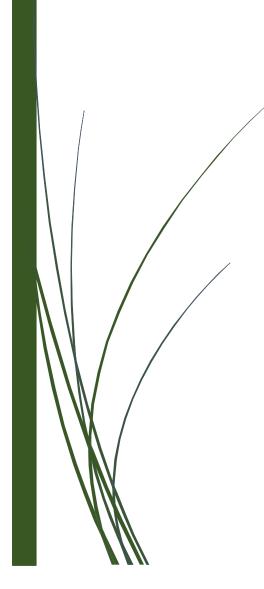
User Manual Template FCI HRMS

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.			
۲	It will allow viewing the details of the record/request in readable form.		
Ø	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 ServiceViewAdd*		Manager Self Service		
Permissions			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	Emp	oloyee Self S	ervice	Mar	nager Self Se	ervice
Roles	Initiator	Reviewer	Approver	Initiator	Reviewer	Approver
HRMS Admin	Yes	NA	NA	Yes	No	No
Employee (ESS)	Yes	NA	NA	No	No	No
Manager (MSS)	No	NA	NA	Yes	Yes	No
Competent Authority	No	NA	NA	No	Yes	Yes

Table 3-3 User Profile and Roles

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

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

 User shall access the HRMS application as per the shared website address (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:



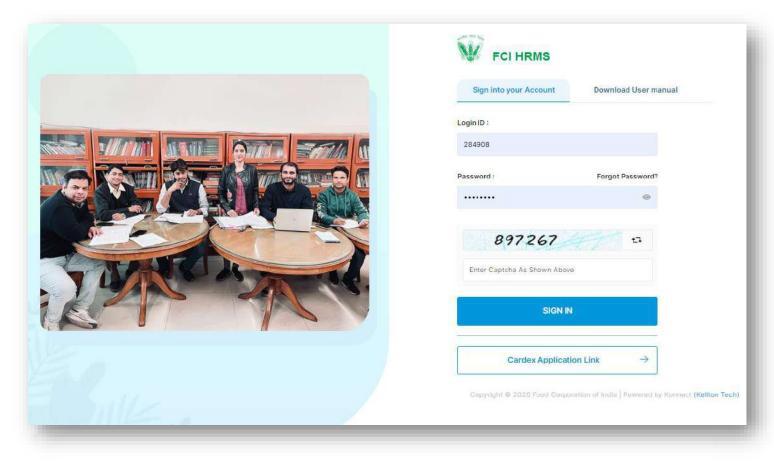


Figure 3-1 Login Screen

- 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.



Ŵ	FCI HRMS		Aa — 🦰 Aa —	Aa [ESS] MSS 🤌 H AMIT KUMAR 🐞
				HAPPY NEW YEAR 2021 🕲 🕲
	Welcome AMIT KUMAR			
	Dashboard →	ttendance →	B¢B CCD Leave →	€ ⊡⊇∕ Reimbursement →
	A A-A Connect+ →	GTE BB88 Training →	$\underset{\text{Reports}}{} \rightarrow$	O Policies And Circulars
	§@ Directory →	Survey →	nn Performance →	E− Help →
		Copyright @ 2020 Food Corporation of Ir	ulia Powered by Konnect (Ketton Tech)	

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

me	E-Notice					📰 My Pending Re	quests			
er Manual	• ETST	• ETST					REQUEST	T NAME		
eo Tutorial		ates of Daily Allow:			- 11	HISTUDIES264 Higher Studies Request				
Dashboard >	admissible of	n tour for executiv	es and non-execu	tives.		MED13646	Medical	al Identity Card ione Sanction Request g Intimation : On Lease Request		
		y expenses to the fficial purposes.	employees of the	Corporation depu	uted	TEL28	Telepho			
tory ~	Notice regra	ding House Rent A	llowance (as per c	uidelines in CCS i	rule	JIM100	Joining			
HR \sim	position)					HL52	House (
npensation and Benefits \sim										
formance Management 🛛 🗸 🗸	-							Upcoming Holiday		
re Management 🛛 🗸 🗸	My Time	My Team R	eimbursements	& Claims Po	olicies & Circular	s Leaves		26 MAY Budha Purnima		
oll and Advances 🛛 🗸 🗸	<	< MAY 2021					>	@ Attendance		
loyee Relations 🛛 🗸 🗸	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Last In/Out Time		
ey 🗸	25	26	27	28	29	30	1			
nect +							Week-Off	Check In Check Out 11:28:31 1 April, 2021		
ies and Circulars	2 Week-Off	3 Absent	4 Absent	Absent 5	6 Absent	7 Absent	8 Weak-Off	1 April, 2021		
ement Benefit Calculator	.9	10	11	12	13	14	15	-		
ement benefit Galculator	Week-Off	Absent	Absent	Absent	Absent	Holiday	Week-Off	Happy Birthday!!		
	16 Week-Off	17 Absent	18 Absent	19 Absent	20	21	22	DINESH PAL RAWAT		
	23	24	25	26	27	28	29	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 IInk 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)

= 🙀 FCI HRM	S								Aa — Aa —	Aa ESS MSS	
Home		Remine	ders For F	ending f	Requests				To-Do-List		
		Due Toda	y	0 out	t of 0					No Record found	
User Manual		Due Date	Approachir	ng Dinut	t of 0						
Manager Dashboard	>	Due Date	Expired	0 out	L of U						
Talent Management	~										
Core HR	~										
Leave and Attendance	~										
Performance Management	~	Calend	ler						Biometric		
Compensation and Benefit	~	<		JAN	NUARY 20	21		>			Team Organiz
Payroll	~	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Talent Acquisition	~	27	28	29	30	31	1 Absent	2 Week- Off			Pre:
Learning and Development	\sim	3	4	5	6	7	8	9			Abs
Employee Relation	~	Absent	Absent	Going out of Station	Absent	Absent	Absent	Week- Off			
		10	11	12	13	14	15	16			
		Week- Off	Absent	Absent	Absent	Absent			PRESENT	ABSENT	ON LEAVE
		17	18	19	20	21	22	23	0	6	0
		Legends	🔵 Toda) y 🌔 Late	V 🔴 Abs Coming	ence 🌘	Weekends	Atte				

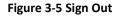
Figure 3.4 Manager Dashboard

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



Ŵ	FCI HRMS		Aa — Aa —	Aa ESS MSS 🤌 HI, AMIT KUMAR 🦆
				AMIT KUMAR Employee ID : 290572 Division : Personnel
	Welcome AMIT KUMAR			Preferred Language English ਵਿਚੀ
	Dashboard →	ttendance →	Leave →	My Profile Change Password Reimt Sign Out
	A A_A Connect+ →	reining →	ÌÌÌÌ Reports →	O Policies And Circulars
	8 Directory →	Survey →	$\overrightarrow{\text{Performance}} \rightarrow$	 Help →
		Copyright © 2020 Food Corporation of I	ndia Pawered by Konnect (Kellton Tech)	



- 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



= 🙀 FCI HRMS			Aa Aa	Aa ESS MSS	🗜 H. AMIT KUMAR 🎍
Home	Complaint Category Master				
User Manual	Complaint Category	Is Active			
Manager Dashboard	AII.	× All ~	Get Results		
Talent Management 🗸 🗸				A	dd Compleint Category
Core HR 🗸	Show 10 v entries Export to:	Excel PDF Print		Search:	
Leave and Attendance 💦 🗸 🗸	COMPLAINT CATEGORY ID	¢ COMPLAINT CATEGORY	REF. DOCUMENT	IS ACTIVE	ACTION
Performance Management 🛛 🗸	CCID3	Test Test	0 0	Active	Ø
Compansation and Benafit \sim	CCID2	Vigilance		Active	2
Payroll 🗸	CCID1	Administrative		Active	3
Talent Acquisition 🗸	Showing 1 to 3 of 3 entries				Previous 1 Next
Learning and Development 🗸 🗸	-				
Employee Relation 1					
Masters 2 ^					
Grievance Category Master					
Complaint Category Master					
Complaint Sub Category Master					
University Mester					
Action Master					
Event Master					
Empanelled Hospital Listing for Employees					
Empanelment of Hospital					
Transaction 🗸 🗸					
		Copyright © 2020 Food Corporation	of India Powered by Kennect (Kellton T	ech)	

Figure 4-1: Complaint Category Master

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

- Get Results to apply the available filters. Click on Excel PDF Click on to export the table records in Excel or PDF as per table columns. Search: Click on to enter a search query that shall search the table records. to sort the table records in ascending order or descending order of Click on entries. Previous to navigate table records Click on Add Complaint Category to add a new complaint Category in the table as Click on 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 Click on to open the Add Complaint Category popup as shown in Figure 4-2

User Manual		Complaint Category	Add Complaint Category			
Manager Dashboara		and the second s	Complaint Category *			
Talent Management	~		Vigilance 2			Add Complaint Category
Core.HR		Show To v patrice	Supportive Document *			
CARLE HIT			BaggagiiTag.pdf	Upload	Search	
Leave and Attendance	~	DOMINIANT CATEGOR	Is Active *		C ADTIVE	e ection
Performance Management	~	caipa	Active	~	Active	E#
Compensation and Benefit	~	00002	-	Submit Cancel	Active	CF.
Payroll		CENDI			Active	D#
SPoyton		Showing The Bight 3 entry				
Talent Acquisition	~					Pretwoputs 1 Name
Learning and Development	~					
Employee Relation	~					
Mastera.						

Figure 4-2: Add Complaint Category

Submit

Enter the details and click on 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

ne	Complaint Category Master				
r Markail	Complaint Category	In Active			
nager Dashboard	All	~ All	🤝 Get Results		
int Management 🗸 🗸					Add Complaint Category
e+18 ~	Show 10 ~ entries Export to	E Emol PDP Prime		Search:	
ve and Attendance 🛛 🗸 🗸	COMPLAINT CATEGORY ID	: сомнолит сатиалия	REF. DOCUMENT	IN ACTIVE	C ACTION
formance Management 🕴 🔍 🗸	CCID4	Vigilance 2	9	Active	3
npersation and Benefit 💦 🗸 🗸	CCID3	Test Test		Active	C#
rol ~	CCID2	Vigilance		Active	08
	CCID1	Administrative		Active	C24
ent Acquisition 🛛 🗸 🗸	Showing T to 4 of 4 entries				Providue 1 Next
sloyee Relation					
Orlevance Category Master					
Complaint Category Mester >					
Complaint Sub Category Master					
University Master					
Action Master					
Event Master					
Empanelled Hospital Listing for Employees					
Empanelled Hospital Listing for Employees Empanelment of Hospital					



The success message will be displayed as

Successi Record Add Sucessfully!



4.1.1.5 Edit Complaint Category

Click on ${}^{\fbox}$ to open Edit Complaint Category popup as shown in Figure 4-4

= 🙀 FCI HRM	IS		Edit Complaint Category	- Aa 155 M	🚮 🤌 🗉 AMET KUMAR 🖕
Home		Complaint Catego	Complaint Category Id *		
Dear Manual		Complaint Category	CCID4 Complaint Category *		
Minlager Deshboard			Vigilance 2		
Talent Management.	~		Supportive Document * Attachment		Add Compleint Category
Core HB	~	Show 10 🛩 antriad	Upload Document	Search:	
Leave and Attendance	~	COMPLAINT OATESION	Is Active *	IS ACTIVE :	- ACTION
Performance Management	- 22	CCID4		Active	R
Compensation and Benefit	~	CCID3	Update Cancel	Active	R
Payroli	~	CCID3		Active	DP .
Talent Acquisition	~	CCID1	Administrative	Active	3
Learning and Development	×	Strowing The 4 of 4 entries			Phylipsis II Nort

Figure 4-4: Edit Complaint Category

Update

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.

Search: IS-ACTIVE Active Active Active	Add Complaint Category
Active Active Active Active	ACTION C2' C2' C2' C2' C2'
Active Active Active Active	ACTION C2' C2' C2' C2' C2'
Active Active Active Active	(7) (7) (7) (7) (7) (7) (7) (7) (7) (7)
Active Active Active	(7) (7) (7) (7) (7) (7) (7) (7) (7) (7)
Active	CP CP
Active	CR CR
	Gr
Active	
	Provious 1 Next

Figure 4-5: Existing Complaint Category Detail Updated



The success message will be displayed as shown

Success! Record + has been updated successfully

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

na	Complaint Sub Category Ma	aster							
r Manual	Complaint Category		Complaint Sub Category		Is Active		-	-	
nager Dashboard	All	~	All	\sim	Alf	~	Get Result		
ent Management 🗸 🗸							Add C	omplaint Sul	Category
eHR 🗸	Show 10 v entries Export to	et Excel	PDF Print				Search:		
ve and Attendance \sim	COMPLAINT SUB CATEGORY ID	COMPLA	INT SUB CATEGORY	COMPLAINT C/	TEGORY ID	COMPLAINT CATEGORY	REF. DOCUMENT	IS ACTIVE ()	ACTION
ormance Management 🛛 🗸 🗸	CSCID8	Testnsu	b EDIT	CCID3		Test Test	00	Active	8
pensation and Benefit 🛛 🗸	CSCID6	Negliger	nce	CCID1		Admin <mark>is</mark> trative		Active	ß
ol v	CSCID5	Insubor	dination	CCID1		Administrative		Active	ß
nt Acquisition 🗸 🗸	CSCID4	Gross O	r Willful Negligence	CCID2		Vigilance		Active	R
ning and Development 🗸 🗸	CSCID3	Reckles Making	sness In Decision	CCID2		Vigilance		Active	R
	CSCID2	Disobed	llence	CCID1		Administrative		Active	12
lasters 2 ^	CSCID1	Lote Att	endance	CCID1		Administrative		Active	68
Grievance Category Master	Showing 1 to 7 of 7 entries							Previous	1 Next
Complaint Category Master								<u> </u>	
Complaint Sub Catagory 3>									
Master									
University Mester									
Action Master									
Event Master									
Empanelled Hospital Listing for Employees									
Empanelment of Hospital									
ransaction 🗸									

Figure 4-6: Complaint Sub Category Master



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

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

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

	Complaint Collegory	Add Complaint Sub Category	S	×		Get Result		
- 1		Complaint Sub Category *						
- 2		Negligence 2				Add.		
	Show 10 v entrier	Complaint Category *						
Ň	ande ty eminan	Administrative		v :		Search:		
\sim	COMPLANE SUB CATE	Supportive Document *			CATEGONY #	INFECCIONENT:	IS ACTIVE =	ACTION
\sim	CSCID8	BaggageTag.pdf		Upload		8.8	Active	IR
~	CSCID6	Is Active *			tive		Active	a.
	OSCIDS	Active		~	nive		Activit	3
	CSCID4	1 (d)	Submit	Cancel			Active	9
Ň	CSCIDO						Active	
×		100 M						
	OSCID2	Disobedience	CCID1	Administ	rative		Active	8
		Late Attentiance	CCI01	Administ	rative		Active	2

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

Submit



NB	Complaint Sub Category Ma	ster					
r Manual	Complaint Category	Complaint Sub Category	Is Active				
ager Dashboard	All	✓ Ali	V All	~	Get Results		
nt Management 🗸 🗸					Add C	omplaint Sub	Category
eHR 🗸	Show 10 v entries Export to	Excel PDF Print			Search:		
ve and Attendance 💦 🗸 🗸	COMPLAINT SUB CATEGORY ID	COMPLAINT SUB CATEGORY #	COMPLAINT CATEGORY ID	COMPLAINT CATEGORY	REF. DOCUMENT	IS ACTIVE 0	ACTION
ormance Management 🔍	CSCID9	Negligence 2	CCID1	Administrative	9	Active	ß
pensation and Benefit 🗸 🗸	CSCIDB	Testnsub EDIT	CCID3	Test Test	8 8	Active	ß
rati 🗸 🗸	CSCID6	Negligence	CCID1	Administrative		Active	ß
	CSCID5	Insubordination	CCID1	Administrative		Active	ß
nt Acquisition 🗸 🗸	CSCID4	Gross Or Willful Negligence	CCID2	Vigilance		Active	Ø
ming and Development 🛛 🗸	CSCID3	Recklessness In Decision Making	CCID2	Vigitance		Active	ß
loyee Relation	CSCID2	Disobedience	CCID1	Administrative		Active	128
losters ^	CSCID1	Late Attendance	CCID1	Administrative		Active	CZ .
Grievance Category Master	Showing 1 to 8 of 8 entries						
Complaint Category Master						Previous	1 Next
Complaint Sub Category > Master							
University Mester							
Action Master							
Event Master							
Empanelled Hospital Listing for Employees							
Empanelment of Hospital							
ransaction 🗸							

Figure 4-8: New Complaint Sub Category Added

The success message will be displayed as

Success! Record Add Successfully!	8

4.1.2.5 Edit Complaint Sub Category



	Complaint Category	Complaint Sub Category Id *			Get Result		
		CSCID9			Universitie		
		Complaint Sub Category *			Adde		
×.		Negligence 2 Edited					
~	Show 10 👻 entries	Complaint Category Id *			Search:		
~	COMPLAINT SUB CATE	CODI		CONTROOPING	REF. DOCUMENT	IBACTIVE	AUTON
÷	CSCID9	Complaint Category *		ruve	3	Active	œ
~	CSCIDE	Administrative	Ý		5.6	Active	G.
	CSCIDE	Supportive Document * Attachment	1	days.		Active	3
Ť	CSCID5	Upload Document	Upload	(CENNE)		Active	8
~	CSCID4	is Active *				Active	R
	N-SAME/A	Active	~				
	CSCID3			100		Active	e.
\sim	CSCID2	Up	Etc. Cancel	- tive		Activa	er:

Figure 4-9: Edit Complaint Sub Category



Update

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

ma	Complaint Sub Category Ma	ister					
ar Manual	Complaint Category	Complaint Sub Category	Is Active		-		
nager Dashboard	All	✓ All	✓ All	×	Get Results		
ent Management					Add C	omplaint Sub	Category
eHR	Show 10 v entries Export to	Excel PDF Print			Search:		
we and Attendance	COMPLAINT SUB CATEGORY ID :	COMPLAINT SUB CATEGORY :	COMPLAINT CATEGORY ID	COMPLAINT CATEGORY :	REF. DOCUMENT	IS ACTIVE ()	ACTION
ormance Management	CSCID9	Negligence 2 Edited	CCID1	Administrative	00	Active	ß
pensation and Benefit	CSCID8	Testnsub EDIT	CCID3	Test Test	99	Active	ß
oll	CSCIDE	Negligence	CCID1	Administrative		Active	ß
	CSCID5	Insubordination	COID1	Administrative		Active	ß
vt Acquisition	CSCID4	Gross Or Willful Negligence	CCID2	Vigilance		Active	ß
ning and Development	CSCID3	Recklessness In Decision Making	CCID2	Vigilance		Active	ß
loyee Relation	CSCID2	Disobedience	CCID1	Administrative		Active	68
lasters	CSCID1	Late Attendance	CCID1	Administrative		Active	ß
Grievance Catagory Master		Letter Provide Bally Bally	CORT	Photo in the state of the		Active	
Complaint Category Master	C 3479 COOL 5 C 3560 C C 2570 C 25 C 50					Previous	1 Next
Complaint Sub Catagory Master	>						
University Mester							
Action Master							
Event Master							
Empanelled Hospital Listing for Employees	0						
Empanelment of Hospital							

Figure 4-10: Existing Complaint Sub Category Detail Updated

The success message will be displayed as shown

Success! Record + has been updated successfully

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

me		University Mast	ter							
er Manual		University Name		State/UT	Dis	trict		City		
nager Deshboard		All	\mathbf{v}_{i}	All	~ /	AII.	v	All		×
int Management	~	Is Active	v 1	Get Results						
e HR									_	
e and Attendance									Add	Iniversity
ormance Management	~	Show 10 v en	tries Export to: Excel	PDF Print				Search:		
pensation and Benefit		UNIVERSITY ID	UNIVERSITY NAME	UNIVERSITY REGISTRATION ID	STATE/UT	DISTRICT	CITY	REF. DOCUMENT	IS ACTIVE	ACTION
di	e V	UNID6423	VIJAYA TYPEWRITING INSTITUTE	NA	Not Available	Not Available	Not Available		Active	
nt Acquisition	~	UNID6422	QUEEN MERY INDUSTRIAL TRAINING CENTER	NA	Not Available	Not Available	Not Available		Active	Z
ning and Development	× .	UNID6421	ZPHS-SCHOOL VEMULAWADA	6406	Not Available	Not Available	Not Available		Active	8
loyee Relation 1 asters 2		UNID6420	ZPHS TADEPALLIGUDEM	6405	Andhra Pradesh	West Godavari	Tadepalligudem	0	Active	2
Grievance Category Mast	er	UNID6419	ZPHS	6404	Not	Not	Not Available		Active	7
Complaint Category Mast	er -		GANDHARIPALLY ZPH SCHOOL		Available Not	Available				1.22
Complaint Sub Category Master		UNID6418	VELURU	6403	Available	Available	Not Available		Active	Ø
	<u>1</u>	UNID6417	ZPH SCHOOL PULLA	6402	Not Available	Not Available	Not Available		Active	28
Action Master		UNID6416	ZPH HIGH SCHOOL PONNUR	6401	Not Available	Not Available	Not Available		Active	2
Event Master	44.1	UNID6415	ZP SCHOOL NADGAO POST KHED RATNAGIRI	8400	Not Available	Not Available	Not Available		Active	Ø
Empanelled Hospital Listi for Employees		UNID6414	ZP SCHOOL CHINNAVALTAIR	6399	Not Available	Not Available	Not Available		Active	2
Empanelment of Hospital		Showing 1 to 10 of 6,	365 entries				Previous	1 2 3 4	5 6	17 Next
ransaction	~						Pidvious	4 3 R	0	OF OF

