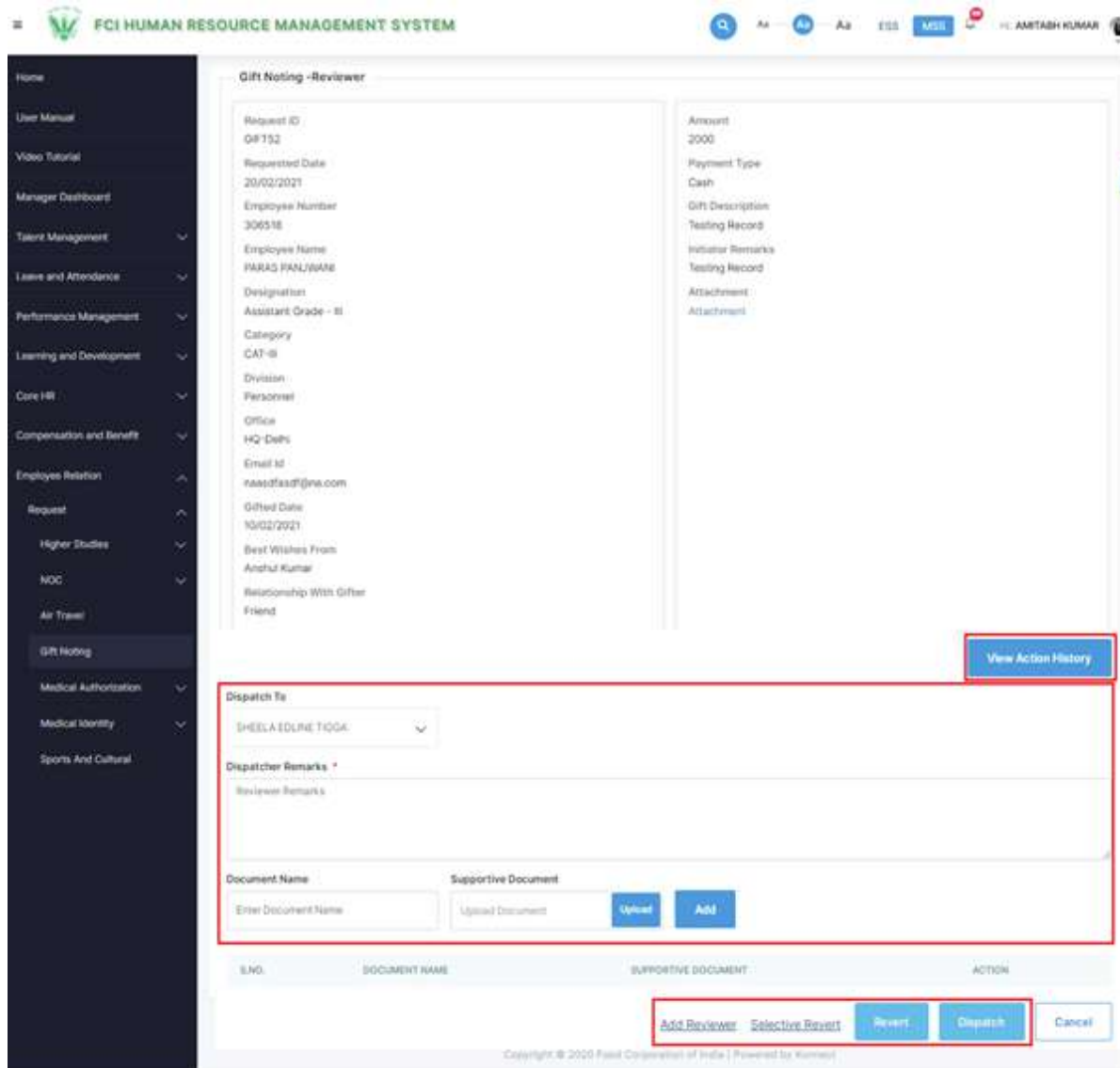


Figure 4-115 Gift Noting Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-115.
- **Add Reviewer** link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.
- Click on **Dispatch** to dispatch the request and a success message will be displayed as per below image.

Request has been dispatched successfully.

4.2.9.6 Gift Noting- Review

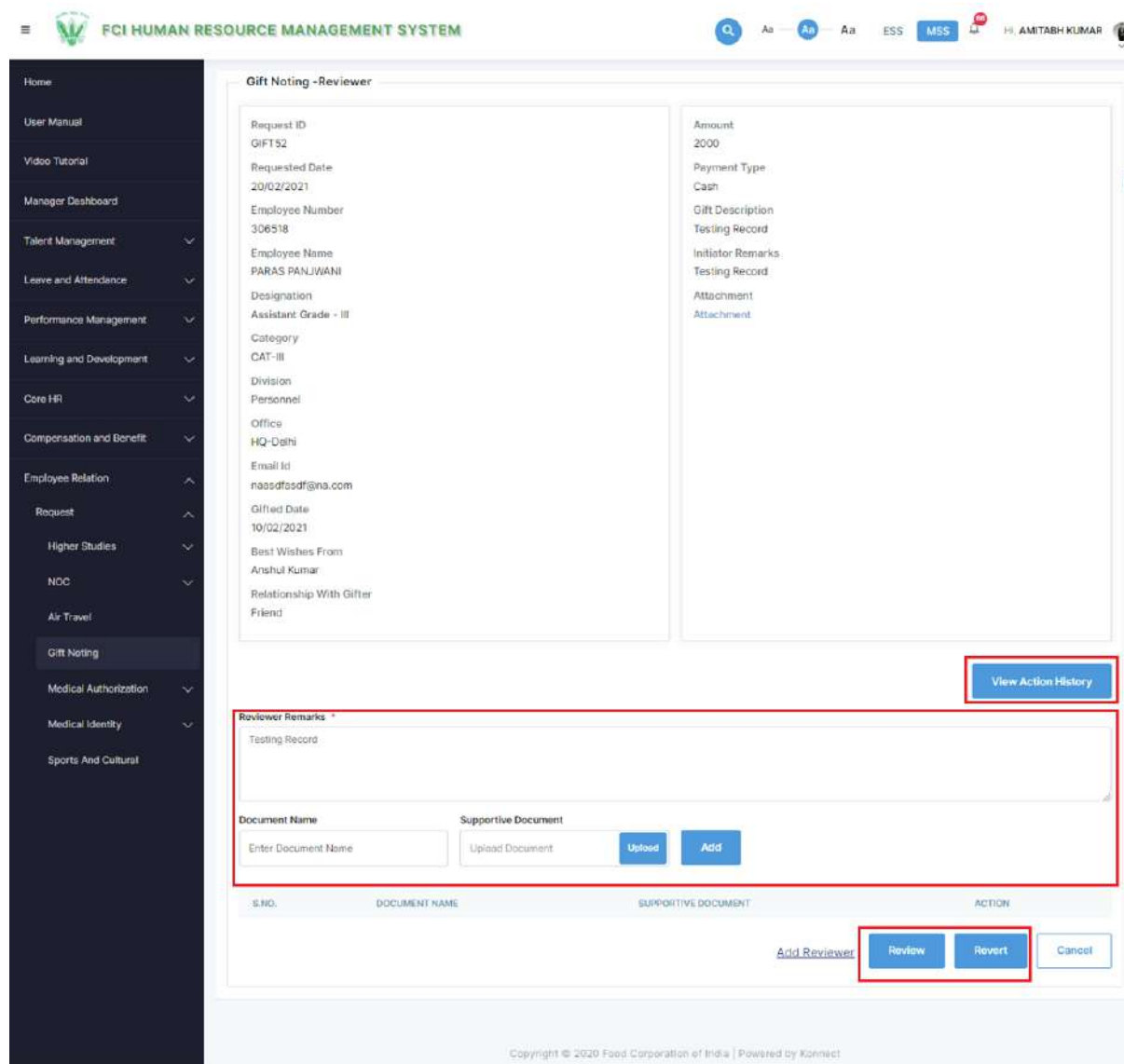





Figure 4-116: Gift Noting Review

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

- Click on  to view the action taken on the request as shown in Figure 4-116.
- Click on  to review the request and a success message will be displayed as shown in Figure 4.117.
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

Hi, AMITABH KUMAR

Gift Noting -Reviewer Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: [Get Results](#)

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

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUESTE
	GIFT43	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	08/01/20
	GIFT44	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	08/01/20
	GIFT45	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	08/01/20
	GIFT46	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	08/01/20
	GIFT47	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	10/01/20
	GIFT48	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	10/01/20

Showing 1 to 6 of 6 entries

Previous 1 Next

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Figure 4-117: Gift Noting Request Reviewed

The success will be displayed as



4.2.9.7 Gift Noting Approver Landing

The request will be forwarded to the approver’s landing page as shown in Figure 4-118


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The screenshot displays the 'Gift Noting - Approver Listing' page in the FCI HRMS. The interface includes a sidebar on the left with various menu items. The main content area features a search and filter section with fields for Request ID, From Date, To Date, Office Type, Office, Category, Division, and Designation. A 'Get Results' button is highlighted with a red box. Below this is an 'Export to' dropdown menu with options for Excel, PDF, and Print. A search input field is also highlighted. The table below shows a list of requests with columns for Action, Request ID, Status, Employee Number, Employee Name, Office, Office Type, Category, Location, Designation, and Request Date. A red box highlights the 'Employee Relation' menu item in the sidebar, and another red box highlights the 'Gift Noting' menu item. The table contains one entry for a 'Pending Approval' request by 'FARAS PANJWANI'.

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	LOCATION	DESIGNATION	REQUEST DATE
<input checked="" type="checkbox"/>	GFTS2	Pending Approval	306518	FARAS PANJWANI	HQ-Dehi	HQ	CAT-B	Personal	Assistant Grade - II	20/02/20

Figure 4-119 Gift Noting Approver Landing

Click on  as shown in Figure 4-119, to land on Approve Request as shown in Figure 4-120.

4.2.9.8 Gift Noting Approve

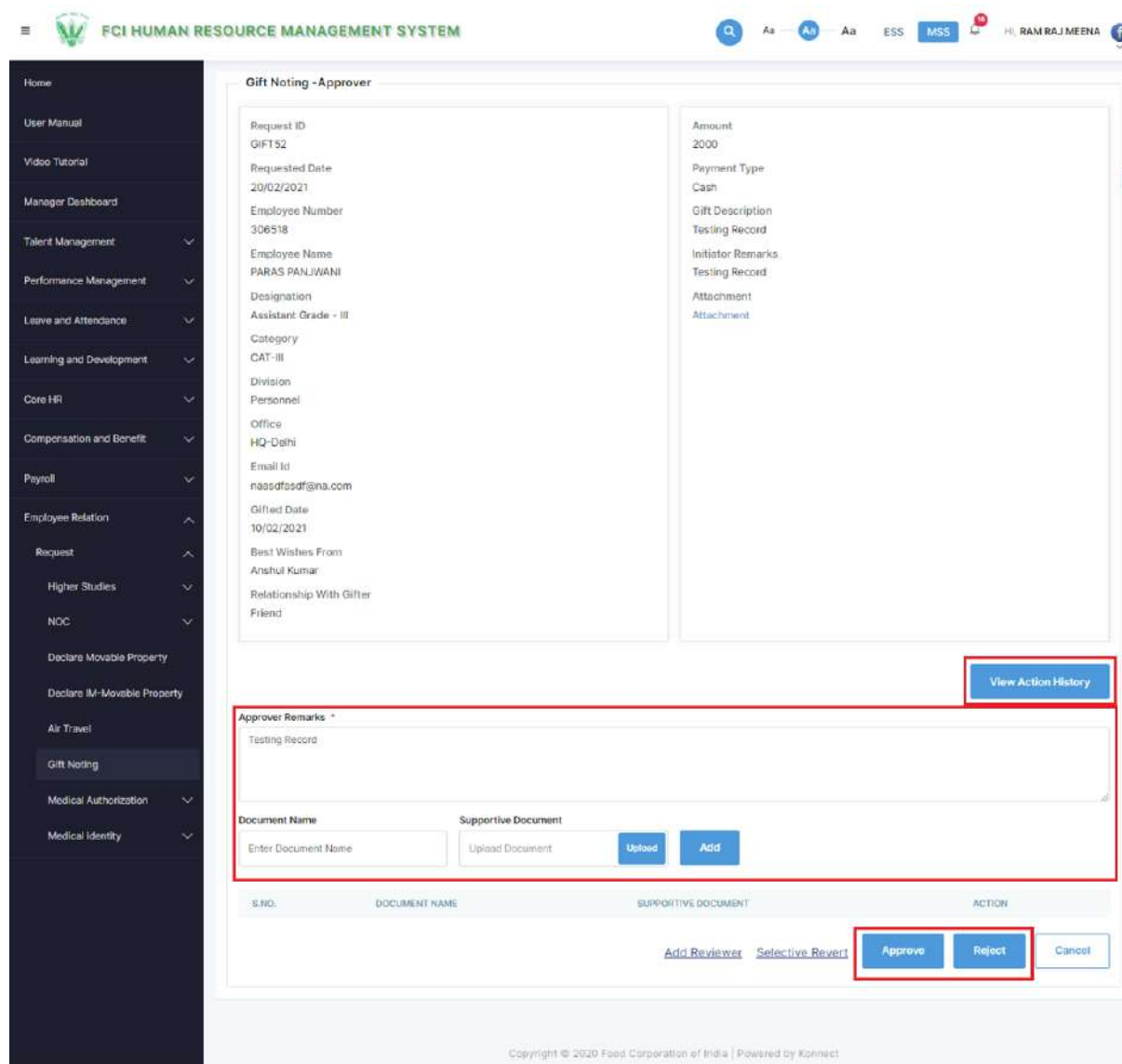


Figure 4-120: Gift Noting Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-120.
- Click on **Approve** to approve the request, and a success message will be shown in the Gift Noting Approver Landing Screen for approving the record as shown in Figure 4-120
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