Figure 4-11: University Master

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

•	Click on	Get R	esults	to apply the available filters.
•	CIICK OIT	Excel	PDF	to apply the available inters.
٠	Click on	Manager, 1	1944	to export the table records in Excel or CSV as per table columns.
		Search:		
٠	Click on			to enter a search query that shall search
	the table	e records		
•	Click on	🔶 to se	ort the	e table records in ascending order or descending order of entries.
•	Click on	Previous	1	Next to navigate table records



- Click on Add University to add a new university in the table as mentioned in Section 4.1.3.4 Add University.
- Click on ^I 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

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

lome		Add University	
iser Manual		University Name *	University Registration Id
ici matiluar		Acharya Narendra Dev College Delhi University	University Registration Id
nager Dashboard			2
nt Management	~	State/UT *	District *
a monogement		Delhi 🗸	South Delhi 🗸
HR	~	City *	Supportive Document *
e and Attendance	~	Maidan Garhi 🗸	BaggageTag.pdf
rmance Management	- -	Is Active *	
ensation and Benefit	<i></i>	Active	
si	~		Submit
nt Acquisition	~		in a state of the
ing and Dovelopment	~		
wee Relation	- U	Copyright @ 2029 Food Corporation of	India Powered by Konnect (Kellton Tech)

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



r Manual	1000 MINO								
i midi iludi	University Name		State/UT		District		City		
	All	×	All	×	Alf	×	All		×
ager Dashboard	Is Active								
nt Management 🕓	AI	*	Get Results						
HR 、	×3							Town	
e and Attendance	90							Add	Iniversity
emance Management		tries Export to : Excel	PDF Print				Search:		
pensation and Benefit	UNIVERSITY ID *	UNIVERSITY NAME	UNIVERSITY REDISTRATION ID (STATE/UT ()	DISTRICT 0	CITY 0	REF. DOCUMENT	IS ACTIVE ()	ACTION
ai 🗸		ACHARAYA N.G.RANGA AGRICULTURAL UNIVERSITY	NA	Andhra Pradesh	Guntur	Guntur		Active	Z
f Acquisition	UNID10	KRISHNA UNIVERSITY	NA	Andhra Pradesh	Krishna	Machillipatnam		Active	12
ing and Development vyee Relation	UNIDIOD	SWARNIM GUJARAT SPORTS UNIVERSITY	NĂ	Gujarat	Gandhinagar	Gandhinagar		Active	12
sters ~	UNID1000	ADITHYA ENGINEERING COLLEGE	985	Not Available	Not Available	Not Available		Active	Ø
Complaint Category Master	UNID1001	ADITHYA HIGH SCHOOL	986	Not Available	Not Available	Not Available		Active	2
Complaint Sub Category Master University Master	UNID1002	ADITI MAHAVIDYALYA UNIVERSITY OF DELHI	987	Not Available	Not Available	Not Avallable		Active	2
Action Master	UNID1003	ADITYA COLLEGE KAKINADA	988	Not Available	Not Available	Not Available		Active	2
Event Master	UNID1084	ADITYA DEGREE AND PG COLLEGE	989	Not Available	Not Available	Not Available		Active	8
Impanelled Hospital Listing for Employees Impanelment of Hospital	UNID1005	ADITYA ENGINEERING COLLEGE	990	Not Available	Not Available	Not Available		Active	1
nsaction 🗠	UNID1006	ADITYA INSTITUTE OF PG STUDIES	991	Not Available	Not Available	Not Available		Active	2
	Showing 1 to 10 of 6	365 entries				Previous 1	2 3 4	5 6	17 Next

Figure 4-13: New University Added

The success message will be displayed as

Successi Record Add Successfully!

4.1.3.5 Edit University

Click on ${}^{\fbox}$ to open Edit University popup as shown in Figure 4-14



= 🙀 FCI HRM	IS		að — 🙈 — Að 🛛 ESS 🕅 🥵 H. Anit kumar 🦆
Home		Edit University	
8.5 x 3		University Id	University Name *
User Manual		UNID	ACHARAYA N.G.RANGA AGRICULTURAL UNIVERSITY Edited
Manager Dashboard		-Struck	
		University Registration Id	State/UT *
Talent Management	*	NA	Andiya Pradesh
Core HR	~	District *	City *
Leave and Attendance	~	Guntur	Guntur 🗸 🗸
Performance Management	\$ 20	Supportive Document *	Is Active *
		BoardingPass.pdf Upload	Active 🗸 🗸
Compensation and Benefit	~		
Payroll	~		Update Cancel
Talent Acquisition	~		
Learning and Dovelopment	~		
Employee Relation	~	Copyright © 2020 Food Corporation of	India Powerad by Kennest (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



10		University Mas	ter							
r Manual		University Name		State/UT		District		City		
		All	×	All	×	All	×	All		~
ager Dashboard		Is Active								
nt Management	~	All	Ý	Get Results						
HR	~									
and Attendance	~								Add	University
rmance Management	~	Show 10 v en	tries Export to : Even	PDF Print				Search:		
pensation and Benefit	U	UNIVERSITY ID &	UNIVERSITY NAME	UNIVERSITY REGISTRATION ID	STATE/UT	DISTRICT	CITY U	REF. DOCUMENT	IS ACTIVE	ACTION
a	÷	UNID1	ACHARAYA N G RANGA AGRICULTURAL UNIVERSITY	NA	Andhra Pradesh	Guntur	Guntur	e,	Active	Z
It Acquisition	*	UNID10	Edited KRISHNA UNIVERSITY	NA	Andhra Pradesh	Krishna	Machilipatnam		Active	2
oyee Relation	~	UNID100	SWARNIM GUJARAT SPORTS UNIVERSITY	NA	Gujarat	Gandhinagar	Gandhinagar		Active	Z
isters Grievance Category Maste	 €.	UNID1000	ADITHYA ENGINEERING COLLEGE	985	Not Available	Not Available	Not Available		Active	Ø
Complaint Category Maste	ŧ.	UNID1001	ADITHYA HIGH SCHOOL	986	Not Available	Not Available	Not Available		Active	⊡2°
Complaint Sub Category Master University Master	>	UNID1002	ADITI MAHAVIDYALYA UNIVERSITY OF DELHI	987	Not Available	Not Available	Not Available		Active	2
Action Master Event Master		UNID1003	ADITYA COLLEGE KAKINADA	988	Not Available	Not Available	Not Available		Active	C2
Empanelled Hospital Listin		UNID1004	ADITYA DEGREE AND PG COLLEGE	989	Not Available	Not Available	Not Available		Active	Z
for Employees Empanelment of Hospital		UNID1005	ADITYA ENGINEERING COLLEGE	990	Not Available	Not Available	Not Available		Active	2
insaction	~	UNID1006	ADITYA INSTITUTE OF PG STUDIES	991	Not Available	Not Available	Not Available		Active	2
		Showing 1 to 10 of 6	,365 entries				Previous 1	2 3 4	5 63	37 Next

Figure 4-15: Existing University Detail Updated

The success message will be displayed as shown

Success! Record I has been updated successfully

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

= 🙀 FCI HRMS			Aa <mark>Aa Aa</mark>	ESS MSS	🦉 HI, AMIT KUMAR 👆
Home	Event Master				
User Manual	Event Name	Event Type	Is Active		
Manager Dashboard	All	AL	At	Y Get Re	
Core HR 🗸 🗸					Add Event
Leave and Attendance 💦 🗸	Show 10 v entries Experito Ex	ol PDF Print		Search:	
Compensation and Benefit 🗸 🗸	EVENTIO EVENTIMARE E EV	ENT TYPE C EVENT START DATE C		REF DOCUMENT	IS ACTIVE . ACTION
Payroll 🗸			-10-2028 FC1 Venue		Active 🕑
Employee Relation 1	Showing 1 to 1 of 1 entries				Freedous 1 Next
Mastara 2 ^					160/C F aucivere
Grievance Category Master					
Complaint Category Master					=
Complaint Sub-Category Master					
University Master					
Action Master					
Evenic Master 3 >					
Emponelled Hospital Listing for Employees					
Empanalment of Hospital					
Transaction 😤					
		Copyright © 2020 Food Carporation (d india Pressruit by Kamusiit (Kelling 7	echi	

Figure 4-16: Event Master

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

- Click on
 Get Results
 to apply the available filters.
- Click on Excel PDF to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 I
 Next
 to navigate table records
- Click on Add Event to add a new event in the table as mentioned in Section 4.1.4.4 Add Event.
- Click on ^C 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

= 🙀 FCI HR	MS	Aa 🛛 Aa Aa ESS MSS 🤌 HI, AMIT KUMAR 👹
Hame	Event Add	
User Manust	Event Name TEAting	Event Type *
Menager Dashboard	Canna) Open Grammarky
Core HR	Event Start Date *	Event End Date *
	11/01/2021	12/01/2021
Leave and Attendance	Event Venue	Supportive Document *
Compensation and Benefit	1Pģ	testpdf
Payroll	*	G BACHNE*
Employee Relation	*	Active V
	Cápyrght	9-3028 Fasid Corporation of Indus Posester by Konkett (Kellinn Tech)

Figure 4-17: Event Add

Enter the details and click on 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

				Aa Aa A	a ESS MSS	🔮 🔲 HI, AMIT KUMAP
	Event Master					
ual .	Event Name	Event Type		Is Active		
Dashboard	:60	× Ali	×	AL	Y Get R	lesults
. v.						Add Even
d Attendance 🗸 🗸	Show 10 🗸 entries Export to:	Excel PDF F	Print		Search	
ation and Benefit 🗸 🗸	EVENTIO 🕴 EVENTINAME 🗄	EVENTTYPE 0 1	EVENT START DATE	NT END DATE 🕴 EVENT VENUE	FIEF DOCUMENT	IS ACTIVE & ACTION
×	EVID1 TEsting	Sports 1	11-01-20 <mark>21 12-</mark>	01-2021 IFS	Ø	Active 📝
Relation	EVID1012 FCI Chess	Sports 3	30-09-2020 01-	10-2020 FCI Venue		Active 📝
rs 🔊 🔨	Showing 1 to 2 of 2 untries					Pravious 1 Nee
mplaint Category Master						
mplaint Sub Category Master Nersity Master						
llon Master						
ent Master 5						
panalled Hospital Listing for gloyees						
panelled Hospital Listing for						



Figure 4-18: Event Added

The success message will be displayed as

SuccessI Record Add Successfully	(×.
4.1.4.5 Edit	Event	
Click on 🕼	to open Edit Event popup as shown in	Figure 4-19
= V FCI HRMS		Aa — Aa — Aa ESS MSS 🤌 HI, AMIT KUMAR 🎳
Home	Edit Event	
User Manusi	Event Id	Event Name
Manager Dashboard	EVD1	G 🗖
Core HR 🗸	Event Type *	Event Start Date *
Leave and Attendance	Sports 🗸 🗸	11/21/2021
	Event End Date *	Event Venue *
Compensation and Benefit 🗸 🗸	12/01/2021	. #5
Payroll Y		D
Employee Relation	Supportive Document * Attachment	Is Active *
	tect.ptf Upleed	Azi/ve
		Update Cancel
		India Posseida by Kannet (Kalloo Techt
	Copyright @ 2020 Flood Corporation of	unte l'acteurée da granues (Reindo Jecul

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



no	Event Mast	er								
r Manual	Event Name		Event Type	9		Is Active			50	
inger Dashboard	50	3	✓ Ali		×	Ak		× .	Get Results	
one 😔										Add Event
ve and Attendance 🗸 🗸	Show 10 👻	entries Export to :	Excel PDF	Print					Search:	
npenestion and Benefit 🛛 🗸 🗸	EVENTID 8	EVENT NAME	EVENT TYPE	EVENT START DATE	EVENT	END DATE	EVENT VENUE	REF. DOCUME	et is active d	ACTION
roll 🗸	EVIDI	TEsting Edit	Sports	11-01-2021	12-01	2021	IFS	00	Active	8
loyee Relation	EVID1012	FCI Chess	Sports	30-09-2020	01-10-	2020	FCI Venue		Active	12
Austers ^	Showing 1 to 2 of 2	entries								
Grievance Category Master									Previous	1 Nuet
Complaint Category Master										
Comptaint Sub Category Master										
University Master										
Action Master										
Event Master >										
Emponalied Hospital Listing for Employees										
Empanalment of Hospital										

Figure 4-20: Existing Event Detail Updated

The success message will be displayed as shown

Success/ Record i has been updated successfully

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



Action Master						
Type Of Action		is Active				
All	×	IA	~	Get Results		
						Add Action
Show 10 v entries Export	to: Exc	el PDF Print			Search	
TYPE ACTION ID	0 TYPE	OF ACTION		REP. DOCUMENT	IS ACTIVE	Ó ACTION
TAID3	Inter	m Reply From Complainer	ıt.		Active	3
TAID2	Take	n Up With Division			Active	02
TAID1	Ciari	lication From Complianant			Active	Ø
Showing 1 to 3 of 3 ontries						Previous 1 Next
	Type Of Action All Show 10 • entries Expert TYPE ACTION ID TAID3 TAID2 TAID1	Type Of Action All All Show 10 antries Expert to: Exc TYPE ACTION ID TAID3 Inter TAID2 Taka TAID1 Clarit	Type Of Action Is Active All All Show 10 10 entries Export to: Excel PDF Print TYPE ACTION ID TYPE DR ACTION TAID3 Interim Reply From Complainen TAID2 Takan Up With Division TAID1 Clarification From Complianen	Type Of Action is Active All All Show 10 • entries Expert to: Expert to: Expert to: Expert to: Type Action ID 119 • OF Action TAID3 Interim Reply From Complainant. TAID2 Takon Up With Division TAID1 Clarification From Complianant.	Type Of Action Is Active All Get Results Bhow 10 • entries Expent to: Excel PDF Print TVPE ACTION ID Excel TAID3 Interim Reply From Complainant. TAID2 Taken Up With Division TAID1 Clarification From Complanant.	Type of Action is Active All Get Reputs Show 10 • entries Expert to: Excel PDF Ptint TYPE ACTION ID TYPE OF ACTION If active TAID3 Interim Reply From Complainant Active TAID2 Taken Up With Division Active TAID1 Clarification From Complainant Active



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

•	Click on	Get F	lesults	to apply the available filters.
•	Click on columns	Excel	PDF	to export the table records in Excel or PDF as per table
•	Click on the table	Search:	5.	to enter a search query that shall search
•	Click on entries.	🕈 to so	ort the	table records in ascending order or descending order of
•	Click on	Previo	us 1	2 Next to navigate table records
•	Click on Add Acti	Add Action on.	to ad	d a new action in the table as mentioned in Section 4.1.5.4 –
•	Click on Action.	🕜 to ed	lit an e	kisting Action in the table as mentioned in Section 4.1.5.5 – Edit
4.1.5	.4 Add A	ction		

Add Action

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

Click on



= 🙀 FCI HRMS		Add Action	Aa ESS MSS	🧶 н аміт Кимая 👆
Hitma	Action M	Type Of Action *		
- Grout Marriagi	Table Of Action	TEST ACTION		
Maringer Distributed	1811	Supportive Document *		_
Low Ht		Testpd7.		
		is Active *		Add Action
Leave and Atlandurce	Store 10	Activu 🗸	Securi	
Competention and Benefit	299(A210)	Submit Cancel	-	1 Active
Phyroli S	TAIDS		Arting	8
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Figure 4-22: Add Action

Submit

Enter the details and click on 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

= FCI HUMA	N RESOURCE MANAGE	IENT SYSTEM		Q A3 — A3 — A	Aa ess MSS	
Home	Action Master					
User Manual	Type Of Action	Is Active	£.			
Video Tutorial	All	All	Ge	t Results		
Manager Dashboard						Add Action
Talent Management	Show 10 v er	tries Export to : Excel PDF Print			Search:	
Core HR	TYPE ACTION ID	TYPE OF ACTION	\$	REF. DOCUMENT	IS ACTIVE	ACTION
Leave and Attendance	V TAID3	Interim Reply From Complaina	nt.		Active	Ø
Performance Management	o∽ TAID2	TAID2 Taken Up With Division				Ø
Compensation and Benefit	₩ TAID1	Clarification From Complianan		Active	đ	
Payroll	Showing 1 to 3 of 3	entries			1	revious 1 Next





The success message will be displayed as

Success Record Add Successfully

4.1.5.5 Edit Action

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

= 🙀 FCI HRMS		Edit Action	Aa	ESS MSS	🧶 🕫 amit kumari 💺
Harra /	Action M	Type Action Id			
Cross Marrial	Table Of Action	TAK03			
Mambger Distribution	2011	Typie Df Ackion * Interim ringly from Completional			
(cowlete) ~		Supportive Document *			Add Action
Laure and Allandarite	Ston 10	Upload Document Upload		Seren	
Compression and Britelit	THEADER	Is Active *			
Payroli	TAIDS	Active		Aritus	8
- Engenyee Relation	TAIDE	Update Cancel		Active	22
Marinea	TAIDI			Attive	2
Grievancu Catagory Mailtar	Smining 1 to 3 of 2	antineu			
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Complaint Bub Category Master					
University Massie					
, Arthur Master (
Everil Mainter					
Employeen					
Emperatment of Hotoital					

Figure 4-24: Edit Action

Update

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.



	Action Master							
lanual	Type Of Action		is Active					
er Deshboard	.60	×	ШA	×	Get Results			
R: ~							Add	Action
and Attendance 🗸 🗸 🗸	Show 10 🛩 entries Ex	port to : Excel	PDF Print			Search:		
nsation and Benefit 🛛 🗸 🗸	TYPE ACTION ID	TYPE OF A	стоя		BEF DOCUMENT	IS ACTIVE	+ ACTION	
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ters A	TAID1	Clarificati	on From Complianant			Active	ß	
Brievance Category Master	Showing 1 to 3 of 3 antries						Prinvious 1	Norf
Complaint Sub Category Master								
Iniversity Master								
Action Master								
Event Masker								
Impanalled Hospital Listing for Imployees								
Impanalment of Hospital								

Figure 4-25: Existing Action Detail Updated

The success message will be displayed as shown

Success/ Record i has been updated successfully

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

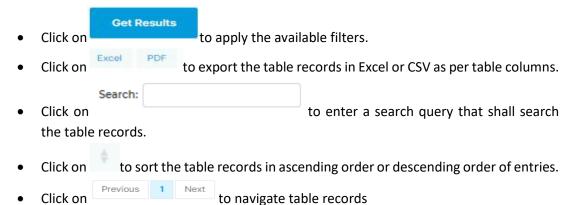
User shall traverse the navigation as mentioned in Section 4.1.6.1 to reach the Empanelment of Hospital Master Landing Page as shown in Figure 4-26.



	Empanelled	Hospital - Admin Listi	ng								
n:	Prom Data		1000	To Dulla		Name Of The Haspitul		Studya			
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olekt Sub Category Master Insty Master # Master	ENGANEL/07	44.	2	Institute Of Brakt And Spme (IBS)	General Medicine, General Surgery Orthopsedic Including John Replecement), Neumlogy, Neurosurger, Lyc And Diagnostics	43210000, 83210001, 8810439762	10/08/2020	09/06/2022	Active	Approved	@ Z
L Mastar Investor Hospital Latiting for operations investment of Hospital 55 can :	ENGRIELAS	ц	27	RLKC tringeted is Metro-Heart Institute	Cardiality & Cardiality & Cardiality and Chargers Cardiality and Chargers Lungers (Catalons, Donoral Lungers (Catalons, Donoral Lungers (Catalons, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Markaders, Cardiality, Cardiality, Markaders, Cardiality, Cardiality, Cardiality, Cardiality, Cardiality, Markaders, Cardiality, Cardia	071-352601015/96, 287000010, 296011033	\$4.(08/2020	3170,2023	Active	Approved	0
	EMGANELAS	188.	25	Serton Hospitel Prt. Ltd	Neurology, Endoscopic / Leperprotopic Percedure, Constructerology Neptrology incuding Usivality, CHT, Denta, Usivality, Orthopedia Whit John Kopitecement, Beneral Suppry, Deneral Medichi, Gateorica And Obegroutica And Diagnostica	011-27562255 011-27561024	2666(2622	25/06/2012	Active	Approved	0
	EWM/NEL44	344		Visitech Eye Gentre Curit Of Jasofa Healthcare (LP)	Exclusive Eye Care	8354010299, 41080293, 82980111	15/05/2010	80/11/2020	Activa	Approved	*
	EMMANEL43	ш		Venue Eyn Institute & Research Centre	Exclusive Eye Care	29201951, 20251155/56 20250757, 20253270	02/12/2010	01/12/2023	Active	Approved	e Z
	EMPANEL42	NA	<u>11</u>	The Hesiing Touch	Exclusive Eye Care	19542777 1/775513970	17,01/2020	16/03/2022	Active	Approved	•
	EMONNEL 43	144		Some Nospitel (A. Unit Df Athia Heatthcare Pot. Ltd.)	General Medione, Dentral Surgary, Cynas & Obst. Crinterestic Surgary Including Joint Replacement. Castmanterocopy, Naurodogy, Laology Nephnikogi (Michalding Distlyans And Disgnostics	3077777 30580387	24/06/28/28	23098/1022	Active	Approved	• 2
	ENRANEL40	144	ŧ.	Shroff Eye Centre	Exclusive Eye Core	41633009, 29231296, 29233206, 29244736	25/04/2019	2404/2021	Active	Approved	0 7
	Showing 1 to 10 of 45	Lorring						Pres	vat 1	3 4	b Next

Figure 4-26: Empaneled Hospital- Admin Listing

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





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

4.1.6.4 Add

Click on

to open the Empanelled Hospital Master as shown in Figure 4-27

Empanelled Hospital Master – Admin							
Haspital License Number *			Office *				
6.46.0			HQ-Dehi				
Name Of The Hospitel *			Treat C *				
best ROD			TERTEADD.COM				
Address							
TEST ADD							
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Chane *	Distant *		Cay *		Pin Code *		
Delti.	Name David	×	Tark Dalki	×.	110001		
Purpose							
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9H/M/2521		Ë					
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0.000/2021	04/01/2221	Ë					
0.000/2021	04/01/2221	Ħ					
0.806/0021	04/01/2221	Ë					
exervice:	04/01/2221	Ë					e
exervice:	04/01/2221						C
exervice:	04/01/2221	Uproved					e
exervice:	04/01/2221					Submit	Cancel

Figure 4-27: Empanelled Hospital Master- Admin

Enter the details and click on 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



	Empanelled Hospital - Admin Listi	ing						
ili)	Promi Datu		'o Dulta:		Name Of The Hespital		Stirlus	
ast/count.	DO MMY YYY		EC/WW/VYYY	Ë	TOULADD	(M)	_A85	×
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			NAME OF THE MODERTAL &	URP205 + 131,59406		00/01/2021	datt (di activa Áctiva	
1610201	HOSPITALIO - HOSPITAL OCTIVAR NUMBER -	orres	NAME OF THE MODERTAL &	200 T. 13/00				га ататын а астон
nador A	HODRITAL D (HODRITAL OCHIOF MANDER (EMMANELS2 646	orres	NAME OF THE MODERTAL &	200 T. 13/00				га ататын а астон
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nikaraan A	HODRITAL D (HODRITAL OCHIOF MANDER (EMMANELS2 646	orres	NAME OF THE MODERTAL &	200 T. 13/00				Accounted
kalifan A	HODRITAL D (HODRITAL OCHIOF MANDER (EMMANELS2 646	orres	NAME OF THE MODERTAL &	200 T. 13/00				Accounted



The success message will be displayed as



Successi Record Add Sucessfully!

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

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ina	Higher Studies -Employee Lis	ting		
er Manual				Add
Dashboard	Show 10 v entries Export to :	Excel PDF Prior		Search:
ectory 🗸 🗸	REQUESTID	REQUESTED DATE	STATUS	ACTION
re HR 🗸 🗸	HISTUDIES94	17/12/2020	Pending Review	ø
	HISTUDIES95	17/12/2020	Pending Review	۲
mpensation and Benefits \sim	HISTUDIE596	17/12/2020	Pending Review	ø
rformance Management 🛛 🗸 🗸	HISTUDIES97	17/12/2020	Pending Review	۹
ave Management 🗸 🗸	HISTUDIES100	18/12/2020	Pandlog Review	۲
yroll 🗸 🗸	HISTUDIES111	26/12/2020	Pending Review	G
ployee Relations 1 A	HISTUDIES121	30/12/2020	Pariding Review	*
POSH Request	HISTUDIES122	30/12/2020	Pending Review	ø
Higher Studies Request 2>	HISTUDIES123	30/12/2020	Approved	2 0
NOC 🗸	HISTUDIES124	30/12/2020	Pending Review	0
Property 🗸	Showing 1 to 10 of 21 entries			Previous 1 2 3 Next
Medical 🗸 🗸				Treasure of a second
Gift Noting Down Request				
Participation in Sports & Culture Activity				
nnect +				
licies and Circulars				
tirement Benefit Calculator				

Figure 4-29: Higher Studies

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

 Click o per tab 	n Excel	PDF	Print to export the table records in Excel, PDF and Print as
Click o	Search:		to enter a search query that shall search
Click of	4		ble records in ascending order or descending order of entries.
Click of	Previous		to navigate table records
Click o Section	n 4.2.1.4 – /		a new Higher Studies Request in the table as mentioned in

4.2.1.4 Add

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



	Requested Date *		Employee Number		Employee Name	
Manual	08/01/2021		290572		AMITRUMAR	
hboard	Designation		Category		Division	
ry			CAT-II		Personnel	
	Office		Email Id			
sation and Benefits	HQ-Dehi		dinesh kaushik@gmail.com			
	Name Of The Course *		Name Of The University/Institution *			
ance Management	Computer Sc.		~	ACHARAYA NAGA	RJUNA UNIVERSITY	~
lanagement	From Date*			To Date *		
	10/01/2021			10/01/2024		Ē
e Relations	Duration Of The Course					
Request	3 years 0 months					
				Is Higher Studies In	centive ? *	
r Studies Request	Regular 🔿 Distar	ice		Yes		Ý
	Previously Sanctione	d for any course				
ĸty	WEQUESTED DATE	NAME OF THE COURSE	UNIVERSITY/INSTITUT	DON		COURSE STATUS
tel	05/11/2019	Industrial Relations	SRI VENKATESWAR	A VETERINARY UNP	VERSITY	Not Completed
oting Down Request	10/03/2020	Computer Sc.	DRAVIDIAN UNIVER	SITY		Not Completed
ipation in Sports & Cult	ture 12/06/2017	Computer Sc.	JAWAHARLAL NEH	RU TECHNOLDGICA	L UNIVERSITY	Not Completed
	01/01/2019	B.Sc. (Engg.)	DR. N.T.R. UNIVERS	ITY OF HEALT <mark>H</mark> SCI	ENCES	Not Completed
	Supportive Document					
and Circulars	test pdf		Upload			
in on contra						

Figure 4-30: Higher Studies 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 4-31



= 🙀 FCI HRM	IS		Aa - Aa -)	a ess MSS 🥬 HI, AMIT KUI	MAR 🎍
Homa	Higher Studies -Employee Listing			-	
User Manual					Add
My Dashboard	Show 10 v entries Export to: Exc	el PDF Priot		Search:	
Directory	REQUESTID	REQUESTED DATE	STATUS	ACTION	
Core HR	HISTUDIES155	07/01/2021	Pending Review	Ø	-
Compensation and Benefits	HISTUDIES158	08/01/2021	Panding Review	۲	
Performance Management	Showing 21 to 22 of 22 entries			Previous 1 2 3 1	Hext
Leave Management	•				
Payroll					
Employee Relations	~				
POSH Request					
Higher Studies Request	>				
NOC	×.				=
Property	- v				
Medical	- 2 9				
Gift Noting Down Request					
Participation in Sports & Cu Activity	Iture				
Connect +					
Policies and Circulara					
Retirement Benefit Calculator					
		Copyright © 2020 Food Corpo	nation of India Powered by Konnect (Keilton Tee	inj.	

Figure 4-31: Higher Studies Request Added

The success message will be displayed as

Success Record Add Successfully

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 Studie	s -Reviewer Listing									
er Manual	Request ID		From Data			To Date			Office Type		
aneger Dashboerd	discussion do	Q	DOMINIYYYY		Ē	DD/WM/YYY	YY	Ċ	A1.		~
iniger Distributio	Office		Category			Division			Designation		
erning and Development	- AR	×	-68		× .	AL		~	ALC		~
mpensation and Banefit	Status		Course Type				1.10				
ayrot	~ AE	~	Rogular		~	Get Re	sults				
Transortipe Higher Studies 2	HISTUDIES83		EMPLOYEE NAME	OFRICE () HQ- Dothi	OFRICE TYPE	CATEGORY ()	orvision 2 Personnal	DESIGNATION	REQUESTED DATE ()	STATUS	ACTION
Higher Studies 3	HISTUDIES82	14.5198	MUKESH SINOH	HQ- Delhi	но	CAT-II	Personnel	Minager	0012/2020	Pending	17 0
NOC Off. Noting	HISTUDIES73	290572	AMET KUMAR	HQ- Dethi	HQ	CAT-8	Personnel	Manager	01/01/2019	Approvad	ø
Medical Identity	HISTUDIE574	290572	AMIT RUMAR	HQ- Delhi	нq	CAT-II	Personnel	Manager	08/05/2021	Panding Review	0
	HISTUDES72	280572	AMIT KUMAR	HQ- Detta	но	CAT-II	Personnet	Manager	01/01/2018	Approved	۲
	Strewing 1 to 5 of 5 ent	lat.								Prevolut	1 New

Figure 4-32 Higher Studies Reviewer Landing

Click on ¹²³ 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



Home		Higher Studies - Approver					
User Manual		Request ID HISTUDIES261			Name of Course Industrial Relations		
Video Tutorial		Requested Date			Is Higher Studies Incentive ?		
		13/05/2021			Yes		
Manager Dashboard		Employee Number			Name of the University/Institu	tion	
Core HR	<u>.</u>	306356			ACHARAYA N.G.RANGA AGRIC	ULTURAL UNIVERSITY	
CORPHR	×	Employee Name			From Date		
Compensation and Benefit	~	MEGHA SINGHAL			14/05/2021		
		Designation			To Date		
Payroll	×	Assistant Grade - III			31/05/2021		
		Category			Туре		
Learning and Development	~	CAT-III			Regular		
Leave and Attendance	~	Division			Duration of the Course		
Leave and Attendance	~	Personnel			0 years 0 months		
Employee Relation	~	Office HQ-Delhi			Initiator Remarks ok		
	2.81				CK.		
Request	^	Email Id XXXXX@Gmail.com					
Higher Studies	~						
	-						
Higher Studies		Previously Sanctioned for a	ny course				
NOC	~	REQUESTED DATE	NAME OF THE COURSE		UNIVERSITY/INSTITUTION	COURSE S	TATUS
nuu							
Declare Movable Property	ty						View Action History
Destars #4-Moushis Days							view Action Pristory
Declare IM-Movable Prop	peny	Dispatch To					
Medical identity	~	SHEELA EDLINE TIGGA	×				
		Dispatcher Remarks *					
		Reviewer Remarks					
		Document Name	Supportive Document				%
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		and the first states that the constraints	oproate procurriem	- Martinet and			
	-						
		S.NO. DOCL	MENT NAME	SUPPOI	RTIVE DOCUMENT	AC	TION
						Personal Street	tch Cancel
				ž	dd Reviewer Selective Revert	Revert Dispa	Cancel
				100			

Figure 4-33: Higher Studies Dispatch

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

View Action History

- Click on to view the action taken on the request as shown in Figure 4-33.
- <u>Add Reviewer</u> 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.



<pre>def de la de</pre>					
<pre>def de la de</pre>		Higher Studies -R	eviewer		
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Figure 4-34: Higher Studies Review

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

- Click on
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- Click on to review the request and a success message will be displayed as shown in Figure 4.35.
- Click on to revert the request back to the initiator, this request will be listed in the landing page of Initiator.



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Figure 4-35: Higher Studies Review successful

The success message will be displayed as

Successil 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



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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

Request ID			
Request ID			
		Name of Course	
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REQUESTED DATE	NAME OF THE COURSE	UNIVERSITY/INSTITUTION	COURSE STATUS
01/01/2018	Industrial Melà tions	ADRAVI NANNAYA UNIVERSITY	Not Completed
01/01/2019	Computer Sc.	ADRAVI NANNAYA UNIVERSITY	Not Completing
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Figure 4-37: Higher Studies Approve

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

- Click on Figure 4-37.
- 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 4-37.
- 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.



	Higher Studi	es -Approver Listin	9								
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Figure 4-38: Higher Studies Approve successful

The success will be displayed as

Success! Request has been approved successfully.

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.



- **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

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Home	Passport Employee -Listin	g		
User Manual				Add
My Dashboard	Show 10 v entries Export	to: Excel PDF Print		Search:
Directory 🗸	REQUEST ID	REQUESTED DATE	4 STATUS	action
Core HR 🗸	NOCPASS141	18/12/2020	Pending Review	•
Compensation and Benefits 🗸 🗸	NOCPASS142	18/12/2020	Pending Review	٥
Leave Management 🗸 🗸	NOCPASS149	18/12/2020	Pending Review	Ø
Payroll 🗸	NOCPASS151	21/12/2020	Pending Review	0
·	NOCPASS152	28/12/2020	Pending Review	۲
	Showing 1 to 5 of 5 entries			Previous 1 Next
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NOC for Passport 3 >				
NOC for Visa				
NOC for Leave Country				
Property 🗸				
Medical 🗸				
Gift Noting Down Request				
Participation in Sports & Culture Activity				
Connect +				
Policies and Circulars				
Retirement Benefit Celculator				
		Gopyright @ 2020 Food Corporation	n of India Powered by Konnect (Kellton	Tech)





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

Excel PDF Print to export the table records in Excel, CSV or print as per Click on • table columns. Search: Click on to enter a search query that shall search the table records. Click on to sort the table records in ascending order or descending order of entries. Previous 1 Next to navigate table records Click on Add 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 Add Click on to open the NOC for Passport request form as shown in Figure 4-40

Requested Date	Employee Number	Employee Name	Designation
08/01/2021	290572	AMIT KUMAR	Manager
Father Name	Date of Birth (DOB)	Date of Joining(DOJ) FCI	Present Address
MAHENDRA SINGH	04/04/1989	06/04/2015	1ST FLOOR, F-623,LADO SARAI
Permanent Address	Category	Division	Office
H, NO-108 NAUKAPURA COLONY,	CAT-II	Personnel	HQ-Dalhi
Office Type			
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Passport Application *			
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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

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The success message will be displayed as

Success Record Add Sucessfully!

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 $\,$

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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

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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.
- <u>Add Reviewer</u> link functionality has been explained in Common Functionalities. [Please Refer Section 5.1.1 for Add Reviewer]
- Click on Click on to revert the request back to the initiator, this request will be listed in the landing page of Initiator with "Reverted" status.





to dispatch the request and a success message will be displayed

as per below image.

Request has been dispatched successfully.

4.2.2.7 NOC for Passport Review

	NOC For Passport -Re	viewer		
÷.	Request ID NCCPASS165		Office Type HQ	
eshboard	Request Date		Passport Application	
	18/12/2020		New Application	
	Employee Namber		Pasaport Nambar	
	290572		R1068594	
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	AMIT KUMAR		pak	
	Designation Managor		Document Attachmobt	
Attendance	Father Name		Photo	
	MAHENDRA SINGH		11000	
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	Date of Jaining(DQJ) FCI			
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Figure 4-44: NOC for Passport Review

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

- View Action History
- Click on to view the action taken on the request as shown in Figure 4-44.
- Click on 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.

		iewer -Listing									
er Manual	Request ID		From Data			To Date			Office Type		
meger Deshtosetd	Research	1	Q DONNUM	ά.	Ē] орми	m	Ċ) AI		~
	Office		Category			Division			Designation		
- 14R	× −		- AT		×	41		~	(IAC)		~
mpensation and Benefit	Status										
ym#	Ai .		♥ Get Re	sults							
eve and Attendance	Show 10 v ent	rica Exportito: Excel	PDF Print							learch	
ipioyee Relation	REQUESTIO 1	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE 3	OFFICE TYPE	CATEGORY :	DIVISION 1	DESIGNATION (REQUESTED DATE	STATUS	ACTION
Transaction	A				HQ	CAT-II					é)
NOC	NOCPASS141	290572	AMIT KUMAR	HQ-Delhi	ну	CATE	Personnel	Manager	18/12/2020	Pending Review	
Passport	NOCPASS142	290572	AMIT KUMAH	HQ-Deni	HQ	CAT-II	Pérabnitel	Manager	18/12/2020	Fending liteview	
Medical Authorization	NOCPASS145	143443	BAJP/ SAKENA	HQ-Deihi	но	CAT-II	Finance	Masager	18/12/2020	Peoring Review	۲
Sports And Outputs	NOCPASS149	290572		HQ-Dethi	HQ	CATH	Personnel	Manager	18/12/2020	Panding Haview	•
	NDCPASS151	290572	AMIT KUMAII	HQ-Deih)	HQ	CAT-II	Personnel	Masager	21/12/2020	Penting Review	۲
	NOCPASS152	290572	AMIT KUMAR	HQ Deihi	НQ	CATH	Personnal	Manager	27/12/2020	Pending Review	۵
	NDCPASE164	290572	AMIT KUMAR	HG-Deth)	нQ	CAT-II	Perionnel	Manogér	08/01/2021	Pending Heview	۲
	Showing 1 to 7 of 7 en t	nes								Frevious	Next

Figure 4-45: NOC for Passport Review successful

The success message will be displayed as

Success! Request has been reviewed successfully.