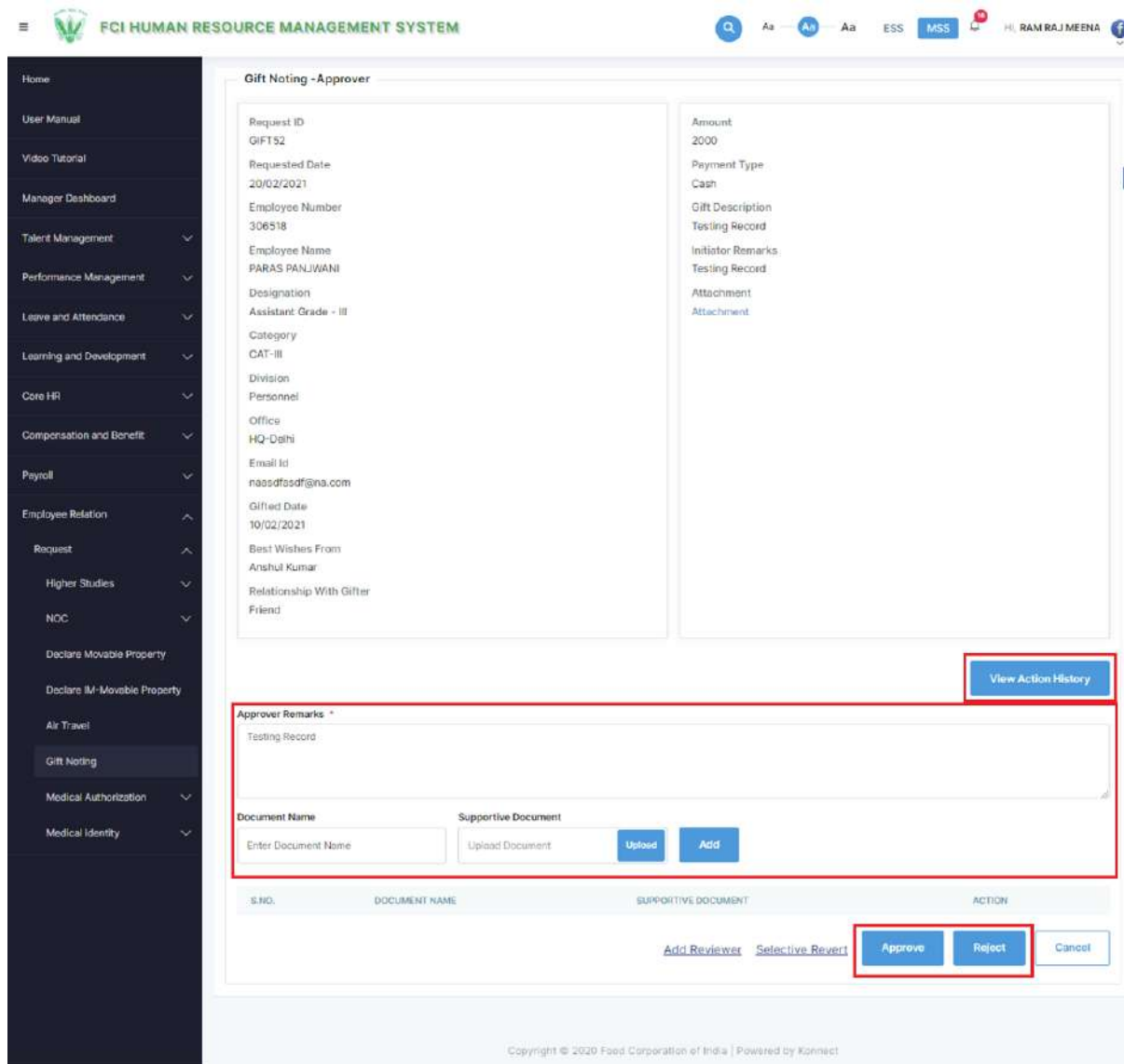


Figure 4-121: Gift Noting Approved

The success will be displayed as



4.2.10 Participation in Sports and Cultural Activity

In this process, the employee at FCI whether posted at Headquarters, Zonal Office, Regional office or at District office needs to seek prior permission from the concern division for participating in any culture or sports event. Sports and culture activities are governed and managed by the Sports promotion board at Headquarters, Zonal Office, and Regional office. On declaring any sports or culture activity, they seek applicants from their offices for participation.

Step 1: Employee will submit the request for the participation sport and cultural activities.

Step 2: Once the request has been submitted, reviewer will review the request and submit his/her recommendation.

Step 3: Once the request reviewed, approval authority will review the request and approved based on recommendation given by reviewer.

4.2.10.1 Navigation

Left Navigation: Employee Relation >> Participation in Sports and Cultural Activity

4.2.10.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.10.1 to reach the Sports and Cultural Participation Landing Page as shown in Figure 4-122

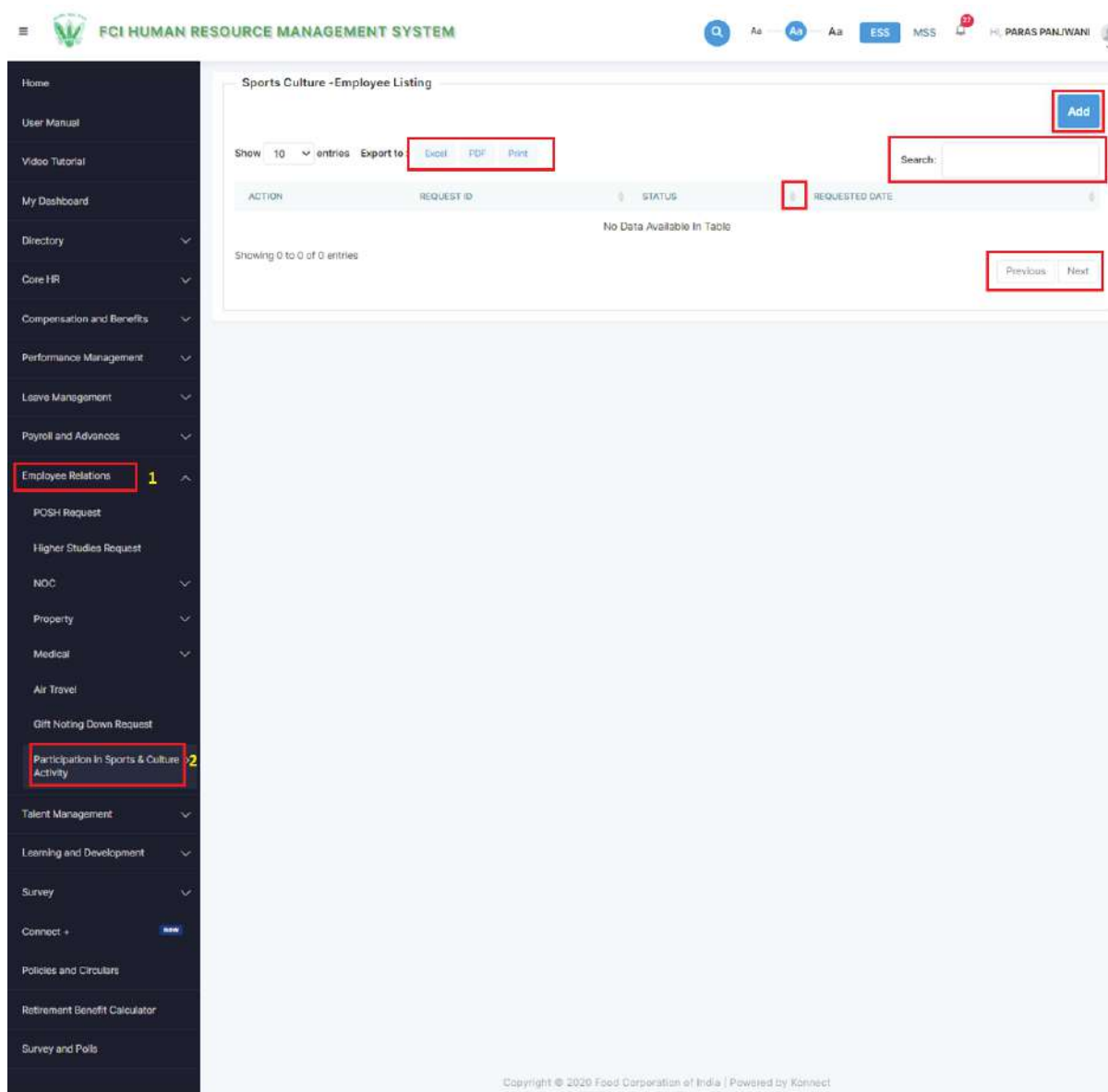




Figure 4-122: Sports and Cultural Participation

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel 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 to navigate table records
- Click on to add a new Sports and cultural participation request in the table as mentioned in Section 4.2.10.3 – Add

4.2.10.3 Add

Click on to open the Sports and cultural participation form as shown in Figure 4-110

The screenshot displays the 'Sports Culture - Employee' form within the FCI HRMS. The form is structured as follows:


- Requested Date:** 2021-02-20
- Name of the Event *:** FCI Chess
- Event Start Date:** 30/09/2020
- Event End Date:** 01/10/2020
- Eligibility Criteria:** Testing
- Event Venue:** FCI Venue
- Employee Number:** 306518
- Employee Name:** PARAS PANJWANI
- Designation:** Assistant Grade - III
- Category:** CAT-III
- Division:** Personnel
- Initiator Remarks *:** Testing Record
- Supportive Document:** Survey_Report_02192021.pdf

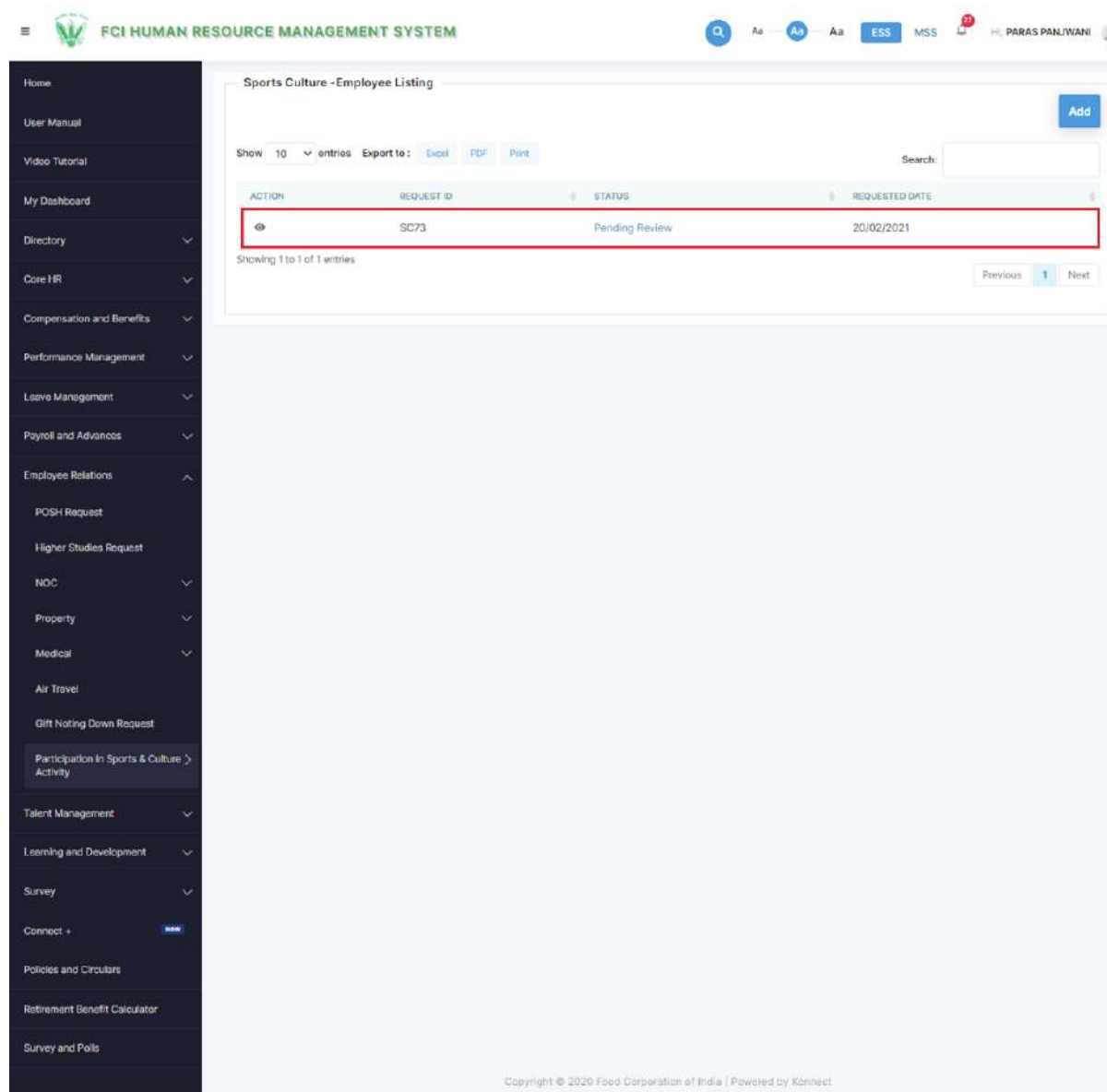
At the bottom right of the form, there are two buttons: and . The 'Submit' button is highlighted with a red box.

Figure 4-123: Sports and Cultural Participation Request

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Enter the details and click on  such that a success message will be shown in the Sports and cultural participation Landing Page for addition of a new record in the table as shown in Figure 4-124.



The screenshot displays the 'Sports Culture - Employee Listing' page. The interface includes a navigation menu on the left, a search bar, and a table of requests. The table has the following data:

ACTION	REQUEST ID	STATUS	REQUESTED DATE
	SC73	Pending Review	20/02/2021

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. The page footer contains the text: 'Copyright © 2020 Food Corporation of India | Powered by Kohnect'.

Figure 4-124: Sports and Cultural Participation Request Added

The success message will be displayed as



4.2.10.4 Sports and Cultural Participation Request Approver Landing


The submitted request will be listed in the Approver's landing screen as shown in Figure 4-125

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The screenshot displays the 'Sports Culture - Approver Listing' interface. The sidebar on the left contains various menu items, with 'Employee Relation' (marked with a '1') and 'Sports And Cultural' (marked with a '2') highlighted. The main content area features a search and filter section with fields for Request ID, From Date, To Date, Office, Category, Division, Designation, and Status. A 'Get Results' button is present. Below this is a table with columns: ACTION, REQUEST ID, STATUS, EMPLOYEE NUMBER, EMPLOYEE NAME, OFFICE, OFFICE TYPE, CATEGORY, DIVISION, DESIGNATION, and REQUESTS. A table entry is visible for request ID SC73, status Pending Review, employee number 306518, employee name PARAS PANJWANI, office HQ-Duty, office type HQ, category CAT-18, division Personnel, designation Assistant Grade - II, and request date 20/02/20. A 'Approve' icon (a checkmark) is highlighted in the ACTION column. At the bottom right, there is a 'Previous' button and a 'Next' button.

Figure 4-125 Sports Culture- Approver Listing

Click on  as shown in Figure 4-125, to land on approve Sports and Cultural Participation request screen as shown in Figure 4-126.

4.2.10.5 Sports and Cultural Participation - Approver

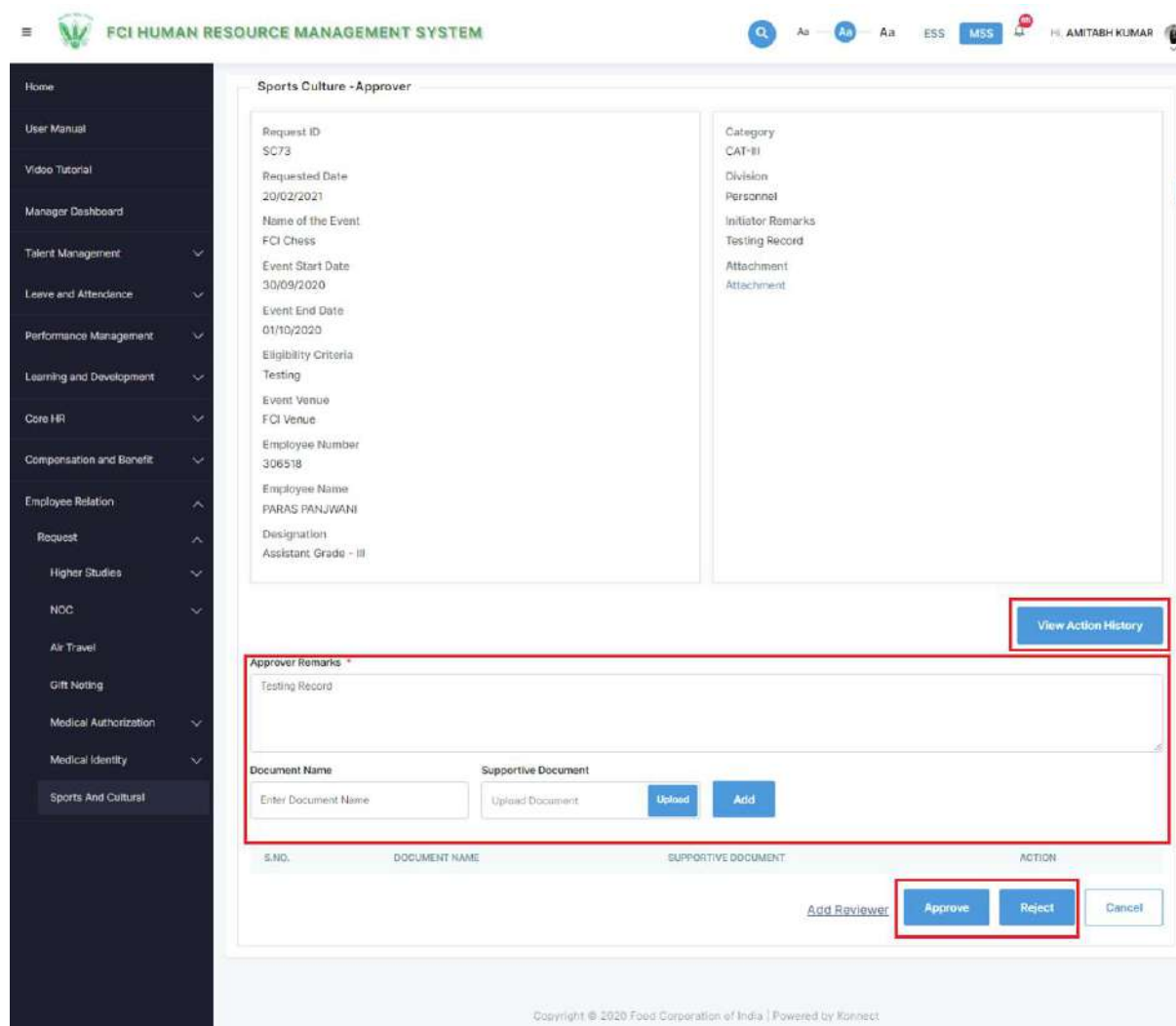





Figure 4-126: Sports and Cultural Participation- Approver

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

- Click on  to view the action taken on the request as shown in Figure 4-126.
- Click on  to review the request and a success message will be displayed as shown in Figure 4. 126.
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

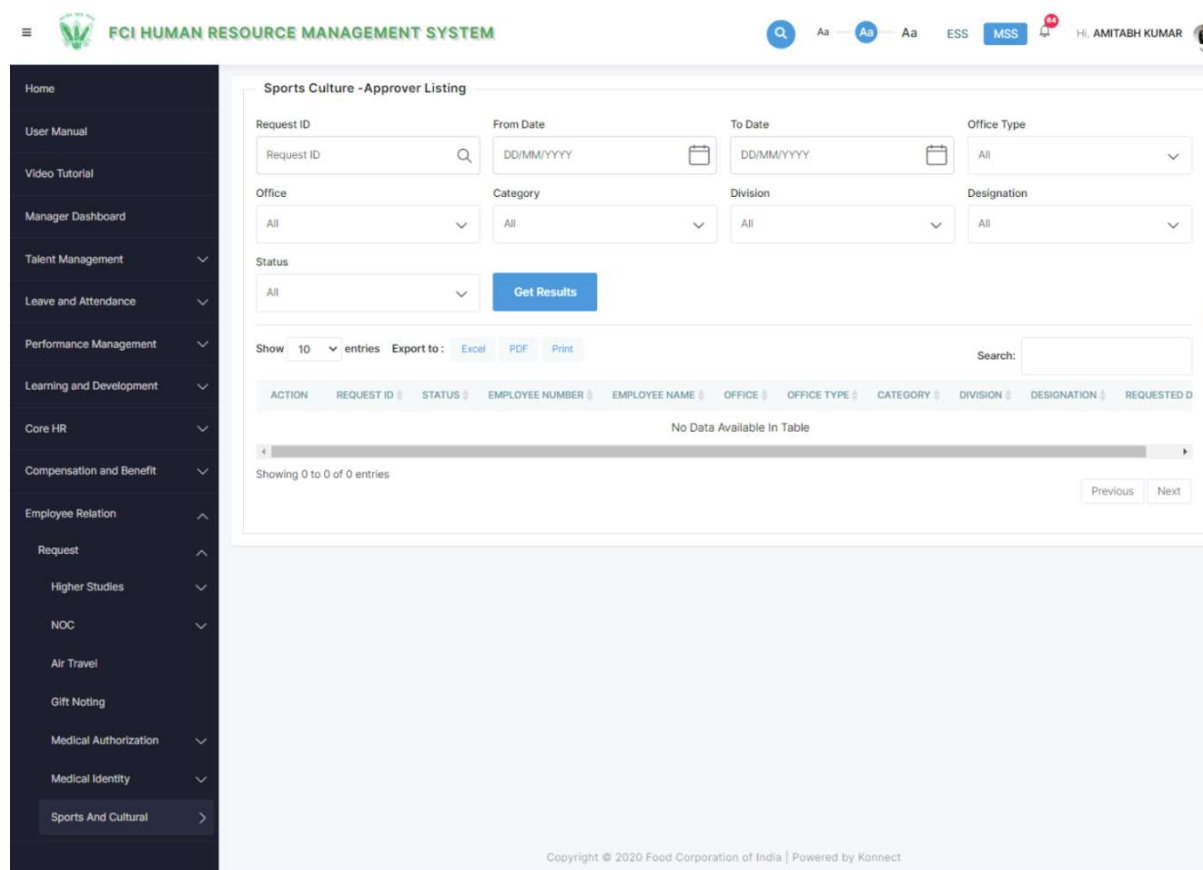


Figure 4-127: Sports and Cultural Participation Request Approved

The success message will be displayed as



4.2.11 Air Travel

In this process, employees who are not entitled for air travel for any official tour can request for air travel sanction with proper documents. If the personnel section considers the request genuine, the request will be forwarded to the approval authority and once they approve, air travel will stand sanctioned for employees.

- Step 1:** Employee will raise a request for the air travel with the supportive document.
- Step 2:** Once the request has been raised, system will send email notification to reviewer for the further processing.
- Step 3:** Reviewer will review the request and submit the final recommendation and send it for further proceeding with approving authority. However it may be revert the request in case of discrepancies.
- Step 4:** Once the reviewing authority submitted the recommendation, Approving authority will receive an email notification for further proceeding.
- Step 5:** Approving authority on approving the request based on reviewer recommendation shall lead to issue of NOC order from Personnel Division and the service book is updated. However, on rejection the request is terminated.

4.2.11.1 Navigation

Left Navigation: Employee Relation >> Air Travel Request

4.2.11.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.11.1 to reach the Air Travel Landing Page as shown in Figure 4-128