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 App	rover -Listing									
Series 1		Request ID		From Data			To Eate			Offlog Type		
er Dashboard		Request (D		Q Dommini			ODWM/YYYY		Ô	A1.		~
er u benodeng		office		Category			Division			Designation		
g and Development	~	AI:		×		1	AI.		×	AL.		\sim
	~	Status			-							
nsation and Benefit		AL		↔ Get Res	ults							
	÷	Show 10 V ent	rieg Exportito: Exce	PDF Print						200		
nd Attendance	~	REQUESTIO :	EMPLOYEE NUMBER ()	EMPLOYEE NAME	OFFICE					Searc		ACTION
ce Rotation	~	Request to	EMPLOYEE MURRIER D	EMPLOYEE MAME	CHICE -	OFFICE TYPE	CATROORY 0	DIVESION :	DESIGNATION :	REQUESTED DATE		()
within	~	NOCPASS152	290572	AMET KUMAR	HQ-Dethi	HQ	CATH	Personnel	Menager	27/12/2020	Pending Approval	~
igher Studies	*	NOCPASS141	290572	AMIT KUMAR	HQ-Demi	но	CATH	Personnei	Manager	18/12/2020	Fending Review	۲
00	÷.	NOCPASS142	290572	AMIT KUMAR	HQ-Delhi	НФ	CAT-II	Personnel	Manager	18/12/2020	Panding Review	۲
Passport	*	NOCFASS145	143443	RAJIV SAXENA	HQ-Domi	на	CATH	Finance	Manager	18/12/2020	Pending Review	۰
Leave Country		NOCPASS149	290572	AMIT KUMAR	HQ-Datti	нQ	CAT-I	Personnel	Manager	18/12/2020	Pending Service	۲
ectarie Movable Property		NOCPASS151	290572	AMIT KUMAR	HQ-Beihi	HQ	CATH	Personnel	Manager	21/12/2020	Penting	•
ectare M-Movable Property		NOCPASS153	295779	PRIVAME DAHIVA	HQ-Delhi	но	CATHI	Personnel	Assistant Grada - III	28/12/2020	Pending	0
r Travel		NOCFASS184	295779	PRYANK DAHIYA	HQ-Quithi	но	CAT-III	Personnel	Ausistuni Grade - II	29/12/2020	Pending	٥
ft Noting)		NDCPASS155	297813	KRESHAN AWATAR	20 (NORTH) - NOIDA	20	CAT-III	Personnei	Assistant Grade - III	28/12/2020	Pending	ø
edkail klentity	, in the second	NOCPASS156	1079012	SHANKAR KRISHNA KUDAV	ZO (WEST) - MUMBAI	zo	CAT-III	Personnel	Assistant Drade - J	29/12/2020	Pending	0
		Showing 1 to 10 of 17 e	ntries.								Protoa I	2 Next

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

	NOC For Passport -Approver					
	Request ID		Office Type			
	NOCPASSI52		нq			
cerd	Request Date		Pessport Applicati	Lev.		
	27)12/2020		New Application			
evelopment 🗸 🗸	Employee Number		Passport Nombur			
	290572		R1058594			
	Employee Name AMIT KUMAB		tritiotor Remarks ok			
nd Benefit 🔍						
(4.999)(1) (S.1.	Designation Manager		Document. Attachment			
	Father Name		Photo			
	MAHENDRA SIKOH		Photo:	7		
dance 🗸	Date of Birth (DGB)					
11092 V.S.	04/04/1988		5 /			
• ^	Date of Joining(DGJ) PCI					
	08/04/2018					
^	Present Address					
des: V	15T FLOOR, F-623,LADO SARAI					
	Primanent Address					
~	HUND-105 NAUKAPURA COLONY, LANKA, OHA	ZIPUR				
	Category					
t.	CAT-8					
	Division					
	Personnal					
Country	Office					
	HQ-Dethi					
avuible Property						
M-Movable Property	In this connection. I may also assure you that I v Management, the Management may treat that I	would leave the country only with the prior app	oval of the competent authority in the for	od corporation of India, However, in case	I proceed without the prior approval o	The strent
	on the service of this corporation thereafter.	nave voluntersy appropried my dubes from the	rood corporation of initial and it will be in	ee to some on my marie moin the roll, or	the Corporation. I would have to cross	orngot
n in the second s	There is no vigilance and Police case going on a	agaitist me				
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			Artis Departments	Selective Revent Approv	na Reject C	ancel
			ADD REVIEWER	Selective Revert Approv		

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 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 to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.



ne		Passport App	rover -Listing									
r Manual		Request ID		From Data			To Date			Office Type		
		Request (D		Q DOMMANY		Ē	ODWMMYYYY		Ē	A1.		~
agar Daehboard		Criffied		Category			Division			Designation		
ning and Development	~	AL		- 16E		\sim	(AL)		×.	AL		~
HR	× 1	Status										
pensetion and Benefit	* 2	AL		♀ Get Res	ults							
a -	*	Show 10 v entr	lea Exportio: Exoci	PDF Print						Searc	n:	
e and Attendance	~	REQUESTIO 0	ENPLOYEE NUMBER \$	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGOIN \$	DIVISION 3	DESIGNATION (REQUESTED DATE 1	STATUS (ACTION
isyse Relation	~	NOCPASSIO	290572	AMIT KUMAR	HQ-Delhi	на	CAT-II	Personnel	Manager	18/12/2020	Pandiog Review	۲
Hoher Studies	Ĵ	NOCPASS142	280572	AMIT KUMAR	HQ-Dethi	но	CAT-II	Parsonnak	Managor	18/12/2020	Pending Review	G
NOC	~	NOCPASS145	143443	RAJIV GAXENA	HQ-Dethi	HQ.	CAT-II	Finance	Monager	18/12/2020	Pending Neviow	۵
Pasaport	*	NOCFASS749	200572	AMITKUMAR	HQ-Dalhi	на	CAT-II	Personnel	Manager	18/12/2020	Pending Rentew	0
Мая		NOCRASSIST	290572	AMIT KUMAN	HD-Dvihi	но	CAT-II	Personnal	Manager	21/12/2020	Pending Highlow	œ
Leave Country		NOCFASE182	290572	AMET KUMAR	HQ-Dethi	на	CAT-II	Personnel	Manager	27/12/2020	Approved	۲
Declare Movable Property		NOCFASS753	295779	PREVANIK DAHIVA	HQ-Demi	нq	CAT-III	Peraprose	Ansistant Grade - III	28/12/2020	Pending Berlevi	۲
Air Traval		NOCRASS154	295779	PRIVANK DAHIVA	HQ-Dolhi	на	CAT-III	Personnel	Assistant Grade + III	28/12/2020	Plending Review	ø
Gift Noting		NOCPASSISS	207813	KRISHAN AWATAR	ZO (NORTH) - NDIDA	zo	CAT-III	Personnal	Assistant Grade - III	28/12/2020	Panding Review	۲
Medical Identity	*	NOCPASSISE	107932	SHANKAR KRISHNA KUDAV	ZO (WEST) - MUMEAI	20	CAT-III	Personnet	Assistant Grade - I	29/12/2020	Pending Review	۲
		Showing 1 to 10 of 17 er	tries.								Previous 1	2 Nave

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.



= VV FCI HRMS		Aa Aa Aa E	SS MSS 🤌 HI AMIT KUMAR 🌡	
Home	NOC For Visa - Employee Listing			
User Manual			Add	
My Dashboard	Show 10 v entries Export1o: Excel PDF Print		Search:	
Directory V	REQUEST ID REQUESTED DATE	6 STATUS	¢ ACTION	1
Core HR 🗸 🗸	No Data Avai Showing 0 to 0 of 0 entries.	ilable In Table		
Compensation and Benefits \sim	Summand a relation (multiple)		Previous Next	
Leave Management 🗸 🗸				
Payroll 🗸				
Employee Relations 1				
POSH Request				
Higher Studies Request				
NOC 2 A			=	1
NOC for Passport				
NOC for Visa 3				
NOC for Leave Country				
Property 🗸			=	
Medical 🗸				
Gift Noting Down Request				
Participation in Sports & Culture Activity				
Connect +				
Policies and Circulars				
Retirement Benefit Calculator				
	Copyright @ 2020 Food Corporation of I	ndia Powered by Konnect (Kellton 1	fech)	

Figure 4-49: NOC for Visa

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

- Click on PDF Print 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
 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



4.2.3.4 Add



to open the NOC for Visa request form as shown in Figure 4-50

= V FCI HRMS			Aa Aa Aa ESS	MSS 🤌 HI, AMIT KUMAR 🏺
Home	NOC For Visa			
	Requested Date	Employee Number	Employee Name	Designation
User Manual	08/01/2021	290572	AMIT KUMAR	Manager
My Dashboard	Father Name	Date of Birth (DOB)	Date of Joining(DOJ) FCI	Present Address
Directory ~	MAHENDRA SINGH	04/04/1989	06/04/2015	1ST FLOOR, F-623,LADO SARAI
Core HR 🗸	Permanent Address	Category	Division	Office
	H, NO-108 NAUKAPURA COLONY,	CAT-II	Personnel	HQ-Dalhi
Compensation and Benefits V	Office Type			
Leave Management. 🗸 🗸	HQ			
Payroll 🗸 🗸	Passport Number	Issued Date *	Expiry Date *	1
Employee Relations	R1058594	09/01/2021	10/01/2021	
]
POSH Request	Visa Details			
Higher Studies Request				
NOC	From Country *	To Country *	Propose From Date *	Propose To Date *
NOC for Passport	India 🗸 🗸	Australia 🗸 🗸	13/01/2021	28/01/2021
NOC for Visa	Reason	EST TEST TEST TEST TEST TEST TEST TE		
	TEST TEST TEST TEST TEST TEST T	EST TEST TEST TEST TEST TEST TEST TE	ST TEST TEST	
NOC for Leave Country				1000
Property 🗸				
Medical 🗸				Add
Gift Noting Down Request		DPOSE PROPOSE TO REASO	N	DELETE
Participation in Sports & Culture Activity	India Australia 13/		TEST TEST TEST TEST TEST TEST TEST TEST	T TEST TEST TEST
Connect +	Supportive Document	172	Upload Photo	
Policies and Circulars	test.pdf	Upload	Capture001.png	Upload
Retirement Benefit Calculator	india, However, in case I proceed from the food corporation of india this corporation thereafter.	sure you that I would leave the country on I without the prior approval of the Manage a and it will be free to strike off my name f	ement, the Management may treat that I rom the rolls of the Corporation. I would I	have volunterily abandoned my duties
		Copyright @ 2020 Fead Corporation of	India Powered by Konnect (Kelton Te	

Figure 4-50: NOC for Visa 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 4-51



FCI HRMS			Aa 🦰 Aa 🔤	ESS MSS 🦉 HI, AMIT KUMAR 📊	<u></u>
Home	NOC For Visa -Employe	ee Listing		_	
User Manual				Add	
My Dashboard	Show 10 v entries Exp	port to : Excel PDF Print		Search:	=
Directory 🗸	REQUEST ID	REQUESTED DATE	\$ STATUS	ACTION	
Core HR 🗸 🗸	NOCVISA168	08/01/2021	Pending Review	۵	
Compensation and Benefits \sim	Showing 1 to 1 of 1 entries			Previous 1 Next	
Leave Management 🗸 🗸					
Payroll 🗸					
Employee Relations					
POSH Request					=
Higher Studies Request					
NOC A					
NOC for Passport					
NOC for Visa >					
NOC for Leave Country					
Property 🗸					=
Medical 🗸 🗸					-
Oift Noting Down Request					
Participation in Sports & Culture Activity					
Connect +					
Policies and Circulars					
Retirement Benefit Calculator					
	F !		on of India Powered by Konnect (Kellton	Tech)	
	Figure	e 4-51: NOC for Visa Re	equest Added		

The success message will be displayed as

Successi Record Add Successfully!

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



	- NG	C For Visa	-Reviewer List	ting											
anual	Reque	st ID			From Data			To Date				Office Type			
e Deehboerd	tu:	a a st 10		Q	DOMMANY	m	Ö	0.DM	менчик	Ċ	1	AL.			~
	Ciffica				Category			Division				Designation			
g and Development	~			×	AR:		1	A1		~	2	AL			×
Ŕ	Statu														
nsation and Genefit	~ ^1			÷	Get R	esults									
	~														
	Show	10 🗸 en	tries Export to :	Excel 1	POF Print								Search		
ind Attendance	Shaw	10 v en	EMINLOYEE MUNICER		POF Print		OFFICE TYPE 0 6	ATEGORY ()	DIVISION 0	DESIGNATION 0	REQUES	TED DATE	Search:	4 3	ETION
end Attendance	Show V			: EVA				ATEGORY () AT 11			NEQUES				стюм Ф 13
	Show Ite	QUESTID :	EMPLOYEE NUMBER	EMPL	LOVEE NAME 1	ornes 1 HQ-Dath	на с		Personnel	Manager 1		021	STATUS	w	
ee Roletton 1	C Is	QUESTID :	EMIN.OVEE KUMBER 280572 200572	EMPL AMET	LOVEE NAME 1	orace 1 HQ-Dath	на с	AT-II	Personnel	Manager 1	11/01/2:	021	STATUS Pending Reno	w	@ 13
oo Raletton 1	C Is	QUESTIO : DCVISA189 DCVISA189	EMIN.OVEE KUMBER 280572 200572	EMPL AMET	LOVEE NAME 1	orace 1 HQ-Dath	на с	AT-II	Personnel	Manager 1	11/01/2:	021	STATUS Pending Renier	w	@ 13
oe Ralation 1 Nuccibe Higher Studies	Show Hit Show	QUESTIO : DCVISA189 DCVISA189	EMIN.OVEE KUMBER 280572 200572	EMPL AMET	LOVEE NAME 1	orace 1 HQ-Dath	на с	AT-II	Personnel	Manager 1	11/01/2:	021	STATUS Pending Renier	w	0 13 0
ce Relation 1 nucellus Higher Studius	Show Hit Show	QUESTIO : DCVISA189 DCVISA189	EMIN.OVEE KUMBER 280572 200572	EMPL AMET	LOVEE NAME 1	orace 1 HQ-Dath	на с	AT-II	Personnel	Manager 1	11/01/2:	021	STATUS Pending Renier	w	0 13 0
ee Rolecton 1 suechine higher Studies noc 2 Pissoport	Cherry Barry	QUESTIO : DCVISA189 DCVISA189	EMIN.OVEE KUMBER 280572 200572	EMPL AMET	LOVEE NAME 1	orace 1 HQ-Dath	на с	AT-II	Personnel	Manager 1	11/01/2:	021	STATUS Pending Renier	w	0 13 0
ee Rolection 1 marchie Igher Studius Igher Studius Pasaport Vina 3 Laave Country	Cherry Barry	QUESTIO : DCVISA189 DCVISA189	EMIN.OVEE KUMBER 280572 200572	EMPL AMET	LOVEE NAME 1	orace 1 HQ-Dath	на с	AT-II	Personnel	Manager 1	11/01/2:	021	STATUS Pending Renier	w	0 13 0
ee Haaston 1 keerstee keerste keerstee keerstee Passport Veensoon 3 Laave Country Aaster Monable Property	Cherry Barry	QUESTIO : DCVISA189 DCVISA189	EMIN.OVEE KUMBER 280572 200572	EMPL AMET	LOVEE NAME 1	orace 1 HQ-Dath	на с	AT-II	Personnel	Manager 1	11/01/2:	021	STATUS Pending Renier	w	0 13 0
ee Risistion 1 wetke higher Studius Dic 2 Passport Vive 3	Cherry Barry	QUESTIO : DCVISA189 DCVISA189	EMIN.OVEE KUMBER 280572 200572	EMPL AMET	LOVEE NAME 1	orace 1 HQ-Dath	на с	AT-II	Personnel	Manager 1	11/01/2:	021	STATUS Pending Renier	w	0 13 0

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

	voc For Visa -Reviewer			
	Property ID-			Office Fairs
	NOCVERSE			
	Request Sale			Pacinguert Manntoni MIDEENDA
	Engineer Barriner			Interest Data
	2906/2			06012021
i 9	Responses trainer			Angerg Time
12	BORT KURAME			epic (ded)
	Pregnative			Department
100	Matager Father Name			Allalman
	KENNENDER STREEN			1111
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	In this contractive. I may also writer a pro- Wangement. The Management may for write service of this corporate. Decr	na Yudi (kanada kana Yudi kanakyi a ani Yudi (kana vitanine)yi abandu aniha	mig with the prop Automated of a and my definit from the final co	analas yi kula and 2 will be free to phyle off my paner from the right of the Exceptions. A word here to right
•	Managamata yang Managamata inay fu na the particle of the comparative flags	ne mai fandi kenn he oostory an fan fan fan de sentre en oostory an fan fan fan de sentre en oostor	enis with the proof addressed of the	analas yi kula and 2 will be free to phyle off my paner from the right of the Exceptions. A word here to right
	Veragenet, the Veragenet rule to in the acceleration of the corporated the Separate Ta	an tar in an a shartariy alanda antar	enis with the group approval of the	analas yi kula and 2 will be free to phyle off my paner from the right of the Exceptions. A word here to right
	* Weapenet: No Weapenet are b in the service of the service her separtch To	an tar in an a shartariy alanda antar	enis with the group aspected of th	analas yi kula and 2 will be free to phyle off my paner from the right of the Exceptions. A word here to right

Figure 4-53 NOC for Visa Dispatch

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

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

•



Dispatch Click on

to dispatch the request and a success message will be displayed as per below image.

Request has been	an dispatched successfully.	×
4.2.3	3.7 NOC for Visa Review	
= 🙀 FCI HRI	RMS AS - AS ESS MSS Ҏ H SANJAY PAND	EY 📳
Home	Noc For Visa -Reviewer	
User Manual	Heguist D Office Type	
Manager Deshboard	NCCVISAT66 HQ Request Date Psesport Mander	
Learning and Development	DB/01/2023 R1958594	E
	299572 09/01/2021	
Compensation and Benefit	Einplayee Name Explay Data AMT KUMAR 10/01/2021	
Payrall	Orsignation Decement	
	Managari Allaschment	
Leave and Attendance	Father Name Phota MMHENDRA SINGH	
Employee Helation	Dete of Birth (DOB)	
Transaction	04/04/1989	
	Deter of Joining(2004) PCI Gen(54/2015	
Higher Studies	Present Address Present Address	
NOC	151 FLOOR, F-EZILADO SARAI 1551 TEST TEST TEST TEST TEST TEST TEST TES	Ť
Passport	Permanent Aridoss	
An address of	H NO 108 NAUKAPURA DOLONY, LANKA, DHAZIPUR	
Vite	Category CAT-1	
Leave Country	Division	
	Personal	E
Deciare IM-Movable Property	rty Office Hg-Dahi	
Gift Noting		
Medical identity		
weakarioonaky	Visa Details	
	FILOM COUNTRY TO COUNTRY PROPOSE FILOM DATE NICHOLDATE REALION	
	India Autómia 1310/2021 28/01/2021 TEST FEST FEST FEST FEST FEST FEST FEST	
	In this connections, timpi size security sou that I would leave the roundry only with the sine approxid of the connectent authority in the face despectation of india. However, in class i proceed without the place approxid of the connectent authority in the face despectation of india. However, in class i proceed without the place approxid of the connectent authority in the face to strike off my name from the role of the Corporation, invalid have no class or report of the periods of this corporation thereafter. Vnew Action History	
	Reviewer Remarks	
	Decument Name Supportive Document	
	Enter Datument Varies Uplicat Securaries Upload Add	
	EAO DOGAMERTHAME BLAPORTWEDOCLMENT ACTION	
	Add Reviewer Selective Broef Revert Cance	
	Cappinger & 2022 Point Composition of India Howard by Scienced Matter Berky	

Figure 4-54: NOC for Visa Review

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

View Action History

Click on • Figure 4-54.

to view the action taken on the request as shown in



Review

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

	- NOC For Visa -F	eviewer Listing							
Manual	Request ID		From Date		To Date		Office Type		
ger Dashboard	Request ID	Q	DD/MM/YYYY	Ē	DD/MM/YYYY		A.		¥
	Office		Category		Division		Designation		
ing and Development	All .	Y		~	AB	Ý	44		~
ensation and Benefit	Status								
	- M	×	Get Results						
and Attendance	Show 10 v entries	Export to : Excel	PDF Print				Search;		
yee Relation	~								
ansaction			LOVEE NAME 🕴 OFFICE 🂲		EGORY 🔅 DIVISION 🌵		ESTED DATE 💠 STATUS		
Higher Statles	NOCVISA169 2	90572 AM	T KUMAR HQ:Deibi	HQ DAT	-II Personnel	Manager 11/01	/2021 Pendin	g Réview 🕲 1	5
NOC	NOCVISA168 2	90572 AM	T KUMAR HQ-Deihi	HQ CAT	-II Personnel	Manager OB/01	1/2021 Pendin	ig Review 🛛 🕲	
Pasaport	Shawing 1 to 2 of 2 echies							Oraulous T	tiex:
Vice									
Visa Leave Country									
	¥7.								

Figure 4-55: NOC for Visa Review successful

The success message will be displayed as

Success! Request has been reviewed successfully.

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



	NOC For Visa -App	rover Listing										
mal	Request ID		From Data			To Date	To Date			Office Type		
r Dashboard	Annual D	Q	DDMMMMYYYY			0DWM	inner (A1		~	
	Criffica		Category			Division			Designation			
pand Development		~	-68		×	AL.		×	AL:		~	
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isation and Benefit	×	~	Get Resu	lits								
	Show 10 v entries Et	portto: Excel	PDF Print						Sea	n h		
nd Attendiance	NEGLESTIO I EMPL	TYPE NAMBER 🔰 EN	PLOYEE NAME	OFRICE -3	OFRICE TYPE	CATEGORY 3	DEVISION &	DESIGNATION 0	REQUESTED DATE	STATUS (ACTION	
e Rulation 1				HQ-				A. 42 (1990) 1 1 1 1		Pending	۲	
actio	NOCVISA168 2905	72 45	NIT KUMAR	Duthi	нq	CATH	Personnel	Manager	08/01/2021	Approval	~	
gher Studies.	NDCVISA169 2905	72 AA	AT KUMAR	HO- Deltii	HQ	CAT-II	Personnel	Manager	1/01/2021	Pending Approval	*	
oq 2	Showing 1 to 2 of 2 entries											
Passport										Providence	1 140 st	
Moa 3	*											
Leave Country												
octure Movable Property												
clare Mi-Movable Property												
Travel												

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

FCI HRMS		Aa 🔰 Aa ESS MSS 🗳 HI, RAJESH KUMAR 🗍
ne Noc Fa	or Visa -Approver	
ar Manual Reque		Office Type
nager Dashboard Repue		но
O8/01/2	st Date 2021	Passport Number R1058594
ning and Development V Employ	yee Number	Issued Date
29057.	2	09/01/2021
Employ	yee Name	Expiry Date
ensation and Benefit 🛛 🗸	(UMAR	10/01/2021
Design Manag		Document Attachment
Father		Photo
- 2011년 - 2011년 - 2011년 - 2011년 - 2011년 - 2011년	NDRA SINGH	1.1.1
	f Birth (DOB)	
ee Relation 04/04/	1989	
Date o	f Joining(DOJ) FCI	
section ^ 06/04/	2015	Initiator Remarks
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Passport		
Catego CAT-II		
Divisio		
Leave Country Person		
Office		
clare Movable Property HQ-De	ihi	
sciare IM-Movable Property		
In Travel Visa D	Details	
Sift Noting	TO PROPOSE FROM PROPOSE TO	REASON
adical Identity V	RY COUNTRY DATE DATE	
India	Australia 13/01/2021 28/01/2021	TEST TEST TEST TEST TEST TEST TEST TEST
proce	eed without the prior approval of the Management, the Management may to strike off my name from the rolls of the Corporation. I would have no cla	th the prior approval of the competent authority in the food corporation of India, However, in case I treat that I have volunterily abandoned my duties from the food corporation of India and it will be im or right on the service of this corporation thereafter.
Documen	t Name Supportive Document	
Enter D	ocument Name Upload Document	Upload
5.NO	DOCUMENT NAME	SUPPORTIVE DOCUMENT ACTION
0.054	LANG UNDER LANGUE	
		Add Reviewer Selective Revent Approve Reject Cancel
	Copyright & 2020 Food Corpor	ation of India Powered by Kennect (Kellton Tech)

Figure 4-57: NOC for Visa 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 4-57.
- 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 4-57.