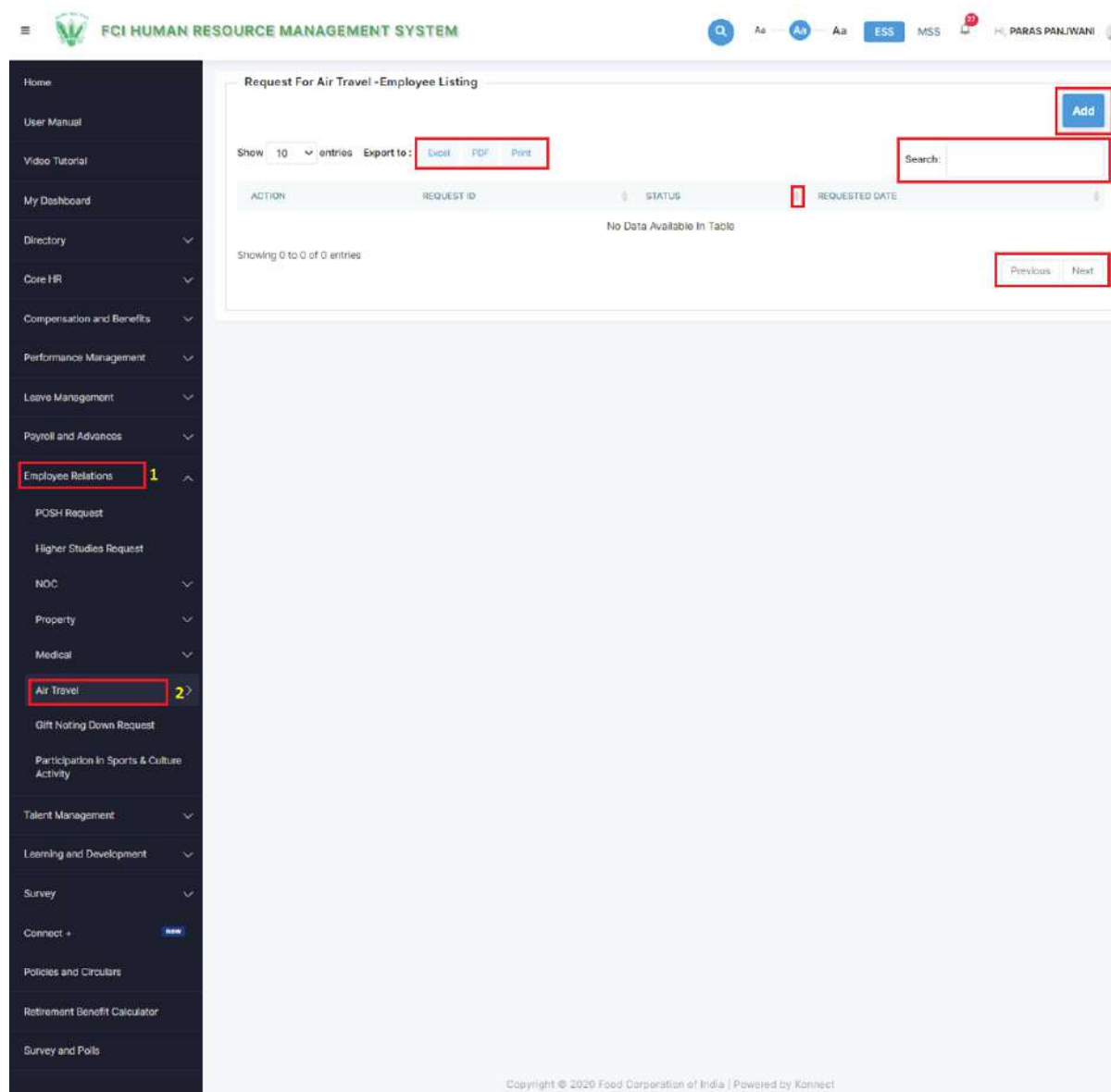







Figure 4-128: Air Travel

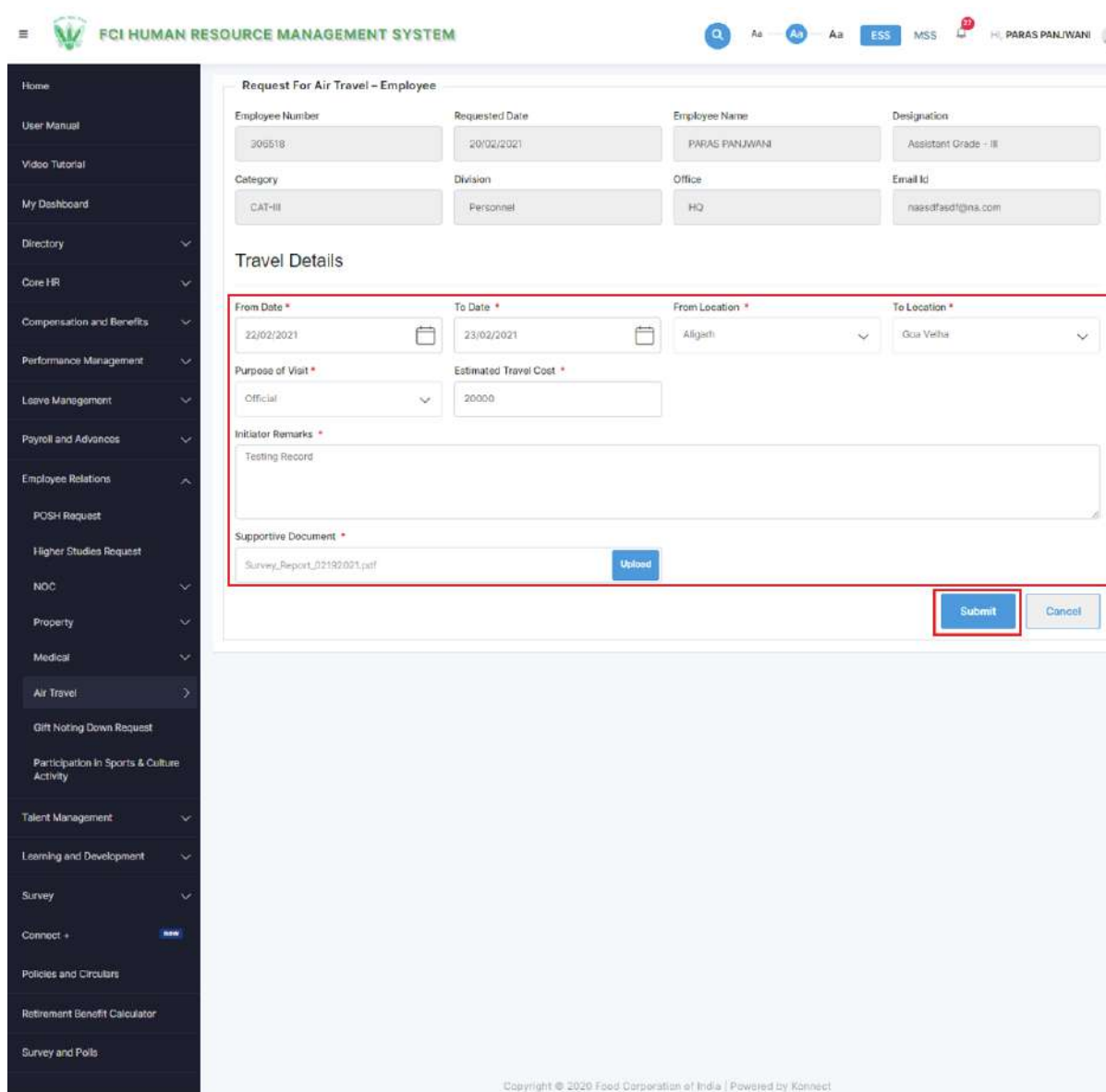
User shall be able to perform the following activities from the landing page:

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

- Click on  to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to add a new Air Travel Request in the table as mentioned in Section 4.2.11.3 – Add

4.2.11.3 Add


Click on  to open the Air Travel request form as shown in Figure 4-129

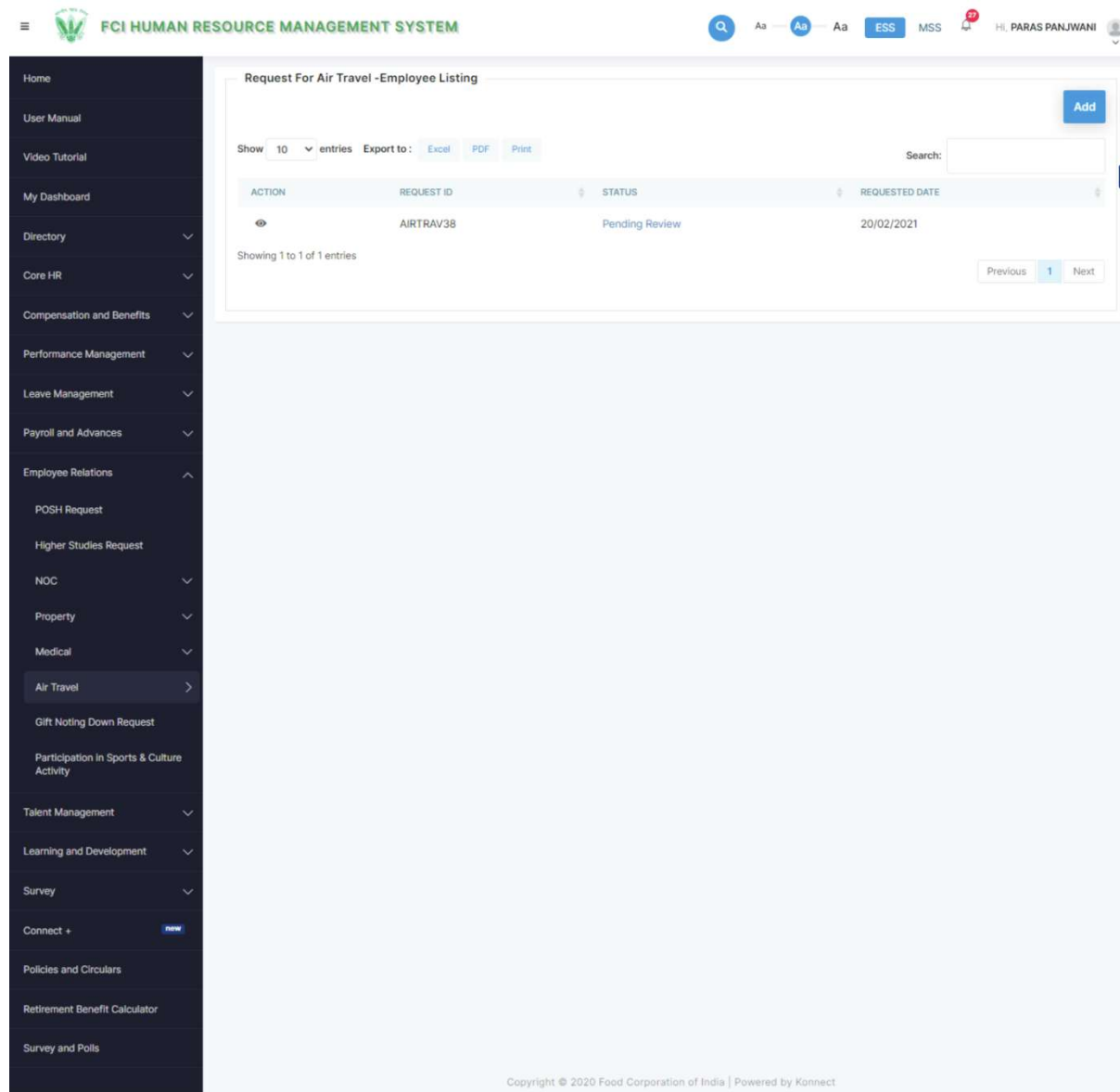


The screenshot displays the 'Request For Air Travel - Employee' form within the FCI Human Resource Management System. The form is divided into several sections:

- Employee Information:** Fields for Employee Number (305518), Requested Date (20/02/2021), Employee Name (PARAS PANJWANI), Designation (Assistant Grade - III), Category (CAT-III), Division (Personnel), Office (HQ), and Email Id (naesdfasd@fins.com).
- Travel Details:** Fields for From Date (22/02/2021), To Date (23/02/2021), From Location (Aligarh), To Location (Gua Velha), Purpose of Visit (Official), and Estimated Travel Cost (20000).
- Initiator Remarks:** A text area containing 'Testing Record'.
- Supportive Document:** A field for uploading a document, with 'Survey_Report_02102021.pdf' listed and an 'Upload' button.
- Submission:** A 'Submit' button and a 'Cancel' button are located at the bottom right of the form.

Figure 4-129: Air Travel Request

Enter the details and click on  such that a success message will be shown in the Landing Page for addition of a new record in the table as shown in Figure 4-130



The screenshot displays the 'Request For Air Travel -Employee Listing' page. The sidebar menu on the left is expanded to 'Air Travel'. The main content area shows a table with one entry:

ACTION	REQUEST ID	STATUS	REQUESTED DATE
	AIRTRAV38	Pending Review	20/02/2021

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous', '1', and 'Next' navigation buttons. The top navigation bar shows 'ESS', 'MSS', and 'HI, PARAS PANJWANI'. The footer contains 'Copyright © 2020 Food Corporation of India | Powered by Konnect'.

Figure 4-130: Air Travel Request Added

The success message will be displayed as



4.2.11.4 Air Travel Reviewer Landing


The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-131

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The screenshot displays the 'Air Travel - Reviewer Listing' interface. The sidebar on the left contains a navigation menu with 'Employee Relation' (1) and 'Air Travel' (2) highlighted. The main content area features a search and filter section with fields for Request ID, From Date, To Date, Office Type, Office, Category, Division, and Designation. A 'Get Results' button is present. Below the filters, there are options to show 10 entries and export to Excel, PDF, or Print. A search bar is also available. The table below shows one entry for 'AIRTRAV38' with a status of 'Pending Review'. The table columns are: ACTION, REQUEST ID, STATUS, EMPLOYEE NUMBER, EMPLOYEE NAME, OFFICE, OFFICE TYPE, CATEGORY, DIVISION, DESIGNATION, and REQUEST. The entry for 'AIRTRAV38' has a status of 'Pending Review', employee number '306518', employee name 'PARAS PANJWANI', office 'HQ - Delhi', office type 'HQ', category 'CAT-III', division 'Personnel', designation 'Assistant Grade - III', and request date '20/02/20'. The page footer indicates 'Copyright © 2020 Food Corporation of India | Powered by Konnect'.

Figure 4-131 Air Travel Reviewer Landing

Click on  as shown in Figure 4-131, to land on Air Travel Review screen as shown in Figure 4-132.

4.2.11.5 Air Travel Dispatch

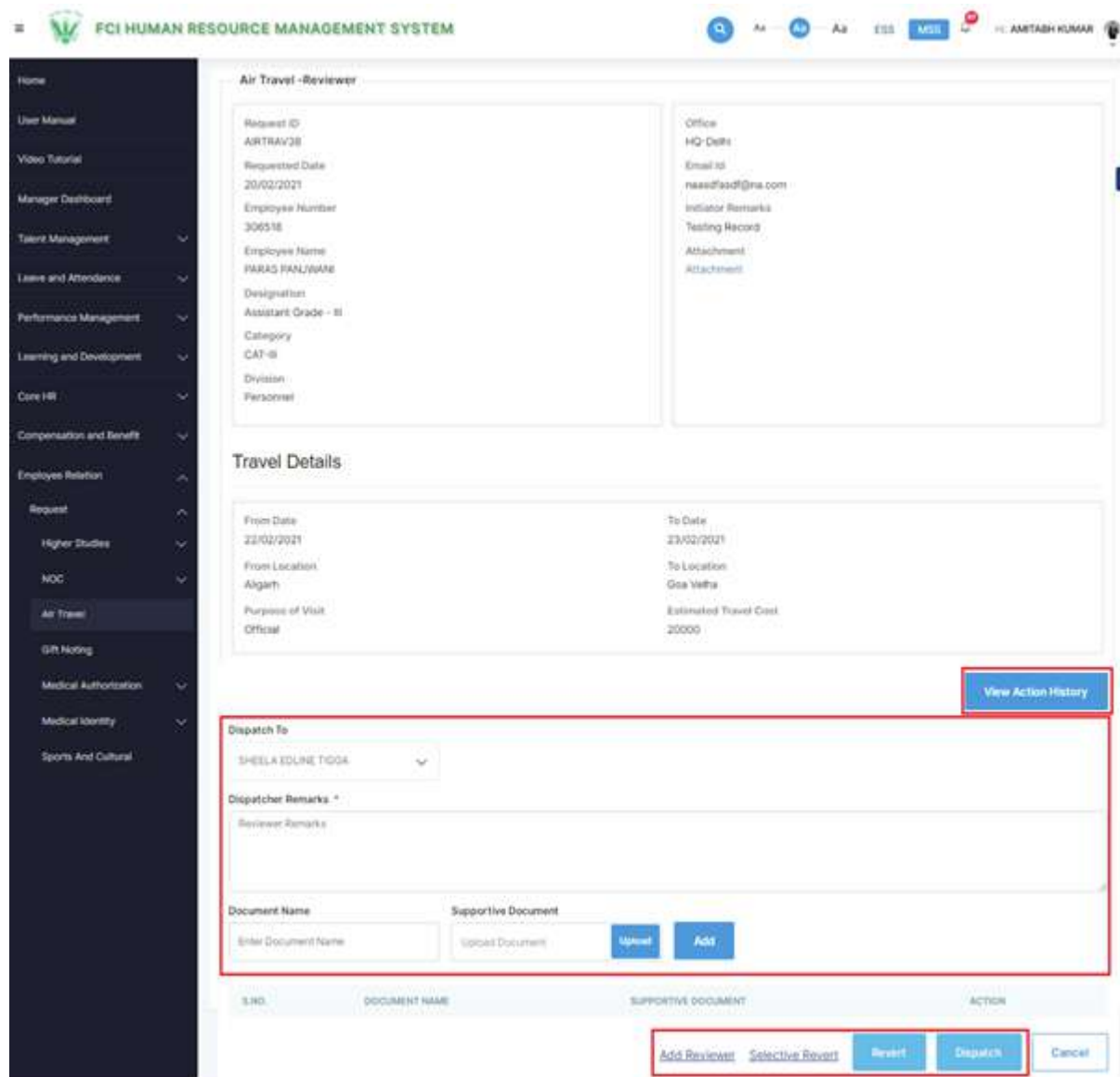


Figure 4-132: Air Travel Dispatch

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-142.
- **Add Reviewer** link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.
- Click on **Dispatch** to dispatch the request and a success message will be displayed as per below image.

Request has been dispatched successfully.

4.2.11.6 Air Travel Review

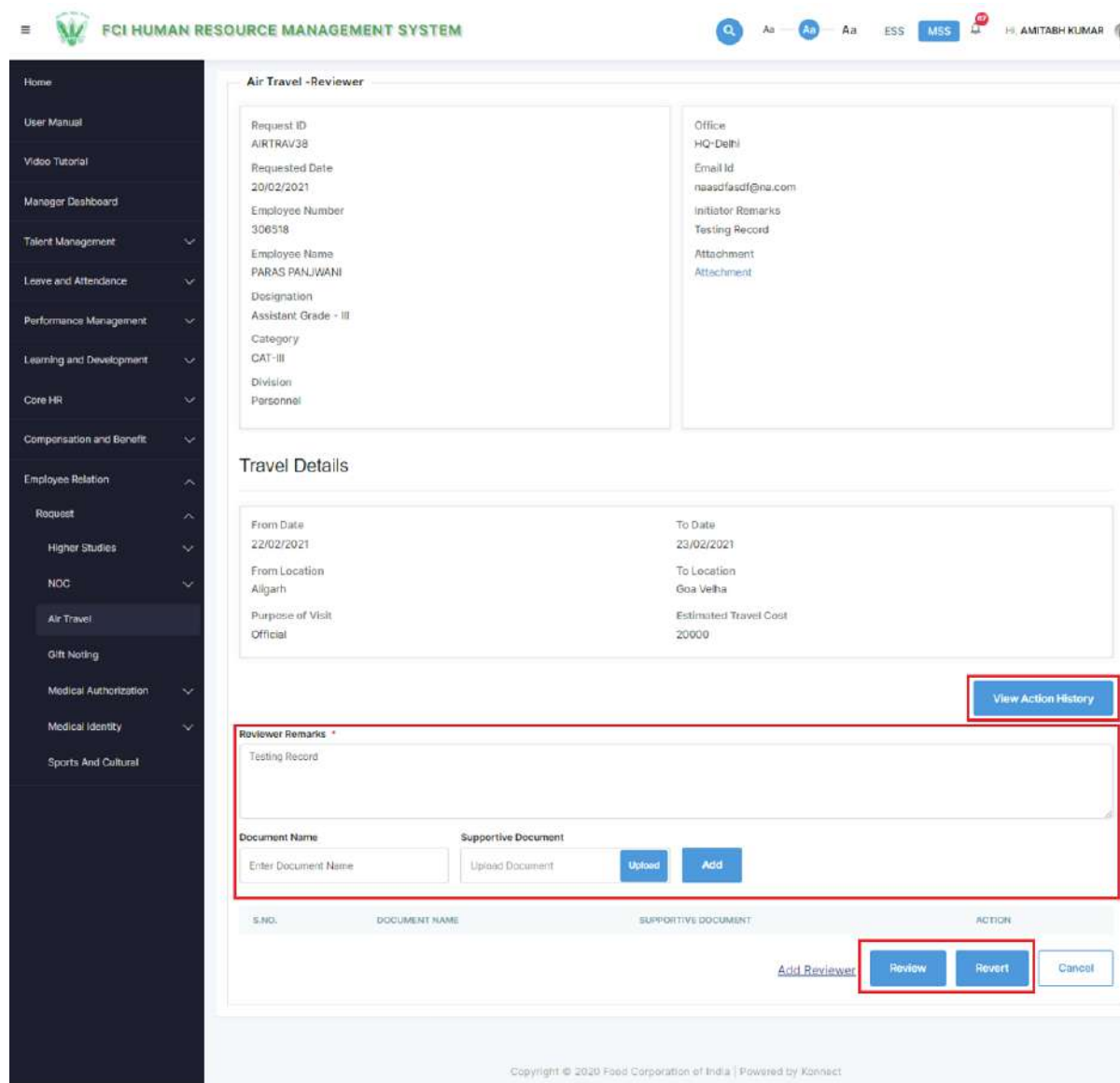


Figure 4-133: Air Travel Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-133
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4-134


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

Figure 4-134: Air Travel Review successful

The success will be displayed as



4.2.11.7 Air Travel Approver Listing


The request will be forwarded to the approver’s landing page as shown in Figure 4-135

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The screenshot displays the 'Air Travel - Approver Listing' interface. The sidebar on the left contains a menu with 'Employee Relation' (marked with a red box and '1') and 'Air Travel' (marked with a red box and '2'). The main content area features a search and filter section with fields for Request ID, From Date, To Date, Office Type, Office, Category, Division, and Designation. A 'Get Results' button is highlighted with a red box. Below the filters, there are options to show 10 entries and export to Excel, PDF, or Print. A search bar is also present. The table below shows one entry for request AIRTRAV38, with columns for ACTION, REQUEST ID, STATUS, EMPLOYEE NUMBER, EMPLOYEE NAME, OFFICE, OFFICE TYPE, CATEGORY, DIVISION, DESIGNATION, and REQUEST. The 'OFFICE' column header and the 'Approve' icon in the ACTION column are highlighted with red boxes. The footer of the page reads 'Copyright © 2020 Food Corporation of India | Powered by Konnect'.

Figure 4-135: Air Travel- Approver Listing

Click on  as shown in Figure 4-135, to land on Approve Request as shown in Figure 4-136.

4.2.11.8 Air Travel Approve

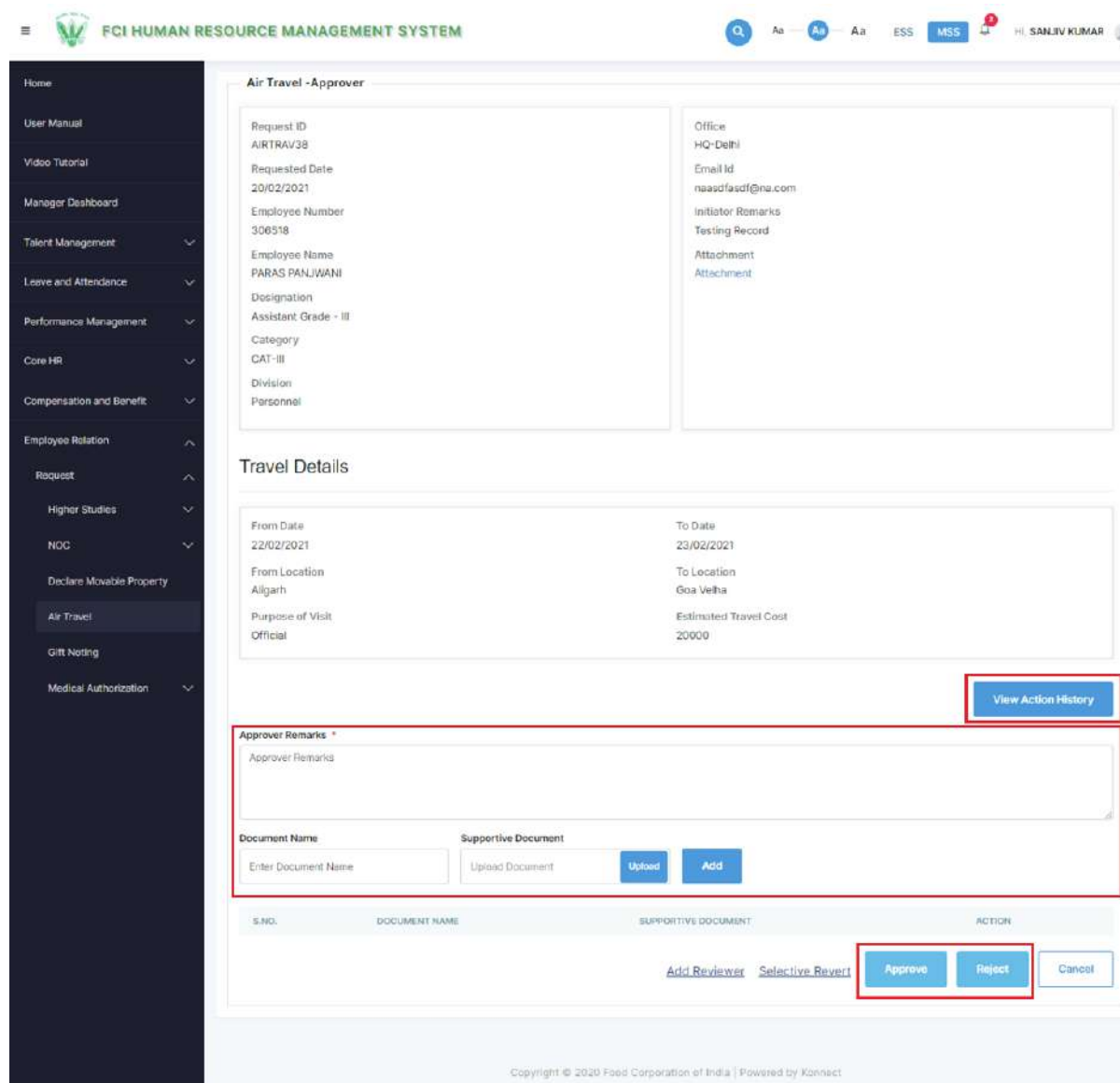


Figure 4-136: Air Travel Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-136.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-137.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

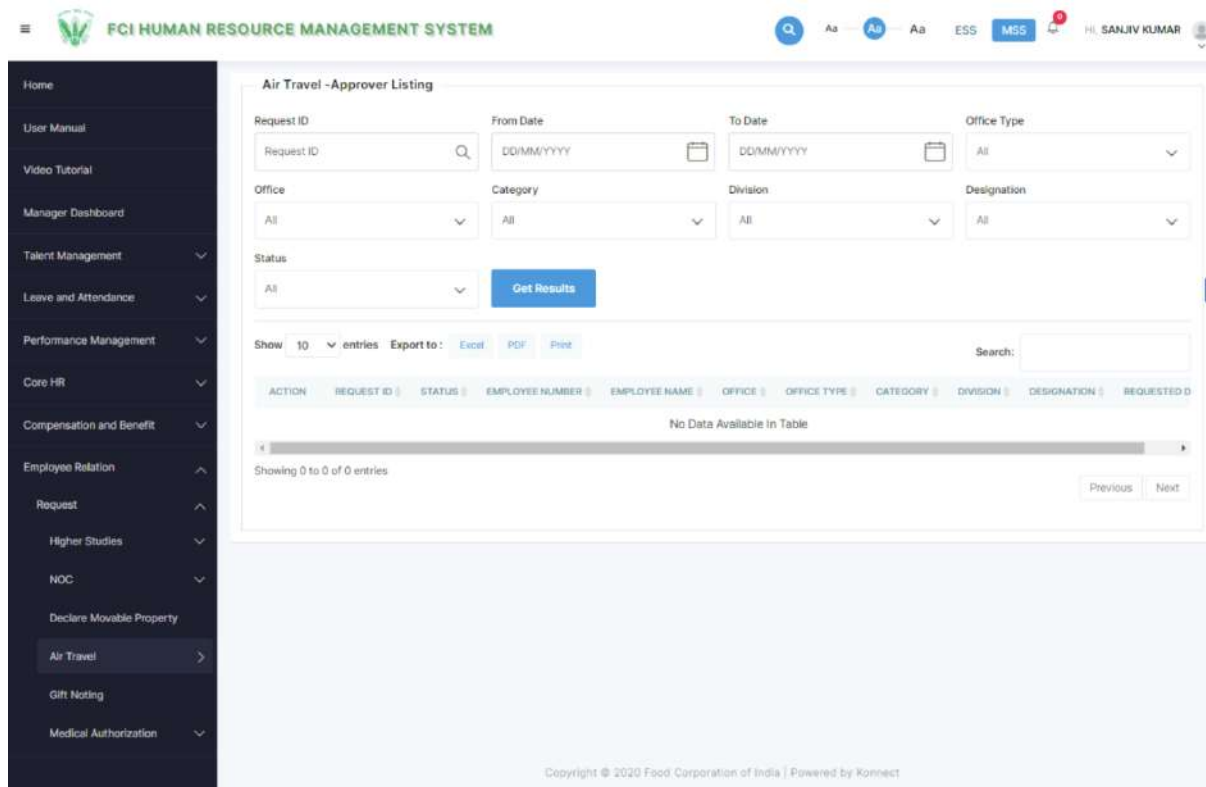


Figure 4-137: Air Travel Approve successful

The success will be displayed as



4.2.12 NOC for Other Examination

As an initiator (employee), there must be a provision to raise a request for NOC for any of the following:

- Request for Other Examination

So that the request is submitted for recommendations of reviewing authority

As reviewing authority (Reporting Manager, AGM, DGM, GM (P) and ED (P)), there must be a provision to validate the employee request for NOC coming through the proper channel or not and if so then there should be a provision to mark it as reviewed and forward it for recommendation of approving authority. However, on rejection the request will terminate and the employee will receive an email notification.

As an approving authority (MD, ED Zone, GM Zone, GM Region and DM), there must be provision to review the recommendation submitted by reviewing authority for the NOC request application and on approving the request, Personnel Division shall issue the relevant NOC order. However on rejection the request shall terminate.