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.

	NOC For Visa - Approv	ver Listing									
mal	Request ID		From Data			To Date			Office Type		
	Requisit (D	Q	DDIWM/YYYY			OD/MM/YYY	ć.	Ô	A4		~
r Deshboard	Ciffica		Category			Division			Designation		
g and Development	×	×	- AR		\sim	AL.		×.	AL		~
	Status										
rection and Benefit	~ AY	÷	Get Resul	ts							
	Show 10 v entries Expor	110: Excel 1	PDF Print						Search:		
nd Attendance	NEQUESTIO I EMPLOYE	e Muimeen 🔅 en	MPLOYEENAME	OFFICE 0	OFFICE TYPE	CATEGORY	DIVESION .	DESIGNATION 2	REQUESTED DATE	STATUS :	ACTION
oo Raladoon	NOCVISA189 290572		MIT KUMAR	HQ- Delhi	но	CATH	Personnel	Manager	11/01/2021	Pending	•
section Igher Studies	NOCVISATE8: 250572		MITRUMAN	HQ- Deihi	нű	CATH	Personnel	Manager	08/01/2021	Approved	0
iac	Showing 1 to 2 of 2 entries										_
Резерот										Previous	riest
	× -										
Leave Country											
isclare Morable Property											
leciole IM-Movable Property											
e Travel											
ift Noting											

Figure 4-58: NOC for Visa Approve successful

The success will be displayed as

Success! Request has been approved successfully.

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



= 🙀 FCI HRMS			Aa 🗕 Aa 🛛 Aa	ESS MSS 🤌 HI, AMIT KUMAR	P
Нота	NOC To Leave Country -Emp	ployee Listing			
User Manual				Add	
My Dashboard	Show 10 v entries Export to	Excel PDF Print		Search:	
Directory V	REQUEST ID	REQUESTED DATE	STATUS	ACTION	
Core HR 🗸 🗸	NOCCOUNTR144	24/12/2020	Pending Review	۲	
Compensation and Benefits \sim	Showing 1 to 1 of 1 entries			Previous 1 Next	
Leave Management 🗸 🗸					
Payroll 🗸					
Employee Relations 1					
POSH Request					=
Higher Studies Request					
NOC 2 ^					
NOC for Passport					
NOC for Visa					
NOC for Leave Country 3					
Property 🗸					-
Medical 🗸					=
Gift Noting Down Request					
Participation in Sports & Culture Activity					
Connect + new					
Policies and Circulars					
Retirement Benefit Calculator					
		Copyright @ 2020 Food Corporation of	India Powered by Konnect (Kellton	Tech)	

Figure 4-59: NOC to Leave Country

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 to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records
- Click on to add a new NOC for Leave Country Request in the table as mentioned in Section 4.2.4.4 Add



4.2.4.4 Add



to open the NOC to Leave Country request form as shown in Figure 4-59

1.011				Aa — Aa —	Aa ESS	MSS 🗸 HI,	AMIT KUMAR
l i i i i i i i i i i i i i i i i i i i	NOC To Leave Country - Empl	loyee					
	Requested Date	Employee Number	1	Employee Name		DOJ FCI	
Manual	08/01/2021	290572		AMIT KUMAR		06/04/2015	
ashboard	Father Name	DOB	r	Designation		Category	
ory 🗸	MAHENDRA SINGH	04/04/1989		Manager		CAT-II	
HR 🗸	Division	Office		Office Type			
section and Passifie	Personnel	HQ-Delhi		HQ			
ensation and Benefits 🛛 🗸	Passport Number	Passport Issued Date *	f	Passport Expiry Date *		1	
Management. 🗸 🗸	R105B594	09/01/2021		30/01/2021	Ë		
i 😪						4	
yea Relations	Leave Sanctioned						
	From Date *	To Date *					
5H Request	10/01/2021	15/01/2021	Ē				
ner Studies Request							
~	VISA Details						
IOC for Passport							
IOC for Visa	Visa Number *	From Country *	1	To Country *	80	visa Issued Date *	01202
	ASAS123	India	~	Australia	~	08/01/2021	Ö
OC for Leave Country	Visa Explry Date +	From Date		To Date 🔸			
berty 🗸 🗸	18/01/2021	09/01/2021		15/01/2021		Add	
lical 🗸 🗸	L						
Noting Down Request	VISA NO. FROM COUNTRY	TO COUNTRY VIS/	A ISSUED DATE	VISA EXPIRY DATE	FROM DATE	TO DATE	ACTION
icipation in Sports & Culture vity	ASAS123 India	Australia 08/	01/2021	16/01/2021	09/01/202	1 15/01/2021	Û
at + C Dow D	Supportive Document		_				_
	Upload Document		Upload				
s and Circulars	In this connection, I may also assu	ure you that I would leave th	e country only wi	th the prior approval of th	e competent au	thority in the food cor	poration of
nent Benefit Galculator	india, However, in case I proceed from the food corporation of india this corporation thereafter.						
	Initiator Remarks	FOT TEST TEST TEST	TEST TEST TEST	TEST TEST TEST TEST T	EST TEST TEST	TEST TEST TEST TES	TTEST TEST
	TEST TEST TEST TEST TEST TEST T TEST TEST	EST TEST TEST TEST TEST	TEST TEST TEST	TEST TEST TEST TEST TI	EST TEST TEST	TEST TEST TEST TEST	TEST TEST
	TEST TEST						
						(and the second se	
						Submit	Cancel

Figure 4-60: NOC to Leave Country Request

Submit

such that a success message will be shown in the Landing Enter the details and click on Page for addition of a new record in the table as shown in Figure 4-61



= 🙀 FCI HRMS			Aa Aa Aa ESS M	ISS 🤌 HI, AMIT KUMAR 🌡	j.
Home	NOC To Leave Country -Employee Lis	sting			
User Manual				Add	
My Dashboard	Show 10 v entries Export to: Excel	PDF Print	Search	1:	
Directory 🗸	REQUEST ID	REQUESTED DATE	STATUS	ACTION	=
Core HR 🗸	NOCCOUNTR144	24/12/2020	Pending Review	•	
Compensation and Benefits 🗸 🗸	NOCCOUNTR145	08/01/2021	Pending Review	۵	
Leave Management 🗸 🗸	Showing 1 to 2 of 2 entries			Previous 1 Next	
Payroll 🗸					
Employee Relations					
POSH Request					
Higher Studies Request					
NOC A					=
NOC for Passport					
NOC for Visa					
NOC for Leave Country					
Property 🗸					=
Medical 🗸 🗸					
Gift Noting Down Request					
Participation in Sports & Culture Activity					
Connect +					
Policies and Circulars					
Retirement Benefit Calculator					
			Powered by Konnect (Kellton Tech)		
	Figure 4-61: NOC to	o Leave Country Re	quest Added		

The success message will be displayed as

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



lome	NOC To Leave Country -Reviewer Listin	ng											
ser Manual	Request 1D	From Date			To Date			Offi	ся Туре				
	Request D	DOMINIYYY			DD/MM/	YYYY		A	i.				\sim
anager Dashboard	Office	Category			Division			Dea	ignation				
ore HR 🗸 🗸	AI 🔍	All		\sim	A1			× A	e.				×
omponsation and Benefit 🛛 🗸	Status												
ayroll 🗸 🗸	Al:	Get Results											
eve and Attendance 🗸 🗸	Show 10 v entries Expertite: Excel	FDF Press							Searc	h:	Ci	alms	
nplayee Relation 1 个	REQUEST 10 EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE 1	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION	REQUEST	ED DATE	STATUS	1	ACTION	
Transaction	NOCCOUNTR144 200572	AMIT <mark>KUM</mark> AR	HQ- Delhi	HQ	CAT-II	Personnel	Manager	24/12/20		Pending Raview		@ 5	
NOC 2 A	NOCCOUNTR145 290572	AMIT KUMAR	HQ- Delhi	HO	CAT-II	Personnel	Managar	08/01/20		Pending Review		0	
Leave Country 3 >	Showing 1 to 2 of 2 entries										Previous	1. 07	Next
Medical Authorization													
											Previous	10 0	Next.

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

	Noc1	o Leave Count	ry -Reviewer					
		C CHATT COULD	(A constraint)					
		est to				Patopiorh Riumber		
		octav/10184				#105859# Parapiert Industry Date		
		12020				34/12/3020		
		open Number				Passavet Expery Date		
÷.	2 200					35/05/2521		
		KUMAR				initiation desitiantia Lot		
		r Hane				Attachment		
		INDRA SINGH				Address and		
	208 04/0	67000						
	501							
	A 565	4/2019						
		pruphow .						
	Maria Carro							
	6451							
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-	Perso Office							
	- H0-0							
		- Tape						
	×Q							
	Leav	e Sanction	ed					
	Free			To Date .				
		(2020		30002029				
	VISA	Details						
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	1222	1 0	odia.	Barria	34/41/2006	21/21/2521	24/12/2020	31012229
	Drepa	tch Ta		i Ang Yood Hol (There exhering) Hol surprising theory (y elandsour wy datus h	e annupertant sufferinty in the fixed corpora	lan fron ta skrida off my name b	en the note of the Corpor
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		tcher Remarks	36) 					
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	Dispa	tcher Remarks						
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	Dispa Rev Doca	tcher Remarks		Supportive Document	ligner	And		
	Dispa Rev Doca	tcher Remarks lever Remarks ment Name of Document Na		Upsid Incurrent	Spinot	Add		.ectron

Figure 4-63 NOC for Leave Country Dispatcher

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

- Click on
 Figure 4-63.
- <u>Add Reviewer</u> 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.

4.2.4.7 NOC to Leave Country Review

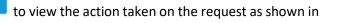
	Noc To Leav	ve Country -Reviewer					
	NOC TO LEAV	ve obuinty - Neviewer					
	Request ID NOCCOUNT				Passport Number 21558594		
	Requeist Date				Passport Issued Date		
	24/12/2020				24/12/2020		
	 Employee Ni. 	umber			Passport Expiry Date		
nefit	290572				31/01/2021		
	Employee Na AMIT KUMAP				nitiator Remarks sk		
	Father Name				Attachiment		
	MAHENDRA				Attachment		
	DOB						
	04/04/1989						
	DOJFCI						
	06/04/2015						
	Designation						
	Manager						
	Category CAT-II						
	Division						
lani-	Personnet						
	Office						
	Office Type						
	HQ						
	VISA Det	aile					
	VIDA NO.	FIOM COUNTRY	TO COUNTRY	VIEA ISSUED DATE	VISA EXPRESSION	FROM DATE	TODATE
	1.222						
	12323	Incila	Burma	24/12/2020	31/01/2021	24/12/2020	31/01/2021
	approval of	tection, I may also assure you the the Management, the Managen no claim or right on the service	tent may treat that I have volunted	with the prior approval of the co- lify abandoned my duties from to	mpetent authority in the food corporation of India and it will b	on of India, Hewever, in case he free to strike off my name fr	I proceed without the pr rom the rolls of the Corp View Action 1
	Raulewer Remar	ku					
	SIN Prod						
	Document Name	•);	Supportive Document				
	Entar Docume	m Name	Optical Distances	Liptond	Add		
	8.40.	DOCUMENT N	1ME	SUPPORTIVE D	THEMICO		ACTION
	AT ME						
					Add Reviewer Selective	e Revert Review	Reviet
	· · · · · · · · · · · · · · · · · · ·						

Figure 4-64: NOC to Leave Country Review

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



Click on
 Figure 4-64.



uie 4-04.

- Click on to review the request and a success message will be displayed as shown in Figure 4-64.
- Click on to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

me	NOC To L	eave Country -F	Reviewer <mark>Lis</mark> ting											
er Manual	Request 10			From Date			To Date			Office Type				
	Request 10		Q	DDAMAAAAAA		Ê	DO/MM	XXXX		A.I				×
anager Dashboard	Office			Category			Division			Designation				
ne HR.	All		~	An		~	AE		V	(A)				¥.
mpensation and Benefit	Status			_	-									
Inoli	~ A8		~	Get Results										
ve and Attendance	✓ Show 10	✓ entries Expo	etto: Eron P	DF PVVK						Sca	reħ:			
ployee Relation	A REQUEST (EMPL	OVER NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	DIVISION	DESIGNATION R	EQUESTED DATE	STATUS		ACTION	14
Transaction	NOOCOU	NTR144 2905	572	AMIT KUMAR	HQ- Dehi	HQ	CAT-II	Personnel	Manager 2	4/12/2020	Pending	-	0	
NOC	~	webschaft in Gerei	Marci IV	Thatha Microso	HQ:	1.00	2000	animetri i	ettetetetetet ett		Pending		-	
Pessper1	NOCCOU	NTR145 2905	572	AMIT KUMAR	Dethi	HQ	CAT-II	Personnel	Manager 0	8/01/2021	Review		æ	
Leave Country	Showing 1 to	2 of 2 entries										Previous	1 N	Nest
Medical Authorization														

Figure 4-65: NOC to Leave Country Review successful

The success message will be displayed as

SuccessI 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



ia.	NOC To Leave Country - Approver Listing								
r Manual	Request 10	From Date		To Date			Office Type		
	Request ID Q	DD/MM/YYYY	Ê	DO/MM	YYYY	đ	Ali		~
ager Dashboard	Office	Category		Division			Designation		
ning and Development 🗸 🗸 🗸	Ali	An	Ŷ	Al		~	AI		~
shr 🗸	Status								
pensation and Benefit 🛛 🗸	AU 🗸	Get Results							
ol ~	Show 10 v entries Expert to: Eace 1	DF Prive					Se	arch:	
ve and Attendance 🗸 🗸	REQUEST ID I EMPLOYEE HUMBER	EMPLOYEE NAME	OFFICE OFFICE TYPE	CATEGORY			QUESTED DATE	status I	ACTION
loyee Relation 1 ~	NGCCOUNTRIA4 290572	AMIT KUMAR	HQ- Delhi HQ	CAT-II	Personnel	Manager 24	4/12/2020	Pending Approval	© ¥
Higher Studies	NOCCOUNTRIAS 290572	amit <mark>Kuma</mark> r	HQ- Delhi HQ	CATHI	Personnel	Manager G	8/01/2021	Pending Review	•
NOC 3 ^	Showing 7 to 2 of 2 entries							Provious	1 Nox
Passport									
Visa Leeve Country 4 >									
Declare Movable Property									
Declare IM-Movable Property									
1997-1998-1997-1992-1997-1997-1997-1997-1997-1997									
Alt Travel									
Gift Noting									



Click on 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

= 🙀 FCI HRMS					Aa — Aa — Aa	ess Mss 🧬	HI RAJESH KUMAR	
Home	Noc To Leave	e Country - Appro	over					
User Manusl	Request ID				Passport Number			
Manager Dashboard	NOCCOUNTR Request Date				R1058594 Passport Issued Date			=
Learning and Development \sim	24/12/2020 Employee Nu	nber			24/12/2020 Passport Expiry Date			
Core HR 🗸 🗸	290572 Employee Nar	ne			31/01/2021 Initiator Remarks			
Compensation and Benefit V	AMIT KUMAR Father Name				ok Attachment			
Payroll 🗸	MAHENDRA S	INGH			Attachment			
Leave and Attendance \sim	04/04/1989							
Employee Relation	DOJ FCI 06/04/2015							
Transaction A	Designation Manager							
Higher Studies 🗸 🗸	Category CAT-II							
NOC A	Division Personnel							
Visa	Office							
Leave Country	HQ-Delhi Office Type							
Declare Movable Property	HQ							
Declare IM-Movable Property	Leave Sar	nctioned						
Air Travel	From Date		To Date					
Gift Noting	24/12/2020		31/01/2021					
Medical Identity 🗸 🗸	VISA Deta	ils						
	VISA NO.	FROM COUNTRY	TO COUNTRY	VISA ISSUED DAT	TE VISA EXPIRY DATE	FROMDATE	TO DATE	
	12323	India	Burma	24/12/2020	31/01/2021	24/12/2020	31/01/2021	
	india, Howev from the foo	er, in case I proceed	without the prior approval	of the Managemen	th the prior approval of the com it, the Management may lreat th the rolls of the Corporation. I w	iat I have volunterily aba ould have no claim or rig	ndoned my duties	
	Approver Remark	s						
							e	
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	Enter Documen	t Name	Upload Document	Upload	Add			
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				Add Reviewer	Selective Revert	Approve Rejec	t Cancel]
			Copyright @ 2020 Food (Gorporation of Ind	ia Powered by Konnect (Kellt	on Tech)		

Figure 4-67: NOC to Leave Country Approve

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



Click on
 Figure 4-67.

to view the action taken on the request as shown in

- 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 4-68.
- 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.

	NOC To Leave C	ountry -Approver I	Listing								
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Antical Identity 🗸 🗸											

Figure 4-68: NOC to Leave Country Approve successful

The success will be displayed as

Success! Request has been approved successfully.

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



= VV FCI HUMA	AN RESO	URCE MANAGEMENT SY	STEM		Q A3 - 🔕	– Aa 🛛 ESS MSS 🧬 HI, AMIT KUI
Home		Declare Movable Proper	ty – Employee Listing			-
User Manual						Ad
Video Tutorial		Show 10 v entries Exp	port to: Excel PDF Print			Search:
My Dashboard		ACTION	REQUESTID	STATUS		REQUEST DATE
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Compensation and Benefits	~					
Performance Management	~					
Leave Management	~					
Payroll and Advances	~					
Employee Relations 1	~					
POSH Request						
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NOC	\sim					
Grievance						
Property 2	^					
Declare Movable Propert Confirmation	ty 3					
Movable Property Reque	st >					
Declare IM-Movable Prop Confirmation	perty					

Figure 4-69: Movable Property Declaration

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

•	Click on	Excel	PDF		o expor	t the table records in Excel, CSV format or
	print as p	ber table	columns.			
		Search:				
٠	Click on					to enter a search query that shall search
	the table	records				
•	Click on	🔶 to so	ort the tak	ole recor	ds in asc	ending order or descending order of entries.
•	Click on	Previous	1 Nex		vigate ta	able records
•	Click on Section 4	Add .2.5.4 –		new Mc	ovable Pr	operty Request in the table as mentioned in

4.2.5.4 Add

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



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12. b) is the party related to the applicant, if so, State the relationship? 12. b) is the party relation this is official capacity or is the applicant likely to have dealings with thim in the near future. 12. c) bit dite applicant have any idealing with the party. Ihis official capacity or is the applicant likely to have dealings with thim in the near future. 12. c) that made the official dealing with the party. How was the transaction arranged? Whether through any statutory body or a private agency through advertisement or through friends and relatives. Proprint is the official dealing with the party in the state the state of the official dealing with the party. How was the transaction arranged? Whether through any statutory body or a private agency through advertisement or through friends and relatives. Proprint is the party in the state the state the state the state of the official dealing with the party. How was the transaction arranged? Whether through any statutory body or a private agency through advertisement or through friends and relatives. Proprint is the state of the official dealing with the party in the state the state the state the state the state of the official deal dealing with the party. The state transaction arrange the state the state the state transaction is also required under regulation 48(V) of FCI (Statf) Regulations, 1071 Test test test test test test test test					r of the sanction/ ack. should be attac
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Figure 4-70: Movable Property Declaration 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 4-70





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rement Benefit Calculator					
	- Figure 4-71·	Movable Property D	eclaration Request Adde	d	

The success message will be displayed as

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

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Figure 4-72: Movable Property Declaration Reviewer Landing

Click on ち 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



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Figure 4-74 Movable Property Declaration Dispatch

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

View Action History

- Click on to view the action taken on the request as shown in Figure 4-74.
- <u>Add Reviewer</u> link functionality has been explained in Common Functionalities. [Please Refer Section 5.1.1 for Add Reviewer]
- Click on 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.	
---	--

4.2.5.7 Movable Property Declaration Review

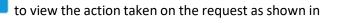
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		C anelogy promotes the proposed aquinition/disposed of property by the as do anelogy protocoment.	