4.2.12.1 Navigation

Left Navigation: Employee Relation >> NOC>> NOC for Other Examination

4.2.12.2 Landing Page

User shall traverse the navigation as mentioned in Section 4.2.12.1 to reach the NOC for Other Examination Landing Page as shown in Figure 4-138

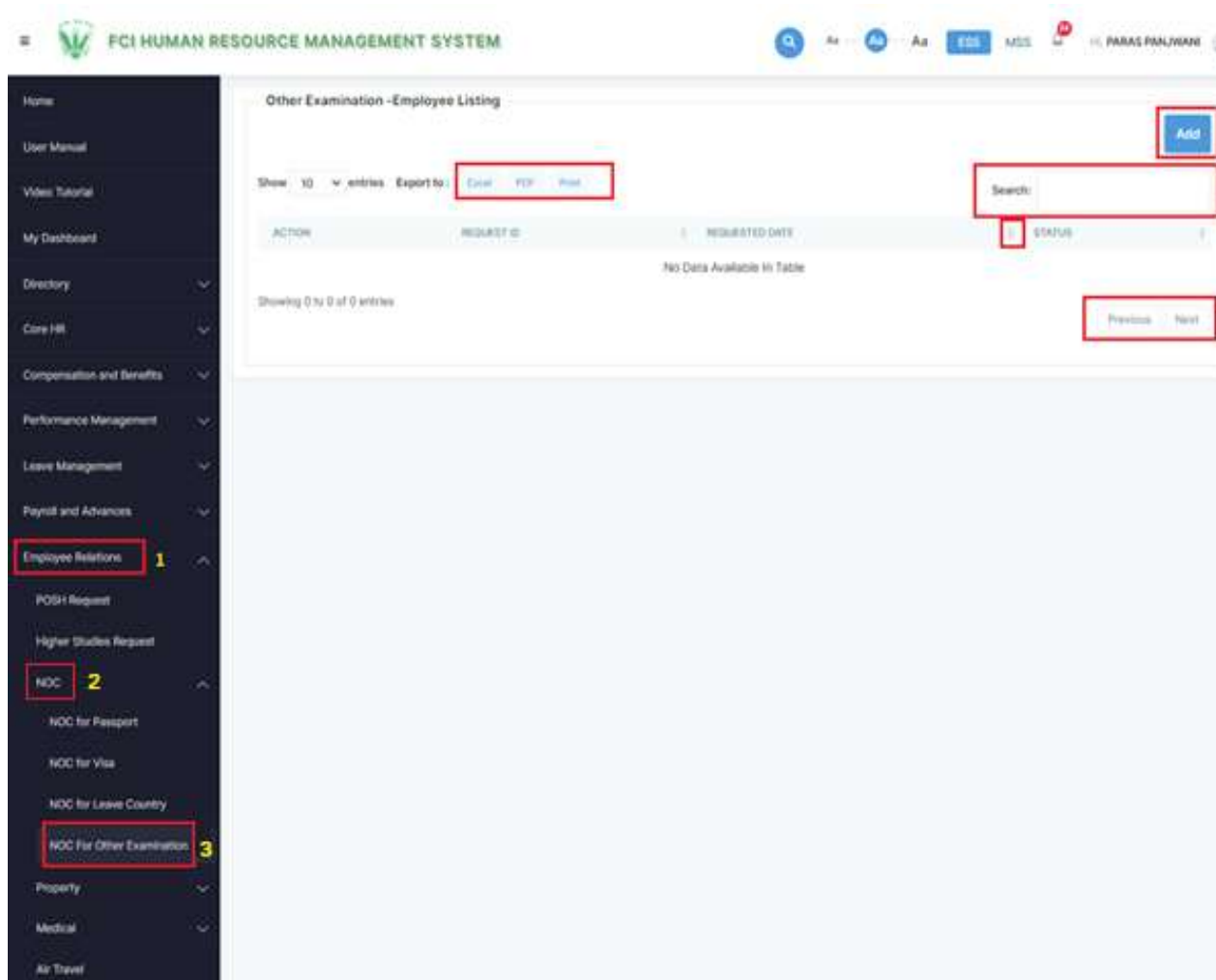



Figure 4-138: NOC for Other Examination

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

- Click on [Excel](#) [PDF](#) [Print](#) to export the table records in Excel, CSV or Print as per table columns.
- Click on [Search:](#) to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on [Previous](#) [1](#) [Next](#) to navigate table records.
- Click on [Add](#) to add a new NOC for Other Examination Request in the table as mentioned in Section 4.2.12.3 – Add.


4.2.12.3 Add

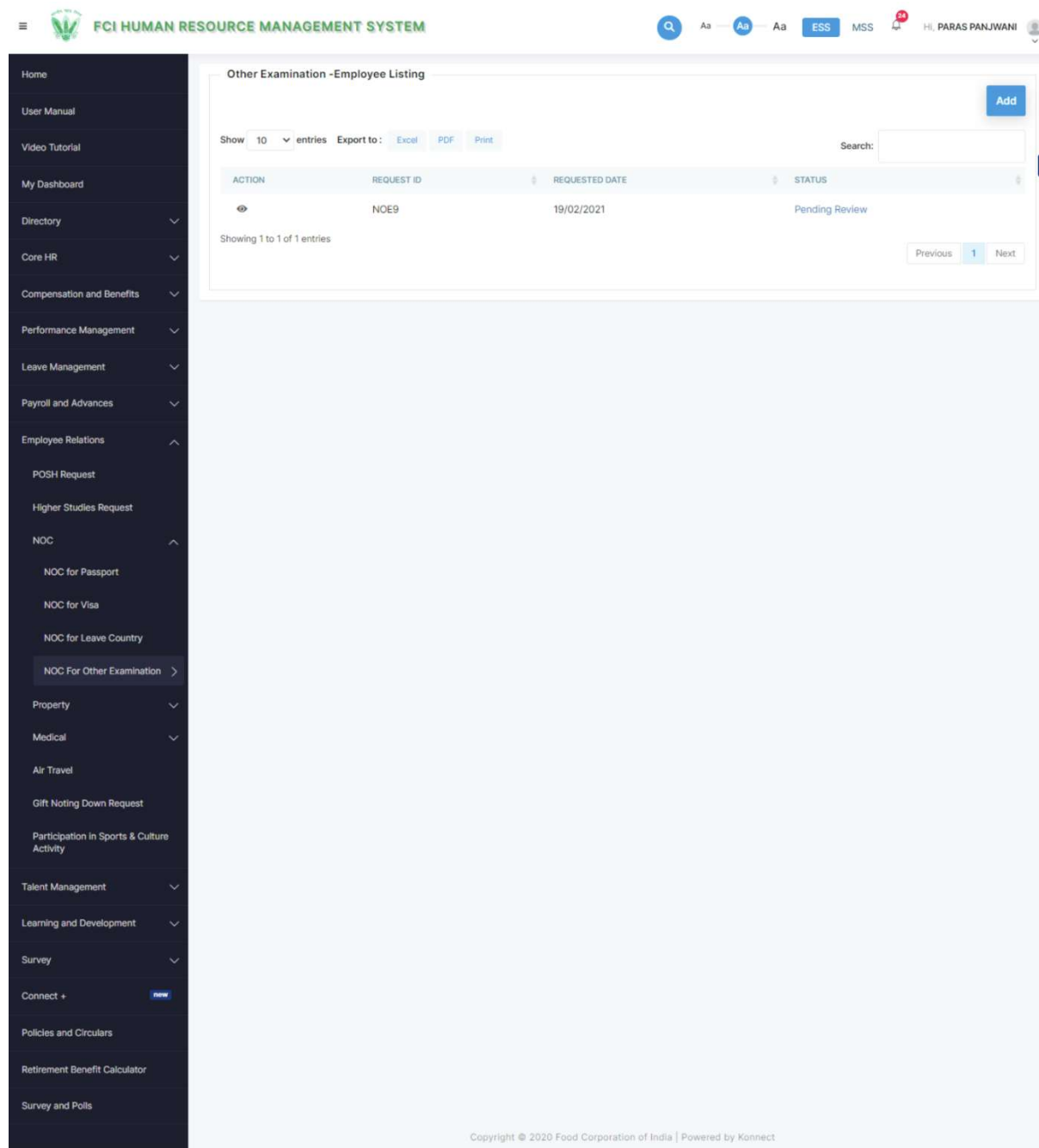
Click on  to open the NOC for Other Examination request form as shown in Figure 4-139.

The screenshot displays the 'NOC For Other Examinations' form within the FCI Human Resource Management System. The form is divided into several sections:

- Employee Details:** Requested Date (19/02/2021), Employee Number (305518), Employee Name (PARAS PANJWANI), Designation (Assistant Grade - III), Father Name (HARI KISHAN PANJWANI), Date of Birth (DOB) (04/05/1993), Date of Joining (DOJ) FCI (05/10/2020), Present Address (693 POCKET 1), Permanent Address (693 POCKET 1), Category (CAT-III), Division (Personnel), Office (HQ-Delhi), and Office Type (HQ).
- Organization and Examination Details:** Organization (CBSE), Examination Name (CBSE000111), Post (Manager), Notification/Vacancy Number (CBSE/000111/01), Last date of application submission (22/02/2021), Recruitment Type (Direct Recruitment), Whether Experience Certificate required (Yes), and Supportive Document (Sarvvy_Report_0219/2021.pdf).
- Initiator Remarks:** A text area containing 'Testing Record'.
- Buttons:** A blue 'Submit' button and a grey 'Cancel' button are located at the bottom right of the form.

Figure 4-139: NOC for Other Examination Request

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



The screenshot displays the 'Other Examination - Employee Listing' page in the FCI HRMS system. The page features a dark sidebar on the left with a menu of options, including 'Home', 'User Manual', 'Video Tutorial', 'My Dashboard', 'Directory', 'Core HR', 'Compensation and Benefits', 'Performance Management', 'Leave Management', 'Payroll and Advances', 'Employee Relations', 'POSH Request', 'Higher Studies Request', 'NOC', 'NOC for Passport', 'NOC for Visa', 'NOC for Leave Country', 'NOC For Other Examination', 'Property', 'Medical', 'Air Travel', 'Gift Noting Down Request', 'Participation in Sports & Culture Activity', 'Talent Management', 'Learning and Development', 'Survey', 'Connect +', 'Policies and Circulars', 'Retirement Benefit Calculator', and 'Survey and Polls'. The main content area shows a table with the following data:

ACTION	REQUEST ID	REQUESTED DATE	STATUS
	NOE9	19/02/2021	Pending Review

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation buttons for 'Previous', '1', and 'Next'. The page also includes a search bar, export options (Excel, PDF, Print), and an 'Add' button. The footer of the page reads 'Copyright © 2020 Food Corporation of India | Powered by Konnect'.

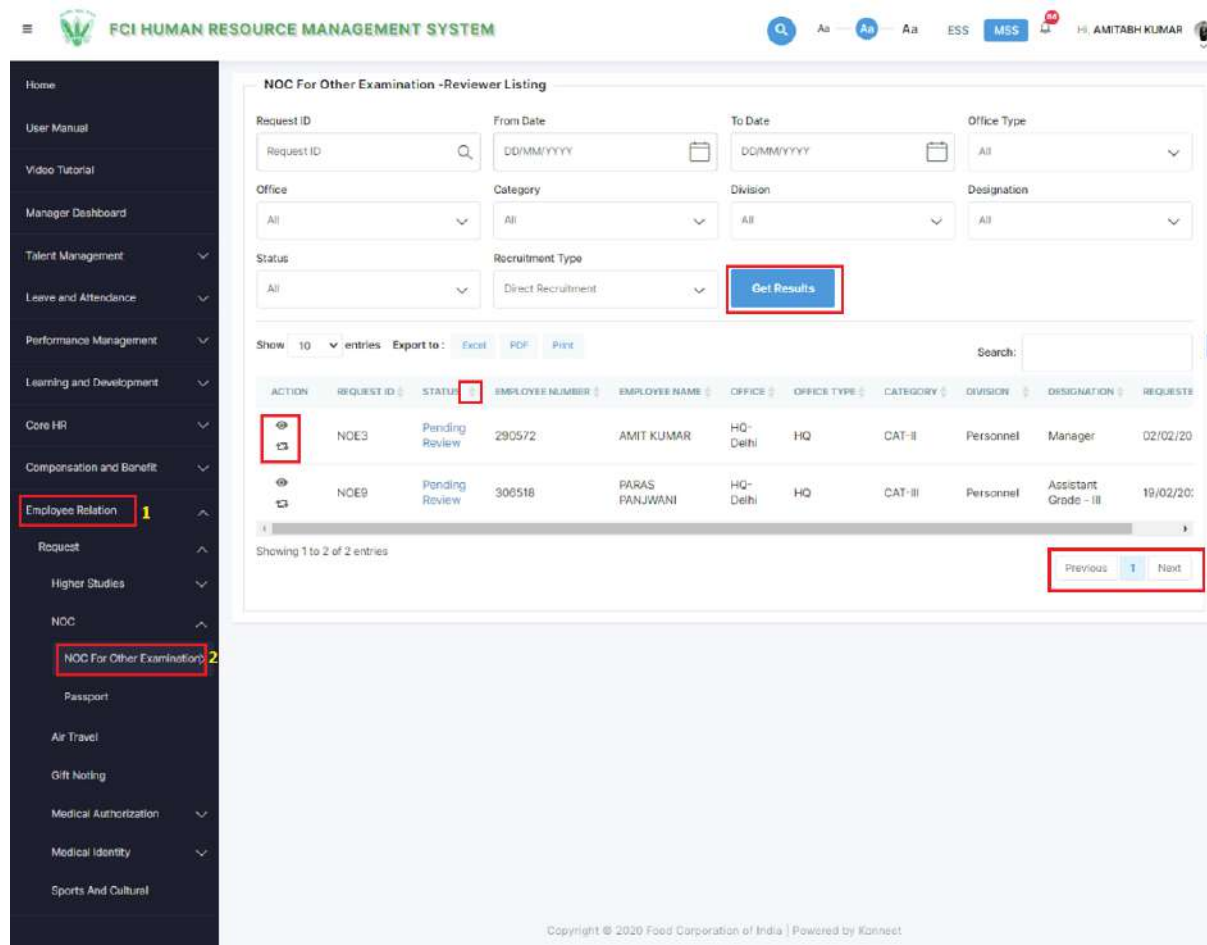
Figure 4-140: NOC for Other Examination Request Added

The success message will be displayed as



4.2.12.4 NOC for Other Examination Reviewer Landing

The submitted request will be forwarded to the Reviewer's landing screen as shown in Figure 4-141



The screenshot displays the 'NOC For Other Examination - Reviewer Listing' page. The sidebar on the left contains a menu with 'Employee Relation' highlighted (1) and 'NOC For Other Examination' highlighted (2). The main content area features search filters for Request ID, From Date, To Date, Office Type, Office, Category, Division, Designation, Status, and Recruitment Type. A 'Get Results' button is present. Below the filters is a table with columns: ACTION, REQUEST ID, STATUS, EMPLOYEE NUMBER, EMPLOYEE NAME, OFFICE, OFFICE TYPE, CATEGORY, DIVISION, DESIGNATION, and REQUEST DATE. Two entries are listed, with the first entry's 'ACTION' column containing a refresh icon (3). At the bottom right, there are 'Previous' and 'Next' navigation buttons (4).




ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUEST DATE
	NCE3	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	02/02/20
	NCE9	Pending Review	306518	PARAS PANJWANI	HQ-Delhi	HQ	CAT-III	Personnel	Assistant Grade - III	19/02/20

Figure 4-141 NOC for Other Examination Reviewer Landing

Click on  as shown in Figure 4-141, to land on NOC for Other Examination Review screen as shown in Figure 4-142.

4.2.12.5 NOC for Other Examination

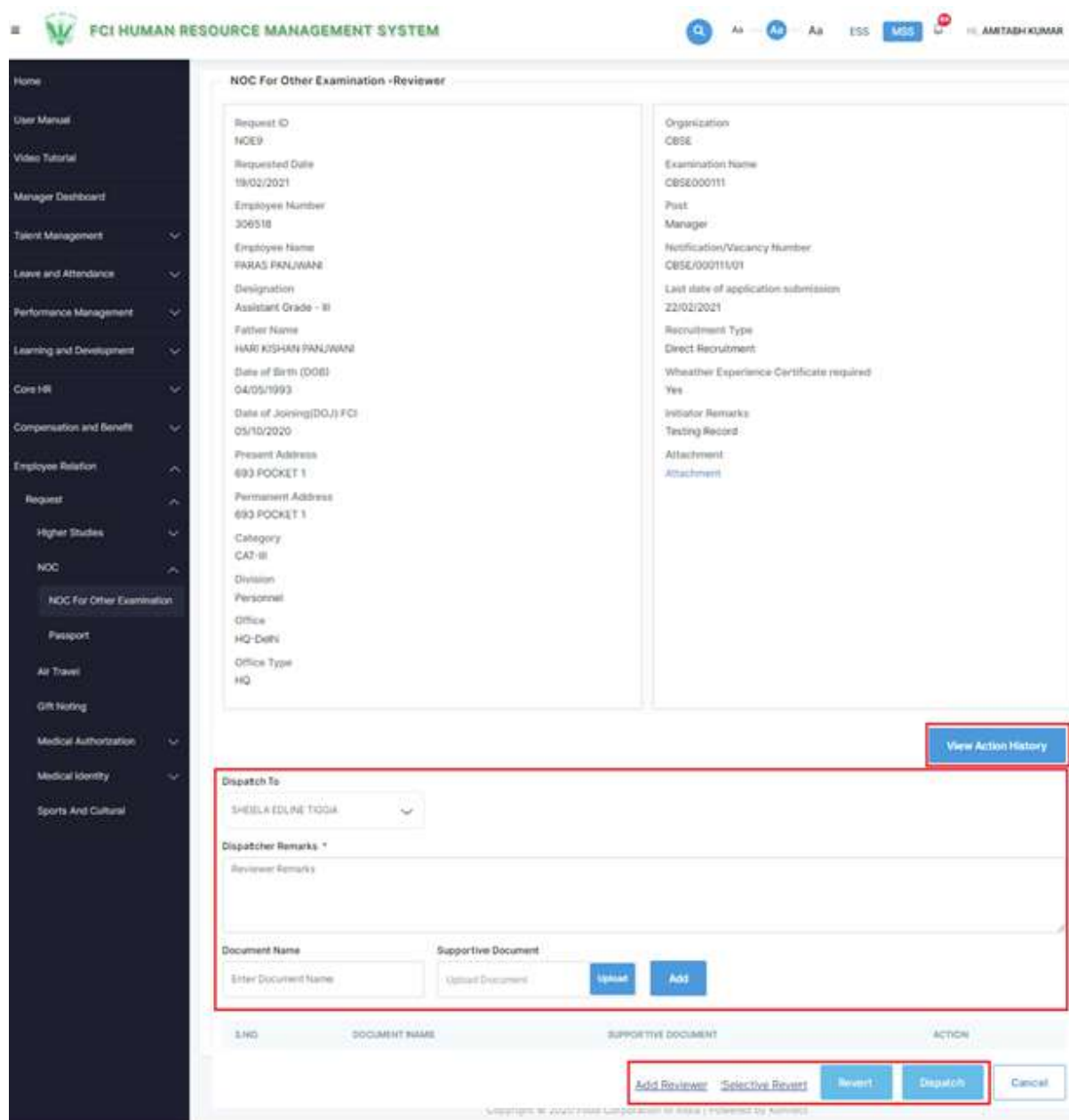


Figure 4-142: NOC for Other Examination

Dispatcher shall be able to perform the following activities from the Dispatch Page:

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-142.
- [Add Reviewer](#) link functionality has been explained in Common Functionalities. **[Please Refer Section 5.1.1 for Add Reviewer]**
- Click on [Revert](#) to revert the request back to the initiator, this request will be listed in the landing page of Initiator with “Reverted” status.

- Click on **Dispatch** to dispatch the request and a success message will be displayed as per below image.

Request has been dispatched successfully.

4.2.12.6 NOC for Other Examination Review

The screenshot shows the 'NOC For Other Examination - Reviewer' page in the FCI Human Resource Management System. The page is divided into two main columns for details and a bottom section for actions. The details include:

- Request ID:** NOES
- Requested Date:** 19/02/2021
- Employee Number:** 306518
- Employee Name:** PARAS PANJWANI
- Designation:** Assistant Grade - III
- Father Name:** HARI KISHAN PANJWANI
- Date of Birth (DOB):** 04/05/1993
- Date of Joining (DOJ) FCI:** 05/10/2020
- Present Address:** 893 POCKET 1
- Permanent Address:** 893 POCKET 1
- Category:** CAT-III
- Division:** Personnel
- Office:** HQ-Delhi
- Office Type:** HQ

Organization details include:

- Organization:** CBSE
- Examination Name:** CBSE000111
- Post:** Manager
- Notification/Vacancy Number:** CBSE/000111/01
- Last date of application submission:** 22/02/2021
- Recruitment Type:** Direct Recruitment
- Whether Experience Certificate required:** Yes
- Initiator Remarks:** Testing Record
- Attachment:** Attachment

The bottom section contains a 'Reviewer Remarks' field with 'Testing Record' entered. Below it is a 'Document Name' and 'Supportive Document' section with 'Enter Document Name' and 'Upload Document' fields, and 'Upload' and 'Add' buttons. At the bottom right, there are buttons for 'Review' and 'Revert', which are highlighted with a red box. A 'View Action History' button is also highlighted with a red box.

Figure 4-143: NOC for Other Examination Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-143.

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- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4-144.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

AMITABH KUMAR

NOC For Other Examination -Reviewer Listing

Request ID: [Request ID] From Date: [DD/MM/YYYY] To Date: [DD/MM/YYYY] Office Type: [All]

Office: [All] Category: [All] Division: [All] Designation: [All]

Status: [All] Recruitment Type: [Direct Recruitment] **Get Results**

Show 10 entries Export to: Excel PDF Print Search:

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUEST DATE
	NOE3	Pending Review	290572	AMIT KUMAR	HQ-Delhi	HQ	CAT-II	Personnel	Manager	02/02/20

Showing 1 to 1 of 1 entries Previous 1 Next

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Figure 4-144: NOC for Other Examination Review successful

The success will be displayed as

Success Request has been reviewed successfully.

4.2.12.7 NOC for Other Examination Approver Landing

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

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FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS BIJAY KUMAR SINGH

NOC For Other Examination - Reviewer Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

Status: Recruitment Type: [Get Results](#)

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


ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TY	CATEGORY	DIVISION	DESIGNATION	REQUESTI
👁	NCE9	Pending Approval	305518	PARAS PANJWANI	HQ-Delhi	HQ	CAT-III	Personnel	Assistant Grade - III	19/02/20

Showing 1 to 1 of 1 entries

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

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Figure 4-145: NOC for other Examination Approver Landing

Click on  as shown in Figure 4-145, to land on Approve Request as shown in Figure 4-146.

4.2.12.8 NOC for Other Examination Approve

The screenshot shows the 'NOC For Other Examination - Approver' page in the FCI Human Resource Management System. The page is divided into two main columns for request details and organization information. Below these columns, there is a 'View Action History' button. A large text area for 'Approver Remarks' contains the text 'Testing Record'. Below the remarks, there is a section for 'Document Name' and 'Supportive Document' with an 'Upload Document' button and 'Upload' and 'Add' buttons. At the bottom, there is a table with columns for S.NO., DOCUMENT NAME, SUPPORTIVE DOCUMENT, and ACTION. The 'Approve' and 'Reject' buttons in the ACTION column are highlighted with red boxes.

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Selective Revert Approve Reject Cancel

Figure 4-146: NOC for Other Examination Approve

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

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-146.
- Click on [Approve](#) to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-147
- Click on [Reject](#) to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

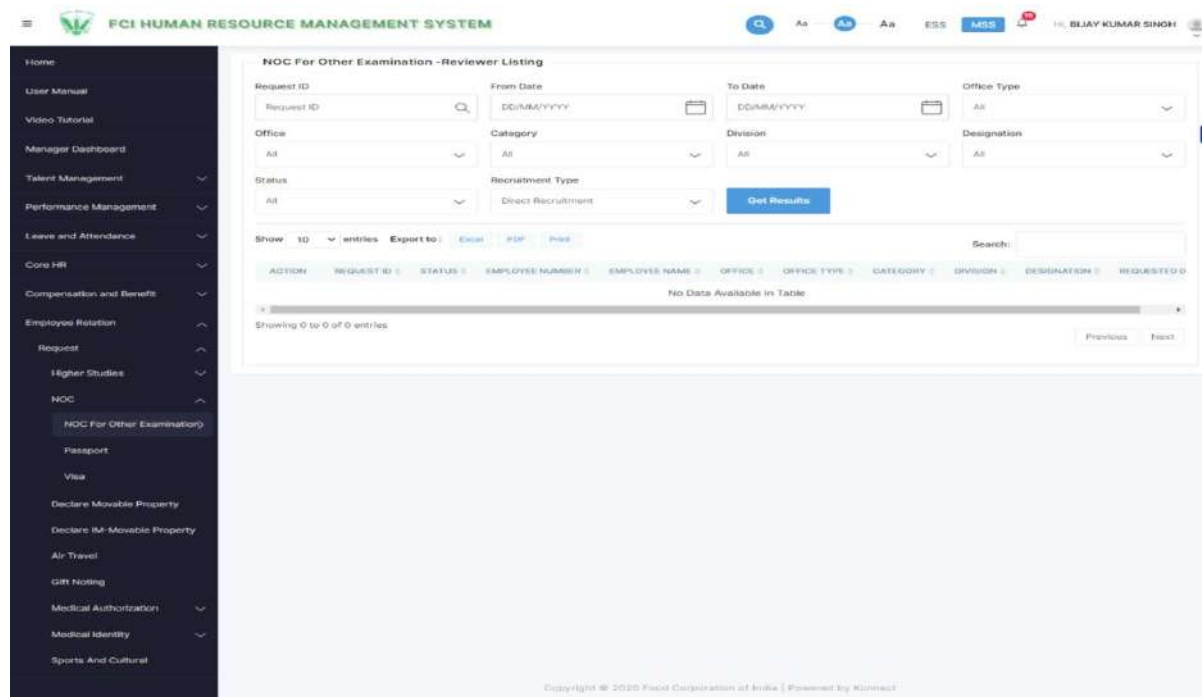


Figure 4-147: NOC for Other Examination Approve successful

The success will be displayed as

Success! Request has been approved successfully.

5 Common Functionalities

5.1.1 Add Reviewer

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

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

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

ESS MSS HI, MITA SAHA

Medical Identity Card -Reviewer

Request ID: MED11157
 MIC: MIC/117140/1
 Dated: 26/03/2021
 Employee Number: 117140
 Employee Name: GOBINDA RAJBANSHI
 Designation: Messenger
 Division: Storage & Contract
 Category: CAT-IV
 Basic Pay Of Employee: 50720

Initiator Remarks: Please generate medical card
 Attachment: profile image

FAMILY MEMBER NAME	RELATIONSHIP	DATE OF BIRTH
SMT ANIMA RAJBANSHI	Spouse	12/04/1978
IRSHA RAJBANSHI	Child	25/07/2000
PRATHAM RAJBANSHI	Child	08/07/2002
GOBINDA RAJBANSHI	Self	19/09/1974

View Action History

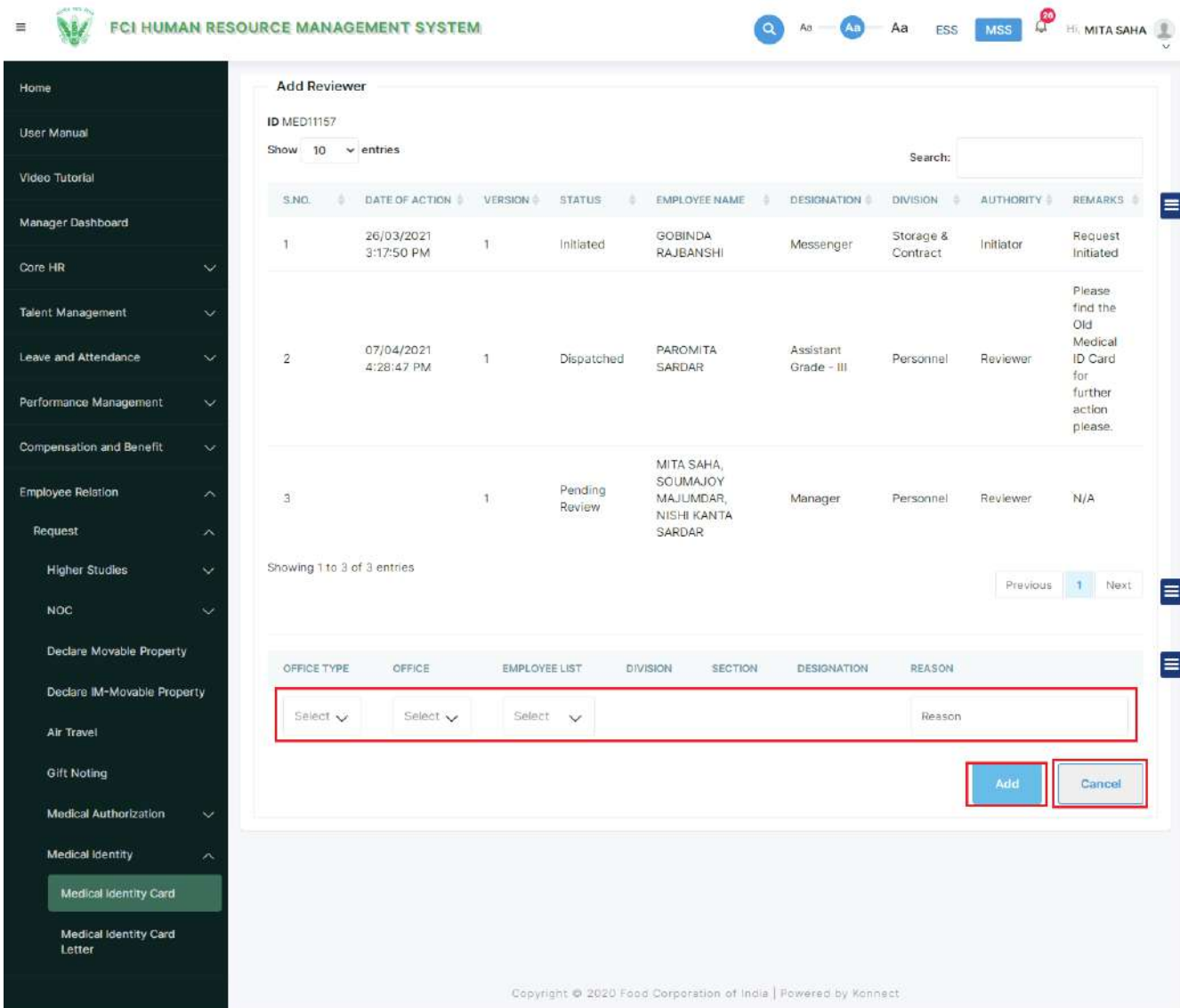
Reviewer Remarks *

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

S.NO.	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			[Add Reviewer] [Selective Revert] [Review] [Revert] [Cancel]