Figure 4-75: Movable Property Declaration Review

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



Click on
 Figure 4-75.



- Click on 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.

	Declar	e Movable P	roperty – Reviev	ver Listing								
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Medical Identity	~	Sec. Mail									Previous	1 Nost
Sports And Cultural												

Figure 4-76: Movable Property Declaration Review successful

The success will be displayed as

Success! Request has been reviewed successfully.

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



	Declare Movable	Property - Appro	werListing								
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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

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Development	3. Request Deta		 In the case of disposel of property, was requisite swnchon/intimetion obtained /given for its acquisition. (A copy of the sanction/ ack, should be attached).
	08/01/2021 4. Name of the Employee		TEST TEST TEST TEST TEST TEST TEST TEST
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on and Senafit	5.Designation		 b) is the party related to the applicant, if so, State the relationship? c) Did the applicant have any dealings with the party is his official capacity or is the applicant.
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Figure 4-78: Movable Property Declaration Approve

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

- Click on
 Figure 4-78.
 View Action History
 to view the action taken on the request as shown in
- 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 4-78.
- Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

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Figure 4-79: Immovable Property Declaration Approve successful

The success will be displayed as

Success! Request has been approved successfully.

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

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Policies and Circulars				
Retirement Benefit Calculator				
Survey and Polls				

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 p	er table	columns.	
		Search:		
٠	Click on			to enter a search query that shall search
	the table	records.		
•	Click on	to so	rt the tak	ole records in ascending order or descending order of entries.
•	Click on	Previous	1 Nex	to navigate table records

• Click on to add a new Immovable Property Request in the table as mentioned in Section 4.2.6.3 – Add



Add



4.2.6.3 Add

Cl	ick	on	

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

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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



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	Figure 4-	83: Immovable Pro	perty Declaration Requ	est Added	

The success message will be displayed as

Successi Record Add Sucessfully!

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



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Figure 4-84 Immovable Property Declaration Reviewer Landing

Click on ¹²³ 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



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And Brokeway Salartive Revent State (1) Control		END. BOCOMENT MAKE BUPPON	mile bockwant Action
And Brudeway Salertive Revent Prent, Concern		-	
			Idid Devineer Selective Revert Parent Deputs Concel

Figure 4-85 Immovable Property Declaration Dispatch

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



View Action History

- Click on to view the action taken on the request as shown in Figure 4-85.
- <u>Add Reviewer</u> link functionality has been explained in Common Functionalities. [Please Refer Section 5.1.1 for Add Reviewer]
- Click on 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 HUM	IAN RESOURCE MANAGEMENT SYSTEM	🧿 🛛 📣 🗛 ESS MSS 🦉 HI SHEELA EDLINE TIGG
	Immovable Property - Reviewer	
Manual	Request Id	Personal savings
	IMMOV51	Testing 9
utorial	Request Type	Other sources giving details
r Dashboard	Immovable Property	Testing 10
	Request Date 19/02/2021	In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition. (A copy of the sanction/acknowledgement
lanagement	Name of the Employee	should be attached) Testing 11
ance Management	PARAS PANJWANI	Name and address of the party with whom transaction is proposed to be made
	Designation	Testing 12
d Attendance	Assistant Grade - III Scale of Pay	is the party related to the applicant? If so, state the relationship
	N/A	Testing 13
	Present Pay	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
sation and Benefit	28200	Testing 14
	Purpose of application sanction for transaction/prior intimation of tr Tecting 1	ansaction How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full
	Whether property is being acquired or disposed off?	particulars to be given)
Relation	Testing 2	Testing 15
R.	Probable date of acquisition/disposal of property.	In case of acquisition by gift, whether sanction is also required under Regulation 43 of FCI (Staff) Regulations, 1971
er Studies	19/02/2021	Texting 16
and maximum (Mode of acquisition/disposal Purchase	Any other relevant fact which the applicant may like to mention.
	Full details about location, viz. Municipal. Street/Village. Taluk, Distr	Ict and State Attachment
are Movable Property	in which situated	Attachment
re IM-Movable Prop	Testing 3 Description of the property, in the case of cultivable land, dry or irrig	ated land
are we would reap	Testing 4	Service and the service se
ravel	Whether free-hold or lease hold	
loting	Others	
	Whether the applicant's interest in the property is in full or part, (in or partial interest, the extent of such interest must be indicated)	ase of
cal Authorization	Testing 6	
cal identity	In case the transaction is not exclusively in the name of the Governm servant, particulars of ownership and share of each member Testing 7	nent.
	Sate/purchase price of the property.(Market/Value in the case of gift Testing 8	ts)
	In cases of acquisition, source or sources from which financed/prop	osed to be
	financed Personal Savings	
		DECLARATION
	IPARAS PANJWANI hereby intimate the proposes acquisition/disposal OR	of property by me as detailed above. I declare that the particulars given above are true.
	I PARAS PANJWANI hereby intimate the proposed aquisition/disposal of pro	perty by me as detailed above declare that the particulars given above are true
		View Action Histor
	Reviewer Remarks *	
	Testing Record	
	Document Name Supportive Document	
	Enter Document Name Upload Document	Uptood Add
	S.NO. DOCUMENT NAME	SUPPORTIVE DOCUMENT ACTION
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		Add Reviewer Selective Revert Roviow Rovert Conce
		R Devel Pressantine of Mater Bernard Inc. Press
	Copyright © 202	0 Food Corporation of India Powered by Konnect

Figure 4-86: Immovable Property Declaration Review

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

View Action History

Click on • Figure 4-86. to view the action taken on the request as shown in



- Click on to review the request and a success message will be displayed as shown in Figure 4.86.
- 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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Home		Immovable Property Declaration – I	Reviewer Listing		
User Manual		Request ID	From Date	To Date	Office Type
Video Tutorial		Request ID			Al 🗸 🗸
		Office	Category	Division	Designation
Manager Dashboard		Al 🗸	All	All 🗸	All 🗸 🗸
Talent Management	~	Status			
Performance Management	~	Al 🗸	Get Results		
Leave and Attendance	~	Show 10 v entries Export to: Exc	e PDF Rest		Search:
Core HR	~	ACTION REQUEST ID STATUS	EMPLOYEE NUMBER EMPLOYEE NAME	OFFICE OFFICE TYPE CATEGORY	DIVISION DESIGNATION REQUESTED D
Compensation and Benefit	~		No Date	Available In Table	
Payroll	~	4			•
		Showing 0 to 0 of 0 entries			Previous Next
Employee Relation	~				
Request	^				
Higher Studies	~				
NOC	~				
Declare Movable Property	y.				
Declare IM-Movable Prop	arty >				
Air Travel					
Gift Nating					
Medical Authorization	~				
Medical identity	~				
			Copyright © 2020 Food Corpore	rion of India Powered by Konnect	

Figure 4-87: Immovable Property Declaration Review successful

The success will be displayed as

Successi Request has been reviewed successfully.

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

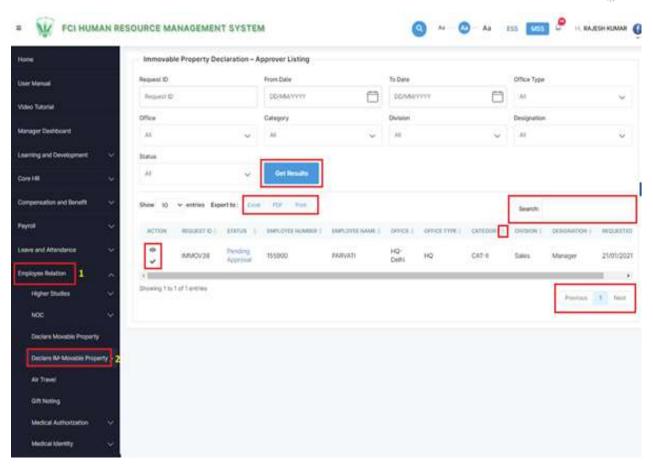


Figure 4-88: Immovable Property Declaration Approver Landing

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

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4.2.6.8 Immovable Property Declaration Approve

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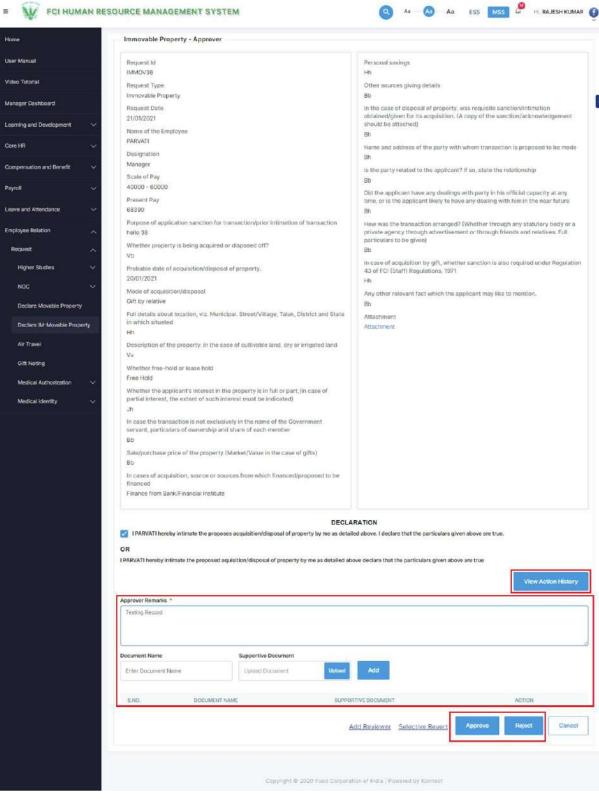


Figure 4-89: Immovable Property Declaration Approve

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



- Click on
 Figure 4-89.
- to view the action taken on the request as shown in

- 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 4-89.
- 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.

= 🙀 FCI HUM	IAN RESOURCE MANAGEMENT S	YSTEM	Q A4 — Q	— Aa ESS MS	S 🤌 H, RAJESH KUMAR 🌘
Home	Immovable Property Declara	ation – Approver Listing			
User Manual	Request ID	From Date	To Date	Office Typ	be
Video Tutorial	Request ID	DD/MM/YYYY	DDMMWYYYY	AI	~
video tutorial	Office	Category	Division	Designatio	on
Manager Dashboard	All	✓ All	✓ All	~ AI	~
Learning and Development	Status				
Core HR	× AI	🗸 Get Results			
Compensation and Benefit	Show 10 v entries Export to	E Evicer PDF Price		Search:	
Paynolt	ACTION REQUEST ID STA	ATUS EMPLOYEE NUMBER EMPLOYEE NAM		ATEGORY DIVISION	DESIGNATION REQUESTED D
Leave and Attendance	~	N	Data Available In Table		
Employee Relation	Showing 0 to 0 of 0 entries				•
Request	~				Previous Next
Higher Studies	×				
NOC	~				
Declare Movable Property	y.				
Declare IM-Movable Prop	erty >				
Air Travel					
Gift Noting					
Medical Authorization	- ×:				
Medical Identity	~				
		Copyright @ 2020 Food C	reportation of India Prevened by Konn	iect	

Figure 4-90: Immovable Property Declaration Approved successfully

The success will be displayed as

Successi 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



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.

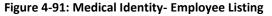
4.2.7.1 Navigation

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

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Leave Managament 🗸					
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POSHRequest					
Higher Studies Request					
N05					
· Protectiv					
tuster 2					
Enganetied Hospital Listing for Englishes					
Medical Authorization for Service Employee					
Medical lowing Card 3 >					
Au Travel					
Off Noting Down Request					
Participation in Sports & Culture Activity					





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

PDF Print Excel Click on to export the table records in Excel, CSV format or • print as per table columns. Search: Click on to enter a search query that shall search the table records. Click on to sort the table records in ascending order or descending order of entries. Previous 1 Next Click on to navigate table records Add to add a new Medical Identity Card Request in the table as mentioned Click on in Section 4.2.7.3 – Add

4.2.7.3 Add

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



Auto Market Autor Auto Mark Market Autor Autor Autor Autor Autor <					
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Figure 4-92: Medical Identity Card Request

Submit

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



Aa — 🔕 — Aa 🛛 ESS MSS 🖉 HI, PARAS PANJWANI 🌘 FCI HUMAN RESOURCE MANAGEMENT SYSTEM = Medical Identity - Employee Listing User Manual Show 10 v entries Export to: Excel PDF Print Video Tutorial Search REQUEST ID STATUS * REQUESTED DATE ACTION 0 MED251 Pending Review 20/02/2021 Directory Showing 1 to 1 of 1 entries Previous 1 Next Compensation and Benefits Performance Management Leave Management Employee Relations POSH Request Higher Studies Request Property Medical lied Hospital Listing Empan for Emp Medical Identity Card Air Travel Gift Noting Down Request Particip Talent Management Learning and Development Survey Connect + Policies and Circulars Retirement Benefit Calculator Copyright @ 2020 Food Corporation of India | Powered by Konnect Figure 4-93: Medical Identity Card Request Added

The success message will be displayed as

Successi Record Add Successfully!

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

Employee Relations Us

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	Medical Identity - Reviewer Listing						
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	Office	Category		Division		Designation	
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endance 🗸 🗸	Show 10 v entries Export to:	el PDF Pixit				Search:	
~	ACTION REQUEST ID STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME		CATEGORY		DESIGNATION DATED
and Benefit 🗸 🗸	MED251 Pending Review	306518	PARAS PANJWANI	HQ- Deihi HQ	CAT-III	Personnel	Assistant 20/02/20 Grade - III
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t.							
ng							
Authorization 🗸 🗸							
identity 2 🔨							
al Identity Card 3							

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

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	Medical Identity Card -Review	ver			
Manual	Request ID		initiator Pernarko	Ê	
Tatarial	MED251 MICI		Testing Record Attachment		
ger Deshboard	MC/308518/9 Dated				
t Management	20/02/2021				
mance Management	Employme Number 206538			_	
and Attendance	Employee Name PARAS PANJANA				
	Designation Assistant Grade - M				
enantion and Denetit	Division Personnel				
	Category CAT-8				
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And cal Monthly	*				
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			Add.Reviewer Sel	ective Revert	Disatify Cancel

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.
 - <u>Add Reviewer</u> link functionality has been explained in Common Functionalities. [Please Refer Section 5.1.1 for Add Reviewer]
- Click on 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

		Medical Identity Card -Review	er				
anual		Request ID			Initiator Remarks		
lutorial		MED251			Testing Record		
		MIC: MIC/306518/1			Attechment		
ar Dashboard		Dated					
Management	~	20/02/2021 Employee Number					
nance Management		306518					
		Employee Name					
nd Attendance	*	PARAS PANJWANI Designation					
	~	Assistant Grade - III					
isation and Benefit	~	Division Personnel					
		Category					
	~	CAT-III					
e Relation	~	Basic Pay Of Employee 28200					
est.	~						
ther Studies	~	FAMILY MEMBER NAME		RELATIONSHIP		DATE OF BIRTH	
c	~	PARAS PANJWANI		Self		04/05/1993	
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clare IM-Movable Pro	perty	Reviewer Remarks *					
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ft Noting							
dical Authorization	~	Document Name	Supportive Document				
lical Identity	~	Enter Document Name	Upload Document	Upload	Add		
Medical Identity Card							
Medical Identity Card	7	S.NO. DOCUME	AT NAME	SUPPORTIV	E DOCUMENT		ACTION
atter				Art	d Reviewer Selective Re	vert Roviaw	Revert Cance
				200	successive serves in the	the second se	

Figure 4-96: Medical Identity Card Review

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

- Click on
 Figure 4-96.
- Click on to review the request and a success message will be displayed as shown in Figure 4-97.
- Click on to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

		Medical Identity - Reviewer List	ing					
sher Manual		Request has been inviewed						
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erformance Management	1.42	Status	-					
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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

ome	100	Medicalle	dentity - Appr	over Listing								
or Manual		Request ID			Prom Date		To Opte			Office Type		
		Repeit 0		9	DD/MM/YYYYY	C	00/184/1	vini	\Box	AL		×
deo Tutoriel		office			Category		Division			Designation.		
nager Deshkoant		44		~	- 10		AL.		*	3995		~
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of)	~	ACTION	NO.451.0	STATUS 4	INPLOTE NAMES	INFLOYER NAME	07101	OFFICE TYPE 1	CHITEODRY	OWSIGN 1		OATYP
e and Atlandance	1.20	0 7	AAEDQ51	Persong . Reprovel	306518	PARAS ENN/WANE	HQ- Demi	10	CAT IN	Personnel	Assisten Orade - 11	20/02/2
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Medical Authorization												
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Figure 4-98: Medical Identity Card Approver Landing

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



4.2.7.8 Medical Identity Card Approver

	1	Medical Identity Card - Approv	er				
anual		Request ID			Initiator Remarks		
utorial		MED251			Testing Record		
utonal		MIC: MIC/306518/1			Attachment		
r Dashboard		Dated					
	1000	20/02/2021					
g and Development	~	Employee Number					
	4	306518					
		Employee Name PARAS PANJWANI					
sation and Benefit	~	Designation					
	~	Assistant Grade - III					
		Division					
d Attendance	~	Personnel					
e Relation	~	Category CAT-III					
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	~	FAMILY MEMBER NAME		RELATIONSHIP		DATE OF BIRTH	
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						-	

Figure 4-99: Medical Identity Card Approve

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

- Click on
 Figure 4-99.
 View Action History
 to view the action taken on the request as shown in
- 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 4-100.
- Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

	Medical Identity - Ap	prover Listing						
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Higher Studies 🔗								
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Declara Movable Property								
Declars Monstel Property Declars M-Monstel Property								
Declars Monthle Property Declars SA Adonatile Property Ar Travel								
Declare Mostlie Property Declare M-Mostlie Property Re Travel Gift Noting								

Figure 4-100: Medical Identity Card Approved successfully

The success will be displayed as

SuccessI Request has been approved successfully.

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.

	Medical Authorization	- Employee Listing				-
Menuel					14	Add
Tasis	Show 10 ~ entries E	sport to: Excel PDP Prov			Search:	
eshboard	actore	ADDUEST ID	ETATUS.	1	REDUCTED DATE	
w, ~		£RL5264	Pandeg Ravan		26/11/2020	
		191.5267	Pending Banana		03/01/2021	
versation and Benefits 🔍	Showing Tto 2 of 2 entries					Perine 1 liss
mance Management 🔍						
Managament				ti -		
# and Advances 🔍 🗸						
gen Relations 1						
SH Reput						
gher Studies Reiselet						
e •						
oefy~						
au 2 .						
Dropeneted Hospital Listing for Employees						
Medical Authorophon for 3						
Medical Menthy Card						
n Noting Down Request						
residend retent exclusion						

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.
 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
 I
 Next
 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

me	- Medical	Authorization - Service	Employee			
er Manual	Requested	Date	Category		Division	Designation
	21/02/20	921	CAT-I		Personnel	Assistant General Manager
10 Tutorial	Employee	Number	Employee Name		Basic Pay of Employee	
Deshboard	152770		AMITABH KUMAR		96720	
sctory	Whether er	ntitled for medical facilities from	m FCI:			
e HR	CI Medica	il Health Identity Card No	Name of the Patient *		Relationship with Member	Member Date of Birth
npensation and Banefits	HQ/2020	x/1999	AARAV JHA	~	Child	04/08/2014
formance Management	Select Hos Aakash	pital * Healthcare Super Speciality				
ve Management			ch MO's recommendation/Hospital p	re-authórizatio	n Report) *	
	Name of th Testing R		ch MO's recommendation/Hospital p	re-authórizatio	in Report): *	
ve Management roll and Advances ployee Relations	Name of th		ch MO's recommendation/Hospital p	ra-authórizatio	in Report). *	
roll and Advances	Name of th Testing R Initiator Re	Record	ch MO's recommendation/Hospital p	ra-authórizatio	in Report) *	
roll and Advances loyee Relations nt Management	Name of th Testing R	Record	ch MO's recommendation/Hospital p	re-authorizatio	in Report) *	
roll and Advances Noyee Relations Int Management ming and Development	Name of th Testing R Initiator Re Testing R	Record	ch MO's recommendation/Hospital p	re-authorizatio	n Report) *	
roll and Advances sloyee Relations int Management roling and Development vey	Name of th Testing R Initiator Re Testing R	marks * Record -Authorization Form *	ch MO's recommendation/Hospital p	re-authorizatio	in Report) *	
roll and Advances sloyee Relations int Management ming and Development wey nect +	Name of th Testing R Initiator Re Testing R	marks * Record -Authorization Form *	ch MO's recommendation/Hospital p		n Report) *	Submit
roll and Advances	Name of th Testing R Initiator Re Testing R	marks * Record -Authorization Form *	ch MO's recommendation/Hospital p		n Report) *	Submit

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



Aa 🗛 Aa ESS MSS 🖉 FCI HUMAN RESOURCE MANAGEMENT SYSTEM HI, AMITABH KUMAR = Medical Authorization – Employee Listing User Manual 10 v entries Export to: Excel PDF Print Video Tutorial REQUEST ID STATUS REQUESTED DATE ACTION 0 ERLS264 Pending Review 26/11/2020 Directory ERLS267 Pending Review 03/01/2021 Core HR 0 ERLS275 Pending Review 21/02/2021 sation and B Showing 1 to 3 of 3 entries Previous 1 Next Performance Management Leave Management Payroll and Advances Employee Relations POSH Request Higher Studies Request Property Medical ed Hospital Listin Empar for Em Medical Identity Card Gift Noting Down Request Particip Tolant Ma Learning and Development Connect + Policies and Circulars Survey and Polls Copyright @ 2020 Food Corporation of India | Powered by Konnect Figure 4-103: Medical Authorization Request Added

The success message will be displayed as

Success Record Add Sucessfully

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 L	isting							
Manuel	Request ID		From Date		To Date			Office Type		
Tutorial	Request ID	Q	DD/MM/YYYY		DD/MM/	YYYY	Ö	All		~
	Office		Category		Division			Designation		
ier Deshboard	Alt	v	AIC.	×	AII.		~	-All		~
Management 🗸 🗸	Status		-							
nance Management 🛛 🗸	All	v	Get Results							
and Attendance 🗸 🗸	Show 10 ❤ entries Ex	port to : Esca	i PDF Pika					Search:		-
g and Development 🛛 🗸	ACTION REQUEST ID	STATUS	EMPLOYEE HUMBER	EMPLOYEE NAME		OFFICE TYPE ()	CATEGORY \$	DIVISION \$	DESIDNATION (REQUEST
r v	erus 275	Pending Review	152770	AMITABH KUMAR	HQ- Delhi	HQ	CAT-I	Personnel	Assistant General	21/02/20
nsation and Benefit \sim									Manager	
									L	
gher Studies										
ligher Studies ~ IOG ~ eclare Movable Property eclare IM-Movable Property in Travel int Noting										
Igher Studies CC Cclare Movable Property cclare IM-Movable Property r Travel Ift Noting edical Authorization CMedical Authorization 2 >										
Igher Studies CC Cclare Movable Property cclare IM-Movable Property r Travel Ift Noting edical Authorization CMedical Authorization 2 >										
gher Studies CC CC CC CC CC CC CC CC CC CC CC CC C										
igher Studies OC C Colars Movable Property colars Movable Property r Travel ift Noting edical Authorization Medical Authorization Serving Letter Modical Authorization Retired										
Igher Studies IGC ICC ICC ICC ICC ICC ICC I										

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



Au - 🙆 - Au 225 🔝 🖉 in PANKAJ JAN 🕘

FCI HUMAN RESOURCE MANAGEMENT SYSTEM

	Review Modical Authorizatio	n		
April	Request ID.		Name of the Publishe	
Tutodal	ERLS275 Requested Data		ANIXA, 34A Historication with Member	
per Challeboard	21/02/2021 Employee Category		Child Member Dale of Birth	
Management	CATH Employee Division		04/08/2014 Monphat Norme	
mance Management	Personnel Employee Designation		Aakash Healthcare Super Speciality Hospita Hame of the Disease/suffering from (Attac	
and Attentance	Assistant General Manager Employee Humber		(me-eulthonization Report) Testing Record	
ng and Development	0 152770		Initiator Remarks Testing Record	
	AMITABH KUMAN		Attachment	
ensation and Tienet#	Sector Pay of Employee 90720			
yee Relation	Whether settined for medical fa	källes tum FCI		
	FC: Medical Heatth literality Car Hoj:2020.01999	gi Nig		
Ryhor Shuthes	* 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
we:	÷.			View Action History
Sectore Monable Property	Dispatch Ta			
lecters M-Movable Prope	SHELA EDLINE TIOSA	~		
lir Towel	Dispatcher Remarks *			
Stit Moting	Revewer Revolution			
Adical Authorization	× .			
Medical Authorization Serving	Document Name	Supportive Document		
ServingLetter	Erner Document Name	Uproved Dramateurs	Uproved Add	
Medical Authorization Retired	END DOCUM	INT WATE	BURIORTIVE DOCUMENT	ACTION
Retired Letter	Lat. Doct		and a second proceeding	Martine .
And a state of the state of the			Add Raviewer Selective Revert	rt Oupman Cancel
Adcalidently				

Figure 4-105 Medical Authorization Service Employee Dispatch

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

View Action History

- Click on to view the action taken on the request as shown in Figure 4-105.
- <u>Add Reviewer</u> 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 to dispatch the request and a success message will be displayed as per below image.

Request has been dispatched successfully.



4.2.8.6 Medical Authorization Service Employee Review

	Review Medical Authoriz	ration		
Manuel	Request ID		Name of the Patient	
Tutorial	ERLS275		ANIKA JHA	
	Requested Date 21/02/2021		Relationship with Member Child	
ger Dashboard	Employee Category		Member Date of Birth	
	CAT-I		04/08/2014	
t Management	Employee Division		Hospital Name	
mance Management	Personnel		Aakash Healthcare Super Speciality Hospital	
	Employee Designation		Name of the Disease/suffering from (Attach MO's re	commondation/Hospital
e and Attendance	Assistant General Manager		pre-authorization Report) Testing Record	
	Employee Number		a server of the server of the	
ing and Development	152770		Initiator Remarks Testing Record	
	Employae Name		Attachment	
HR	AMITABA KOMAR		Attachment	
ensation and Benefit	Basic Pay of Employee 96720			
	Whether entitled for medic	al facilities from ECt		
oyee Relation	Yes			
quest	FCI Medical Health Identity	Card No		
denoer	HQ/2020/1999			
Higher Studies	×			
NOC	92 C			View Action History
Declare Movable Propert	y .			An Island work for work ().
	Reviewer Remarks *			
Declare IM-Movable Pro	perty Testing Record			
Air Travel				
Gift Noting	Document Name	Supportive Document		
Medical Authorization	Enter Document Name	Upload Document	Uptood Add	
Medical Authorization				
Serving	5.NO. DO	COMENT NAME	SUPPORTIVE DOCUMENT	ACTION
Serving Letter	1			
			Add Reviewer Selective Revert Review	Revert Cancel
Medical Authorization				
Hotired				
Retired				
Retired Letter				
	÷.			

Figure 4-106: Medical Authorization Service Review

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

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



13		A sharing David						
9		al Authorization – Reviewer Li						
Manual	Request IC		From Date	<u></u>	To Date	(+-+)	Office Type	
o Tutorial	Request	Q Q	DD/MM/YYYY		DD/MM/YYYY		All	~
ager Dashboard	Office		Category		Division		Designation	
it Management		~	All	~	AII	~	All	~
	Status All	~	Get Results					
rmance Management	~	~	Oet nesults					
e and Attendance	~ Show 10	0 ✓ entries Export to: Exce	I PDF Print				Search:	
ning and Development	ACTION	REQUEST ID STATUS	EMPLOYEE NUMBER S EMPLOY	(EE NAME 8	OFFICE & OFFICE TYPE & C/	ATEGORY	DIVISION DESIGNATION	REQUESTED
HR	~				Available In Table			
pensation and Benefit	Showing 0) to 0 of 0 entries					Prev	ious Next
oyee Relation	^							
quest	^							
Higher Studies	\sim							
NOC	~							
Declare Movable Property	,							
Declare IM-Movable Prop	erty							
Air Travel								
Gift Noting								
Medical Authorization	~							
	>							
Medical Authorization Serving								
Serving								
Serving Serving Letter								
Serving Serving Letter Medical Authorization								
Serving Serving Letter Medical Authorization Retired Retired Letter	~							
Serving Serving Letter Medical Authorization Retired	~							

Figure 4-107: Medical Authorization Service Reviewed successfully

The success will be displayed as

SuccessI 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



	Medical Au	uthorization - Approve	or Listing							
	Request ID		From Date		To Date			Office Type		
	Report O		COMMUNO		DOWN	1000		AL		~
	office		Category		Division			Designation		
Deshtront	Alt		e - M-	~	A8		~	Al		~
ing met	Status		-	-						
e Management 🗠 🗸	Alt	9	Oet Results							
tendence 🗠	Show 10	v entries Expert to 1	Line HDF Pred					Search		
×.	ATTION		· · · ·	ICH EMISORE HAME	OPTION 1	OPER THE (CATEGORY)	prvision i	0000441041	100.00
i and Borafit	2	ERL5275 Pending Approv		AMETADH MUMARE	HQ- Dethi	ю	CAT-I	Parsonel	Assistant General Manager	21/02/
atter 1 🔿	-				- 66 11				and sold	
Studies (Showing 11s 1	uf 1 entites							Previous 1	- face
*										
Monthle Property										
M Movable Property										
Ng										
ver Ming af Authoritation										
ne NA Monato Property ave: loting all Authorization										
yvet loting all Authoritation										



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 Authori	zation		
Manual o Tutoria) ager Deshboard nt Management comance Management e and Attendance HR ponsation and Benefit	Request ID ERLS275 Requested Date 21/02/2021 Employee Category CAT-1 Employee Division Personnel Employee Designation Assistant General Manager Employee Namber 152770 Employee Nambe		Name of the Patient ANKA JHA Relationship with Member Child Member Date of Birth Q4/08/2014 Hospital Name Askash Healthcare Super Speciality Hospital Name of the Disease/suffering from (Attach pre-authorization Report) Testing Record Initiator Remarks Tosting Record Attachment	MO's recommendation/Hospital
loyee Relation squest Higher Studies NOC	Basic Pay of Employee 96720 Whether entitled for medica Yes FCI Medical Health Identity H0/2020/1999		Attachment	
Declare Movable Proper	14) (14)			View Action History
Declare IM-Movable Pro				An and a second data second
Air Travel Gift Noting	Approver Remarks * Testing Record			
Medical Authorization	A Document Name	Supportive Document		
Medical Authorization Serving	Enter Document Name	Uplaisd Document	Liploid Add	
Medical Authorization Retired		DUMENT NAME	SUPPORTIVE ODCUMENT	ACTION
	~		Add Reviewer Selective Revent	ve Reject Cance

Figure 4-109: Medical Authorization Approve

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

- View Action History
- Click on to view the action taken on the request as shown in Figure 4-109.
- 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 **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.



	Medical Authori	ization - Approver Listing					
Aanual	Request ID	From Dat	•	To Date		Office Type	
Nutorial ::	Request ID	Q, DD/MM		DD/MM/YYYY	\Box	At	~
	Office	Category		Division		Designation	
r Deshboard	All	∼ All	~	Alf	\sim	All	~
lanagement	 ✓ Status 						
ance Management	~ AL	Set 1	lesults				
and Attendance	Show 10 v ent	ries Export to : Excel PDF	Rist			Search:	
n	ACTION REQU	EST ID (STATUS) EMPLOYEE	NUMBER EMPLOYEE NAME	OFFICE OFFICE TYPE CATED	OORY	DIVISION DESIGNAT	NON () REQUESTER
ensation and Benefit	~		No Data	Available In Table			
yee Relation	(4)	222 E.					
PO PORTOAT	Showing 0 to 0 of 0 e	ntnes					
							Previous Neo
uest	A						Previous Neo
							Previous Nex
	÷						Previous Nex
igher Studies							Previous Nex
ligher Studies	• •						Previous Nex
uest ligher Studies IOC leclare Movable Property leclare Mi-Movable Prop	9						Previous Nex
ligher Studies IOC eclare Movable Propert)	9						Previous Nex
ligher Studies IOC eclare Movable Propert eclare IM-Movable Prop	9						Previous Next
igher Studies OC eclare Movable Property eclare IM-Movable Prop ir Travel ift Notling	9						Previous Nex
igher Studies OC eclare Movable Property eclare IM-Movable Prop ir Travel	y perty						Previous Nex
gher Studies XC clare Movable Property clare IM-Movable Prop Travel th Noting relical Authorization Medical Authorization Medical Authorization	y perty						Previous Nex
Igher Studies OC eclare Movable Property eclare M-Movable Prop Ir Travel Ift Noting Ledical Authorization Medical Authorization	y perty						Previous Nex

Figure 4-110: Medical Authorization Approve successful

The success will be displayed as

Successi Request has been approved successfully.

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

FCI HUM	IN RESOURCE MANAGEMENT SYSTEM	9	Aa — 🔕 — Aa 🛛 ESS MSS	PARAS PANJWANI
Home	Gift Noting -Employee Listing			
User Manual				Add
Video Tutorial	Show 10 v entries Export to: Excel PDP	Print	Search:	
My Deshboard	ACTION REQUEST ID	e sutate	REQUEBTED DATE	6
Directory	Showing 0 to 0 of 0 entries	No Data Available In Table		
Core HR	V anowing who on a binnes			Previous Next
Compensation and Benefits	×			
Performance Management	×			
Leave Management	· • ·			
Poyroll and Advances				
Employee Relations 1	~			
POSH Request				
Higher Studies Request				
NOC	~			
Property	×.			
Medical	*			
Air Travel Gift Noting Down Request	2)			
Participation in Sports & Cultu Activity				
Talent Management				
Learning and Development	~			
Survey	Y			
Connect +				
Policies and Circulars				
Retirement Benefit Calculator				
Survey and Polls				
		Copyright @ 2020 Food Corporation of India P	Powered by Konnect	

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.



	Search:	
•	Click on	to enter a search query that shall search
	the table records.	
•	Click on to sort the table records in a	ascending order or descending order of entries.
•	Click on Previous 1 Next to navigate	e table records
•	Click on to add a new gift notin	ng 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

E FCI HUM	AN RESOURCE MANAGEMENT SYSTE	EM	🙆 As — 🐼 — Az	ESS MSS 🖉 H, PARAS PANJWANI 🧕
Home	Gift Noting - Employee			
User Manual	Employee Number	Requested Date	Employee Name	Designation
	306518	20/02/2021	PARAS PANJWANI	Assistant Grade + III
Video Tutorial	Category	Division	Office	Email Id
My Dashboard	CAT-III	Personnel	HQ-Delhi	nassdfasdt@ina.com
Directory	Gifted Date.*	Best Wishes From *	Relationship With Gifter *	Amount*
Core HR	14/02/2021	Anshul Kumar	Filend	2000
Compensation and Benefits	Payment Type *			
	Cash	~		
Performance Management	Gift Description *			
Leave Managemont	V Testing Record			
Payroll and Advances	- * *			
Employee Relations	mitiator Remarks *			
POSH Request	Testing Record			
Higher Studies Request	Supportive Document *			
NOC	Survey_Report_02192021.pdf	Upland		
Property	*			
Medical	~			Submit Cancol
Air Travel				
Gift Noting Down Request	>			
Participation in Sports & Cult Activity	ure			
Talent Management	~			
Learning and Development	~			
Survey	×.			
Connect +				
Policies and Circulars				
Retirement Benefit Calculator				
Survey and Poils				
		Copyright @ 2020 Food Corpo	ation of India (Powered by Konnect	

Figure 4-112: Gift Noting- Employee



Submit

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

= 🙀 ғсіним	AN RES	OURCE MANAGEME	NT SYSTEM			٩	Aa — 🗛 —	Aa	ESS MSS	🔑 🔣 HI, PARAS PANJWAN
Home		Gift Noting -Employee	Listing							
User Manual										Add
Video Tutorial		Show 10 v entries E	port to : Excel PDF	Print					Search:	
My Dashboard		ACTION	REQUEST ID	ģ	STATUS			¢ .	REQUESTED DATE	
Directory	~	0	GIFT52		Pending Review				20/02/2021	
Core HR	~	Showing 1 to 1 of 1 entries								Previous 1 Next
Compensation and Benefits	~									
Performance Management	~									
eave Management	~									
Payroll and Advances	~									
Employee Relations	~									
POSH Request										
Higher Studies Request										
NOC	~									
Property	~									
Medical	~									
Air Travel										
Gift Noting Down Request	>									
Participation in Sports & Cul Activity	ture									
Falent Management	~									
earning and Development	~									
Survey	~									
Connect +	new									
Policies and Circulars										
Retirement Benefit Calculator										
Survey and Polls										
				Copyright © 202	0 Food Corporation o	f India Pov	wered by Konnec	ct		

Figure 4-113: New Gift Noting Request Added

The success message will be displayed as

Successi Record Add Successfully!

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

-		Gift Notir	ng -Reviewer L	isting								
e Marcure		Anguest 10			From Date		To Date			Office Type		
to Tutorial		Pequest 40	68	Q;	DDIMMINYIY	0	DDMM	2000	0	(A)		8
		office			Cutegory		Division			Designation		
viger Dauhboard		AL		w.	34.1	4	34		÷.	308		2
nt Management	~	Sutus			Manager and Street and	12						
e and Attendance	~	- 44		*	Oet Results							
omance Management	*	Show 10	v antries Eq	sort.60 : Citi	E KDF. Hart					Search:		
ning and Development	~	ACTION	NO.617.0		EMPLOYEE NUMBER 1	EMPLOYEE NAM		OFFICE THREE	CADEGORY /	DIVIDON 1	DESIGNATION	80.0
	*	e a	GF143	Pending Review	290572	AMIT KUMAH	HQ: Dies	HQ	EAT-8	Personnel	Manager	08/0
ensation and Benefit	~		OF144	Pending Review	290572	AMIT KUMANI	HQ- Delti	HQ	CATH	Personnel	Minager	08/0
ayee Relation 1	~	5										
Higher Studies	X	0	OIF145	Pending Review	290572	AANT KUNAAR	HQ- DURI	HQ	CAT II	Personnel	Menagor	08/0
NOC Ar Travel	199	e 0	0F148	Pending Review	290572	AMIT KUMAR	HQ- Dohi	HQ	CAT-II	Personnel	Managar	08/0
Sim Naciong 2	₿₿,	e B	QIFT47	Periding Review	290572	AMIT KUMAR	HQ- Dethi	HQ	CATH	Personal	Manager	10/07
Aedical Authoritation	*	e 5	0#148	Panding Review	290672	AMIT KUMAR	HQ- Dehi	ю	CAT	Personnel	Minaper	80/01
ports And Cultural		ø	QET52	Pending	306518	PARAS PANJWANI	HQ- Delte	HQ	CAT-III	Personesti	Assistant Grade - II	20/9

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



23		Gift Noting -Reviewer			
Manual		Request ID		Amount	
o Tatorial		0#152 Requested Date		2000 Payment Type	
eger Dashboard		20/02/2021 Employee Number		Cash Ort: Description	
rt Management	~	306518 Employee Name		Testing Record Initiatur Remarka	
e and Attendance	~	PARAS PANJANA Designation		Testing Record Attictment	
rmanca Management	2	Assistant Grade - II Category		Atlactorauri	
ring and Development	~	CAT-6			
HR.)	~	Personnel			
pensation and Benefit	3	HQ-Delts			
ayen Relation	8	Email Id nasodfaadfijjine.com			
	\sim	G-thed Date NG/02/2021			
Higher Studies	~ ~	Best Wilahara Fronts			
NOC	- G	Andhul Kumar			
ter Trainer)		Relationship With Gifter Friend			
Gift Noting					View Action History
Medical Authoritation	8	Dispatch Te			
Medical Identity		EHERCA EDLINE TIQUAL	Ω.		
Sports And Cultural		Dispatcher Remarks *			
		Reviewer Bemarks			
		Document Name	Supportive Document		
		Enter Docorrent Name	Agained Descoverent	Add	
		ENO. BOCUMENT	NAME	SUPPORTIVE DOCUMENT	Actoria

Figure 4-115 Gift Noting Dispatch

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

View Action History

- Click on to view the action taken on the request as shown in Figure 4-115.
- <u>Add Reviewer</u> 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 **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

	Gift Noting -Reviewer				
anugi.	Request ID GIFT52		Amount 2000		
utorial	Requested Date		Payment Type		
r Deshboard	20/02/2021 Employee Number		Cash Gift Descriptio		
lanagement	306518 Employee Name PARAS PANJWANI		Testing Record Initiator Remar	ks	
nd Attendance	Designation		Testing Record Attachment		
ance Management	Assistant Grade - III Category		Attachment		
g and Development	CAT-III				
	Division Personnel				
sation and Benefit	Office HQ-Delhi				
	Email Id				
e Relation	naasdfasdf@na.com				
*	Gifted Date				
er Studies	10/02/2021 Best Wishes From				
	Anshul Kumar				
	Relationship With Gifter				
ravel	Friend				
Noting					
dical Authonization					View Action History
dical identity	Reviewer Remarks *				
	Testing Record				
orts And Cultural					
	Document Name	Supportive Document			
	Enter Document Nome	Uplead Document	Uplead Add		
	5.10.	DOCUMENT NAME	SUPPORTIVE DOCUMENT		ACTION
				Add Reviewer Review	Revert Cancel
					100

Figure 4-116: Gift Noting Review

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

- Click on 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.