Figure 5-148: Initiate Add Reviewer

As the user clicks on Add Reviewer link as shown in Figure 4-148, then the user will navigate to the add reviewer detail page as shown in Figure 4-149



Add Reviewer

ID: MED11157

Show 10 entries

Search:

S.NO.	DATE OF ACTION	VERSION	STATUS	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY	REMARKS
1	26/03/2021 3:17:50 PM	1	Initiated	GOBINDA RAJBANSHI	Messenger	Storage & Contract	Initiator	Request Initiated
2	07/04/2021 4:28:47 PM	1	Dispatched	PAROMITA SARDAR	Assistant Grade - III	Personnel	Reviewer	Please find the Old Medical ID Card for further action please.
3		1	Pending Review	MITA SAHA, SOUMAJAY MAJUMDAR, NISHI KANTA SARDAR	Manager	Personnel	Reviewer	N/A

Showing 1 to 3 of 3 entries

Previous 1 Next

OFFICE TYPE	OFFICE	EMPLOYEE LIST	DIVISION	SECTION	DESIGNATION	REASON
Select	Select	Select				Reason

Add **Cancel**

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Figure 5-149: Add Reviewer

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



button to add the concerned authority as an additional reviewer. On addition the competent authority for the application will receive a success message as shown in Figure 4-150

ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION
	MED11738	Pending Review	293597	NISHANT PRAKASH	RO WEST BENGAL	RO	CAT-III	Finance
	MED11764	Pending Review	117175	BISWAJIT MONDAL	RO WEST BENGAL	RO	CAT-IV	Other
	MED11816	Pending Review	117162	BIJOY KRISHNA GAYEN	RO WEST BENGAL	RO	CAT-IV	General
	MED11919	Pending Review	297988	NAMRATA SAHA	RO WEST BENGAL	RO	CAT-III	Finance
	MED11942	Pending Review	167628	MONORANJAN SANFLI	RO WEST BENGAL	RO	CAT-IV	Other
	MED12491	Pending Review	276642	KALYAN MONDAL	RO WEST BENGAL	RO	CAT-II	Other
	MED12578	Pending Review	129919	ASHIM BAIDYA	RO WEST BENGAL	RO	CAT-II	Other

Figure 5-150: Reviewer Added Successfully

The success message will be displayed as:



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

5.1.2 Selective Revert

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

Medical Identity Card -Reviewer

Request ID: MED11738
 MIC: MIC/293597/1
 Dated: 07/04/2021
 Employee Number: 293597
 Employee Name: NISHANT PRAKASH
 Designation: Assistant Grade - III
 Division: Finance
 Category: CAT-III
 Basic Pay Of Employee: 31760

Initiator Remarks: Plz initiate my medical Card
 Attachment: profile image

FAMILY MEMBER NAME	RELATIONSHIP	DATE OF BIRTH
NISHANT PRAKASH	Self	28/08/1992

Reviewer Remarks *

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

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

Figure 5-151: Initiate Selective Revert

The reviewing or approving authority will select the concerned user to whom the request is to be reverted as shown in Figure 4-152 and provide the remarks to justify the selective revert and click on



button.

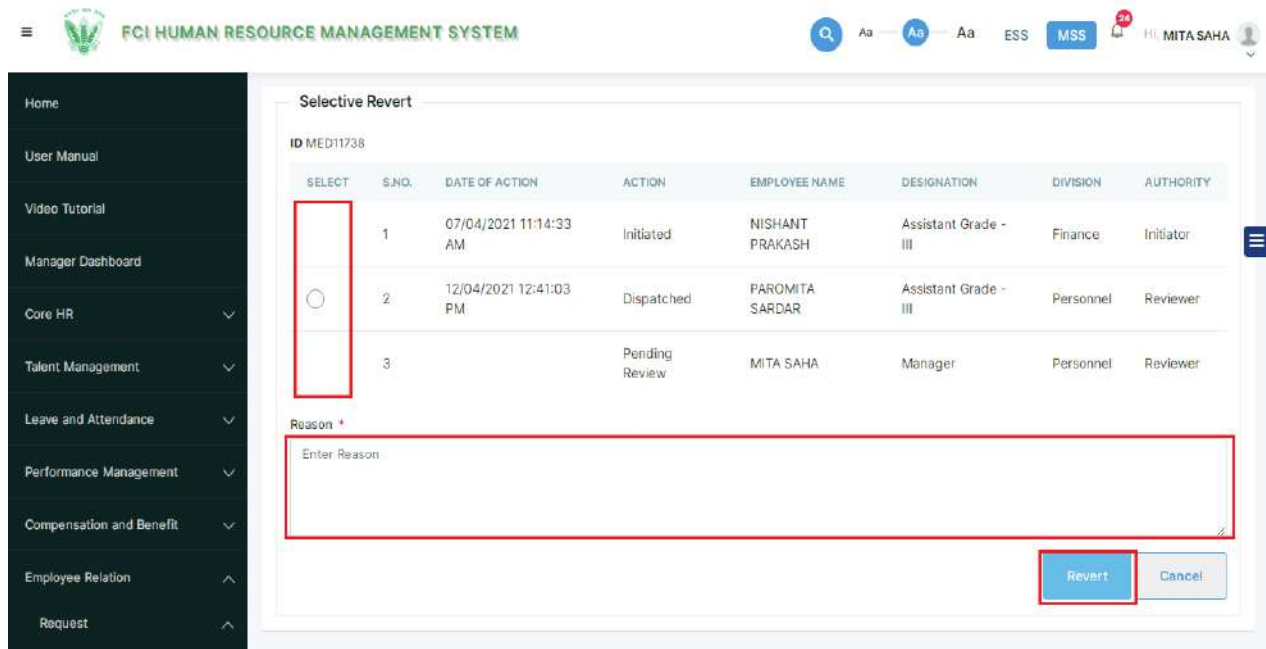


Figure 5-152: Selective Revert

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

The success message will be as displayed as



5.1.3 E-Sign for Medical Card

E-Sign is an online electronic signature service to digitally sign the Medical Identity Card letter. The following are the steps defined:

- Respective Officer needs to Go To MSS -> Employee Relation -> Medical Identity -> Medical Identity Card Letter.
- On Click of Medical Identity Card Letter List of employees will be open with Action Column

Generate Letter Icon  .

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FCI HUMAN RESOURCE MANAGEMENT SYSTEM

H, AMITABH KUMAR

Medical Identity - Letter Listing

Request ID: From Date: To Date: Office Type:

Office: Category: Division: Designation:

[Get Results](#)

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

ACTION	REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	DATED
	MED196	152770	AMITABH KUMAR	HQ-Delhi	HQ	CAT-1	Personnel	Assistant General Manager	26/11/2020
	MED190	295630	PRIYA PHOGAT	DO KARNAL	DO	CAT-III	Other	Assistant Grade - III	28/12/2020
	MED200	108878	KUNAL SHARMA	RO PANCHKULA	RO	CAT-II	Personnel	Manager	06/01/2021
	MED196	286223	SURESH SINGH	RO PANCHKULA	RO	CAT-III	Industrial Relations - Labour	Technical Assistant Grade III	06/01/2021
	MED203	229711	DINESH KUMAR	RO PANCHKULA	RO	CAT-III	Engineering	Assistant Grade - I	06/01/2021
	MED218	267376	MANOJ KUMAR SHAW	RO BENSALURU	RO	CAT-III	Hindi	Assistant Grade - I	19/01/2021
	MED222	108935	VINOD RANI SHARMA	RO PANCHKULA	RO	CAT-II	Quality Control	Manager	19/01/2021
	MED233	108945	YAD RAM	RO PANCHKULA	RO	CAT-II	Hindi	Manager	25/01/2021
	MED205	152770	AMITABH KUMAR	HQ-Delhi	HQ	CAT-1	Personnel	Assistant General Manager	11/01/2021
	MED242	228271	SANJEEV KUMAR	DO SITAPUR	DO	CAT-III	Quality Control	Assistant Grade - I	27/01/2021

Showing 1 to 10 of 456 entries

Previous 1 2 3 4 5 ... 46 Next

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Figure 5-153: E-Sign for Medical Card

- On Click of Generate Letter Icon, FCI Letter format will be open with Print Button.
- Respective Officer needs to click on Print button.

Medical Identity Card

भारतीय खाद्य निगम

FOOD CORPORATION OF INDIA
MEDICAL IDENTITY CARD
(For Dependents not staying with the employee/worker)

MIC: MIC-152770/V1 Date of Issue: 24/02/2021

Details of family
Family includes wife (or husband), children or step children, dependent parents, sister and brother widowed daughter/sister and dependent divorced/separated daughter/step mother (To be printed overleaf)

FAMILY MEMBER NAME	RELATIONSHIP	DATE OF BIRTH
AMITABH KUMAR	Self	30/04/1976
AARAV JHA	Child	15/06/2008
ANIKÁ JHA	Child	04/08/2014

(Space for combined photograph of the employee and his/her family dependents)

भारतीय खाद्य निगम

Name of the Employee Full: AMITABH KUMAR
Office in which Employed: HQ-Delhi
Residential address: K-903, SUPERTECH ECOCITY, SECTOR - 137, NOIDA UTTAR PRADESH
Date of Issue: 24/02/2021
Signature/ Thumb Impression of FCI employee

Submit Division Initial
Deputy General Manager *

Distributions

1. Employee Concern
2. Service Book
3. Personnel/RP-5 Division
4. BIF Section

Print Cancel

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Figure 5-154: Medical Identity Card

- On click of Print Button, Respective Officer will be routed to E - Sign Screen where respective officer need to enter the Aadhaar Number and click on Get OTP.
- On clicking, OTP will be received on the registered mobile number, linked with the Aadhaar number.
- Enter the OTP in “Enter your Aadhaar OTP” textbox and click on Submit button.

You are currently using C-DAC eSign Service and have been redirected from

Figure 5-155: Aadhaar Authentication

- On successful submission, Medical Identity Card Letter PDF copy will be attached to Employee Service Book detail order column.

6 Troubleshooting and Support

6.1.1 Error Messages

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

S.No.	Status Code	Description
1	100 Continue	Only a part of the request has been received by the server, but as long as it has not been rejected, the client should continue with the request.
2	200 OK	The request is OK.
3	201 Created	The request is complete, and a new resource is created
4	202 Accepted	The request is accepted for processing, but the processing is not complete.
5	203 Non-authoritative Information	The information in the entity header is from a local or third-party copy, not from the original server.
6	204 No Content	A status code and a header are given in the response, but there is no entity-body in the reply.
7	205 Reset Content	The browser should clear the form used for this transaction for additional input.
8	206 Partial Content	The server is returning partial data of the size requested



9	301 Moved Permanently	The requested page has moved to a new url.
10	307 Temporary Redirect	The requested page has moved temporarily to a new url.
11	400 Bad Request	The server did not understand the request.
12	401 Unauthorized	The requested page needs a username and a password.
13	403 Forbidden	Access is forbidden to the requested page.
14	404 Not Found	The server cannot find the requested page.
15	405 Method Not Allowed	The method specified in the request is not allowed.
16	406 Not Acceptable	The server can only generate a response that is not accepted by the client.
17	408 Request Timeout	The request took longer than the server was prepared to wait.
18	409 Conflict	The request could not be completed because of a conflict.
19	410 Gone	The requested page is no longer available.
20	415 Unsupported Media Type	The server will not accept the request, because the mediatype is not supported.
21	500 Internal Server Error	The request was not completed. The server met an unexpected condition.
22	501 Not Implemented	The request was not completed. The server did not support the functionality required.
23	502 Bad Gateway	The request was not completed. The server received an invalid response from the upstream server.
24	503 Service Unavailable	The request was not completed. The server is temporarily overloading or down.
25	504 Gateway Timeout	The gateway has timed out.
26	505 HTTP Version Not Supported	The server does not support the "http protocol" version.

Table 6-1: HTTP Status Error Codes

6.1.2 Frequently Asked Question

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

S.No	Circumstance	Next Step
------	--------------	-----------



1	Unable to Login to HRMS application	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
2	I am able to access the HRMS application but unable to access respective menu links	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
3	I am unable to see my profile information in HRMS application	Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
4	I am unable to submit a request due to "Bad API Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
5	I am unable to submit a request due to "Unauthorized Access Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
6	I am unable to open the HRMS application in my web browser	Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in



9	Unable to open HRMS application in web browser	<p>Please note that the HRMS application is compatible with the following browsers only:</p> <ul style="list-style-type: none"> • Internet Explorer 11 and above • Google Chrome ver. 44 and above • Mozilla Firefox ver. 48 and above • Safari Browser ver. 5.1.7 and above <p>In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
10	Unable to install the HRMS mobile application in Android/iOS mobile	<p>Please note that the HRMS application is compatible with the following mobile OS versions:</p> <ul style="list-style-type: none"> • Android KitKat (Ver. 4.4) and above • IOS 12 and above <p>In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
11	I am unable to see the required information in the dropdowns and filters of HRMS application	<p>The issue that the intended information is not available for data entry might be because:</p> <ul style="list-style-type: none"> • 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 <p>Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
12	Information visibility as per organization hierarchy	<p>Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself.</p> <p>Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p>
13	I am unable to generate an eSign or apply digital signature as a competent authority	<p>Please send an email along with the employee number, employee name and office to hrmssupport.fci@gov.in as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.</p>



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

Table 6-2: Troubleshooting and Next Steps

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



7 Helpdesk

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