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		Gift Notin	ng -Reviewer Li	sting								
er Manual		Request ID			From Date		To Date			Office Type		
leo Tutorial		Request ID		Q	DD/MM/YYYY		DD/MM	YYYY		All		~
eo itatonai		Office			Category		Division			Designation		
nager Dashboard		All		~	All	~	All		\sim	All		\sim
ent Management	~	Status										
ave and Attendance	~	All		~	Get Results							
formance Management	~	Show 10	✓ entries Exp	ort to : Exce	PDF Print					Search:		
ming and Development	~	ACTION	REQUEST ID (STATUS \$	EMPLOYEE NUMBER \$	EMPLOYEE NAME \$	OFFICE 0	OFFICE TYPE \$	CATEGORY 0	DIVISION	DESIGNATION ()	REQUEST
e HR	~	0 13	GIFT43	Pending Review	290572	AMIT KUMAR	HQ- Delhi	HQ	CAT-II	Personnel	Manager	08/01/2
pensation and Benefit	~	@ 13	GIFT44	Pending Review	290572	AMIT KUMAR	HQ- Delhi	HQ	CAT-II	Personnel	Manager	08/01/2
equest	Â	۲	0.5745	Pending	000570		HQ-					0010110
	^	13	GIFT45	Review	290572	AMIT KUMAR	Delhi	HQ	CAT-II	Personnel	Manager	08/01/2
Higher Studies	ž	@ 13	GIFT46	Pending Review	290572	AMIT KUMAR	HQ- Delhi	HQ	CAT-II	Personnel	Manager	08/01/2
Air Travel		0 13	GIFT47	Pending Review	290572	AMIT KUMAR	HQ- Delhi	HQ	CAT-II	Personnel	Manager	10/01/2
Gift Noting	>	0 13	GIFT48	Pending Review	290572	AMIT KUMAR	HQ- Delhi	HQ	CAT-II	Personnel	Manager	10/01/2
Medical Authorization	~	- E+										[
Medical Identity Sports And Cultural	×	Showing 1 to	6 of 6 entries								Previous	1 Next

Figure 4-117: Gift Noting Request Reviewed

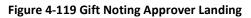
The success will be displayed as

Success Request has been reviewed successfully.

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

	Gift Notin	ng -Approver L	isting								
ale Marcal	Request (D			From Date		To Date			Office Type		
deo Tutorial	Repet 0		٩,	DDAWNYYYY	C	DOWN	1111	C	Al		\sim
	Office			Category		Division			Designation		
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over and Attendance 🛛 🗠	Show 10	w entries Exp	ort to:	HIP Post					Search		_
arring and Development	AUTON	HOURSE !!	status (PARTOTECHNINES	INFLOTE NAME	onesi	019121 7175	CATELOFY)	DVDON	DESIGNATION (REAR
***	2	0/F152	Pending Approval	306518	PARAS. PARASAUANE	HQ- Delhi	40	CAT-III	Personnel	Assistant Grade - H	20/00/0
enpensation and Denefit											
yia)) (w)	Showing 1 to	1 of 1 entries								Period	 Newl
ngiloyae Relation 1 🔗											
Higher Duckes 🗸 🗸											
NOC ~											
Declare Moveble Property											
Declare M-Movable Property											
Air Trainei											
Citt Noting 2 >											



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



4.2.9.8 Gift Noting Approve

Tutorial OPF132 2000" Tutorial Pequested Date Poyment Type of Databoard Cash OFF132 Wangement OFF132 OFF132 Yand Attenzione Intelloyre Number OFF132 Yand Attenzione Intelloyre Number Intelloyre Number Yand Attenzione Intelloyre Number Intelloyre Number Yand Attenzione Parladiant Cradue - III Attachment Attachment Attachment Attachment Attachment Attachment Attachment Personnel Personnel Intelloprent Personnel Office Personnel Intelloprent Yand Xbanz Office Personnel Intelloprent Yand Xbanz Office Parladiant Cradue - III Intelloprent Yand Xbanz Office Parladiant Cradue - III Intelloprent Yand Xbanz Parladiant Cradue - III Intelloprent Intelloprent Yand Xbanz Parladiant Cradue - III		Gift Noting - Approver			
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Hance Management and Attendance g and Development g and Develop	Management	306518		Testing Record	
Attachment	mance Management	PARAS PAN IWANI			
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Bit Bit restation and Beretit Bit B	and Attendance	Category			
R Personnel: oricle Office resolation and Borett: Personnel: office HQ-Oeni resolation Office r	ng and Development	121.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1			
ere station and Boretit HQ-Dight Email Id and diffed Date Digher Studies Co Co Co Co Co Co Co Co Co C	iR)	→ Personnel			
in nasdfasdfigna.com offred Date 10/02/2021 Best Wishes From Arutuk Kumar Relationship With Gitter Friend ver Movable Property ectare Movable Proper	ensation and Benefit				
yee Relation week Relation in (1) (02/2021 Best Wishes From Anshul Kumar Relationship With Gitter Filend View Action History reclars M-Morable Property	1				
In 10/02/2021 In the Studies In Anshul Kumar Relationship With Gifter Friend In Construction History In Travel In T	una Balation	Gifted Date			
igher Studies Authorization Property ectare Movable Property ectare Movable Property ectare Movable Property if Travel if Northig fedical Authorization		10/02/2021			
OC Priend OC Priend ectare Movable Property View Action History int Norting View Action History int Norting Fasting Record int Norting Document Name bedical Identity Supportive Document Upland Add Is No. DOCUMENT NAME SUPPORTIVE DOCUMENT Action		Anshul Kumar			
CC C View Action History ectars Movable Property ectar		Relationship With Gifter			
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eclars IM-Movable Property In Travel Int Noting Int Not	eclare Movable Propert	¥.			
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tedical identity Enter Document Name Uplaad Document Uplaad Add :S.NO. DOCUMENT NAME SUPPORTIVE DOCUMENT Action	fedical Authorization	~s			
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		Enter Document Nome	Uplaad Document	Upload Add	
Arid Reviewer Selective Revent Approve Reject Cancel		5.HO. C	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
				Add Reviewer Selective Revert	Approve Reject Cancel

Figure 4-120: Gift Noting Approve

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

View Action History Click on

to view the action taken on the request as shown in Figure 4-120.

- Approve to approve the request, and a success message will be shown Click on • in the Gift Noting Approver Landing Screen for approving the record as shown in Figure 4-120
- Reject Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

•



	Gift Noting -Approver			
Manuel	Request ID		Amount	
Tutorial	GIFT52		2000	
	Requested Date 20/02/2021		Payment Type Cash	
ger Deshboard	Employee Number		Gift Description	
	306518		Testing Record	
Management	Employee Name		Initiator Remarks	
mance Management	PARAS PANJWANI		Testing Record	
	Designation		Attachment	
and Attendance	Assistant Grade - III		Attachment	
	Category CAT-III			
g and Development	CAT-III Division			
	Personnel			
	Office			
sation and Benefit	HQ-Delhi			
	Email Id			
	naasdfasdf@na.com			
e Relation	Gifted Date			
	10/02/2021			
est	Anshul Kumar			
gher Studies	Relationship With Gifter			
oc	Friend			
06				
eclare Movable Propert	y .			
				View Action History
eclare IM-Movable Prop				1
r Travel	Approver Remarks * Testing Record			
ft Noting	resung Necoro			
n Noong				
ical Authorization	- ×-			
dical identity	Document Name	Supportive Document		
	Enter Document Nome	Uplaad Document	Uptood Add	
	S.NO. 0	DOUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Selective Rev	vert Approvo Rejoct Cancel

Figure 4-121: Gift Noting Approved

The success will be displayed as

Successi Request has been approved successfully.

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

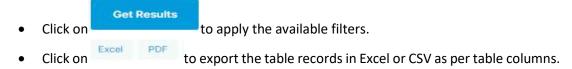
4.2.10.2 Landing Page

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

= 🙀 FCI HUMAN	RESOURCE MANAGEMENT SYSTEM	Q Aa _ 40	- Aa 🛛 ESS MSS 🚇 H, PARAS PANJWANI 🧝
Home	Sports Culture -Employee Listing		
User Manual			Add
Video Tutorial	Show 10 ~ entries Export to Excel PDP Print		Search:
My Dashboard	ACTION REQUEST ID	6 STATUS 6	REQUESTED CATE
Directory		No Data Available In Table	
Core HR	Showing 0 to 0 of 0 entries		Previous Next
Compensation and Benefits	• I		
Performance Management	<u></u>		
Lsave Managemont			
Payroll and Advances	v-		
Employee Relations 1	~		
POSH Request			
Higher Studies Request			
NOC	×		
Property			
	*		
Air Travel			
Gift Noting Down Request Participation in Sports & Culture	2		
Activity	1		
	*		
	~		
	V		
Connect +			
Policies and Circulars			
Retirement Benefit Calculator			
Survey and Polls			114
	Copyright © 2020	Food Corporation of India Powered by Konn	er: Ma

Figure 4-122: Sports and Cultural Participation

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





• Click on the table records.

- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 INext
 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 the Sports and cultural participation form as shown in Figure 4-

= W FCI HUM	IAN RESOU	RCE MANAGEMENT S	YSTEM	Q A4	Aa ESS MSS 🦉 H PARAS PANJWANI 🛓
Home		Sports Culture – Employee			
User Manual	R	equested Date	Name of the Event *	Event Start Date	Event End Date
Video Tutorial		2021-02-20	FCI Chees	> 30/00/2020	01/10/2020
	E	ligibility Criteria	Event Venue	Employee Number	Employee Name
My Deshboard		Testing	FCI Venue	306518	PARAS BANJWANI
Directory	~ 0	esignation	Category	Division	
Core HR	~	Assistant Grade - III	CAT-III	Personnel	
Compensation and Benefits	~	itiator Romarks *			
		Testing Record			
Performance Management	~				
Leave Management	~ s	upportive Document			
Payroll and Advances	~	Survey_Report_02192021.pdf		Upload	
Employee Relations	~				Submit Cancel
POSH Request					
Higher Studies Request					
NOC	~				
Property	~				
Medical	~				
Air Travel					
Gift Noting Down Request					
Participation in Sports & Cu Activity	lture >				
Talent Management	~				
Learning and Development	~				
Survey	×				
Connect +	(****)				
Policies and Circulars					
Retirement Benefit Calculator					
Survey and Polls					
			Copyright @ 2020 Fi	ood Corporation of India Powered by Konner	et

Figure 4-123: Sports and Cultural Participation Request



Submit

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.

10	Sports Culture	Employee Listing			
r Manuel					Ade
o Tutorial	Show 10 v en	tries Export to: Excel PDF	Print	Search:	
Dashboard	ACTION	REQUEST ID	♦ STATUS	REQUESTED DATE	
ctory	~	SC73	Pending Review	20/02/2021	
:HR	Showing 1 to 1 of 1 e	tries			Previous 1 New
pensation and Benefits	· ·				
ormance Management	~				
/e Managemont	~				
oll and Advances	~				
loyee Relations	~				
OSH Request					
igher Studies Request					
oc	~				
operty	~				
edical	~				
r Travel					
ift Noting Down Request					
articipation in Sports & Cu stivity	alture >				
nt Management					
ning and Development	~				
ey	×				
noct +					
lies and Circulars					
ement Benefit Calculator	ł				
rey and Polls					

Figure 4-124: Sports and Cultural Participation Request Added

The success message will be displayed as

SuccessI Record Add Successfully!

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

Emp Use

User N Video 1 uma

Perfor Liniti

Graph

		M	Q ~ Q ~ t	SS 💶 🤗 11. AMETABH KUMMAR
	Sports Culture - Approver Listing			
	Required ID	From Date	To Date	Office Type
	Request ID Q	CEMMUNYY 📋	DOMANIAL 📋	# ×
	ottoe	Category	Division	Designation
린)	A	Al	AL SE	M 👻
e 💉	Status			
na 👾	M 4	Oet Results		
general 😽	Show 10 v entries Expertite:	e HSP there		Search
kpriet 😒	ACTON INCLUSION STATUS (Territory (DEDGestrion) PEOLESTY
20	SC73 Pending Review	306518 PARAS	HQ- HQ CAT-B	Personnel Assistant 20/02/20 Grade - N
Benefit 😽		THE REAL PROPERTY OF	per l	0.001.0
	Showing the Full Tenthes			Prestain
*				TYPETAL T THEFT
1941				

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

	Sports Culture - Approv	er		
lanual	Request ID		Category	
lutorial	SC73 Requested Date		CAT-81 Division	
er Dashboard	20/02/2021		Personnel	
Management:	Name of the Event FCI Chess		Initiator Remarks Testing Record	
	Event Start Date 30/09/2020		Attachment Attachment	
nd Attendance	Event End Date			
nce Management	Eligibility Criteria			
and Development	✓ Testing			
	Event Venue FCI Venue			
sation and Benefit	Employee Number 306518			
e Relation	Employee Name			
st	PARAS PANJWANI Designation			
her Studies	Assistant Grade - III			
c	· ·			
Travel				View Action History
	Approver Remarks *			
t Noting	Testing Record			
dical Authorization	×			
dicai identity	Document Name	Supportive Document		
s And Cultural	Enter Document Name	Uplaied Document	Upland Add	
	5.NO. 0	DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
			Add Reviewer Approve	Reject Cancel

Figure 4-126: Sports and Cultural Participation- Approver

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

- Click on
 Figure 4-126.
 View Action History
- Click on to review the request and a success message will be displayed as shown in Figure 4. 126.
- Click on **Reject** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

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To Date	Office Type	
DD/MM/YYYY	All	
Division	Designation	
All	All	

Home		Sports Culture - Approver Listi	ng					
User Manual		Request ID	From Date		To Date		Office Type	
		Request ID	Q DD/MM/YYYY	Ē	DD/MM/YYYY		All	~
Video Tutorial		Office	Category		Division		Designation	
Manager Dashboard		All	V All	~	All	~	All	~
Talent Management	~	Status						
Leave and Attendance	~	All	V Get Results					
Performance Management	Show 10 v entries Export to: Excel PDF Print Search:							
Learning and Development	~	ACTION REQUEST ID STATU	JS 🕴 EMPLOYEE NUMBER 🍦 EMP	LOYEE NAME	OFFICE \$ OFFICE TYPE \$ CA	TEGORY		REQUESTED D
Core HR	~	No Data Available In Table						
Compensation and Benefit	Showing 0 to 0 of 0 entries							
Employee Relation	~						1.00	ous Next
Request	~							
Higher Studies	~							
NOC	~							
Air Travel								
Gift Noting								
Medical Authorization	~							
Medical Identity	~							
Sports And Cultural	>							
	Copyright @ 2020 Food Corporation of India Powered by Kannect							

Figure 4-127: Sports and Cultural Participation Request Approved

The success message will be displayed as

Successil Request has been approved successfully.	
---	--

4.2.11Air 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

E FCI HUMAN	RESOURCE MANAGEMENT SYSTEM	🔕 Aa — 🔕 — Aa	ESS MSS 🤌 H, PARAS PANJWANI 🧕
Home	Request For Air Travel -Employee Listing		
User Manual			Add
Video Tutorial	Show 10 v entries Export to: Excel PDF Print		Search:
My Dashboard	ACTION REQUEST ID		ED DATE 6
Directory ~		No Data Available In Table	
Core HR ~	Showing 0 to 0 of 0 entries		Previous Next
Compensation and Benefits 🛛 🗸			
Performance Management 🗸 🗸			
Leave Management 🗸 🗸			
Poyroll and Advances 🗸 🗸			
Employee Relations 1			
POSH Request			
Higher Studies Request			
NOC ~			
Property 🗸			
Medical			
Air Travel 2			
Participation in Sports & Culture Activity			
Talent Management 🗸 🗸			
Learning and Development 🗸 🗸			
Survey 🗸			
Connect +			
Policies and Circulars			
Retirement Benefit Calculator			
Survey and Polls			
	Copyright 4	2020 Food Corporation of India Powered by Konnect	

Figure 4-128: Air Travel

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

- Click on PDF Print to export the table records in Excel, CSV format or print as per table columns.
 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 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

= 🙀 FCI HUM	AN RESOURCE MANAGEMEN	T SYSTE	м	0 Ad - 💩 - Aa 💽	55 MSS 🤗 HI PARAS PANJWANI 🧾
Home	Request For Air Travel -	Employee			
User Manual	Employee Number		Requested Date	Employee Name	Designation
	306518		20/02/2021	PARAS PANJWANI	Assistant Grade + III
Video Tutorial	Category		Division	Office	Email Id
My Dashboard	CAT-III		Personnel	HQ	nassdfasdf@na.com
Directory	Travel Details				
Core HR	×		-		-
Compensation and Benefits	From Date *	Ē	To Date *	From Location *	To Location *
Performance Management	Purpose of Visit *	<u> </u>	Estimated Travel Cost *		
Leave Management	Official	~	20000		
Payroll and Advances	Initiator Remarks *				
Employee Relations	Testing Record				
	<u>^</u>				
POSH Request	Supportive Document *				
Higher Studies Request	Survey_Report_02192021.ptf		Upload		
NOC	~ L				
Property	· · · ·				Submit Cancel
Medical	~				
Air Travel	- >				
Gift Noting Down Request					
Participation in Sports & Cull Activity	ture				
Talent Management	~				
Learning and Development	~				
Survey	×				
Connect +	www				
Policies and Circulars					
Retirement Benefit Calculator					
Survey and Polls					
			Copyright @ 2020 Food Corpora	tion of India Powered by Konnect	

Figure 4-129: Air Travel Request

Submit

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



= 🙀 FCI HUMAN RES	OURCE MANAGEMENT SYST	EM	٩	Aa — 🗛 — Aa	ESS MSS	HI, PARAS PANJWANI
Home	Request For Air Travel -Employee	Listing				
User Manual						Add
Video Tutorial	Show 10 v entries Export to:	xcel PDF Print			Search:	
My Dashboard	ACTION REQUES	T ID Ø	STATUS	÷	REQUESTED DATE	4
Directory ~	AIRTRA	W38	Pending Review		20/02/2021	
Core HR 🗸 🗸	Showing 1 to 1 of 1 entries					Previous 1 Next
Compensation and Benefits \sim						
Performance Management 🗸 🗸						
Leave Management V						
Payroll and Advances						
Employee Relations						
POSH Request						
Higher Studies Request						
NOC 🗸						
Property V						
Medical ~						
Air Travel						
Gift Noting Down Request Participation in Sports & Culture						
Activity						
Talent Management 🗸 🗸						
Learning and Development \sim						
Survey 🗸						
Connect +						
Policies and Circulars						
Retirement Benefit Calculator						
Survey and Polls						
			Food Corporation of India			
	Figure	4-130: Air Trave	el Request Ad	ded		

Figure 4-130: Air Travel Request Added

The success message will be displayed as

Success Record Add Successfully

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

•	Air Tra	vel -Reviewer Lis	ting								
Manual	Request II	1		From Date		To Date			Office Type		
o Tutorial	Request	ID	Q	DD/MM/YYYY		DD/MM/Y	YYYY	Ē	.A.I		~
	Office			Category		Division			Designation		
iger Dashboard	Alt		\sim	Alt	v	All		~	All		~
t Management	 ✓ Status 			<i>a.</i>							
e and Attendance	All		~	Get Results							
ormance Management	Show 10) v entries Exp	ort to : Excel	PDP Print					Search:		
ing and Development	ACTION		STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFICE	OFFICE TYPE	CATEGORY	OVISION \$	DESIGNATION ()	REQUES
HR	··· @	AIRTRAV38	Pending Review	306518	PARAS PANJWANI	HQ- Delhi	HQ	CAT-III	Personnel	Assistant Grade - III	20/02/
ensation and Banefit	~ <mark>-</mark>									-	
oyee Relation 1	Showing 1	to 1 of 1 entries								Previous	Next
quest	~									-	
Higher Studies	~										
NOC	- U-										
Air Travel 2	>										
Gift Noting											
Modical Authorization											
Medical identity											

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

= W FOI HUN	AN RESOURCE MANAGE	MENT SYSTEM			0	~ O A	• ess	MST 🖉 . H	AMETABH KUMAR	ę
None	Air Travel -Review	utir								
User Manual	Request ID ARTRAV38				Office HQ-Delte					
Video Tutorial	Requested Date				Kmail to					
Manager Dashboard	20/02/2021 Employee Number				nased/sodl@ Initiator Rem	urbit.				
Talent Management	306518 Employee Name				Testing Reco Attachment	×3				
Lases and Attendance	WARAS HANJWANE Designation				Attackment					
Performance Management	Assistant Grade - II Category									
Learning and Development	CAT-0									
Core HW	- Personnel									
Compensation and Benefit	9									
Engloyes Relation	Travel Details									
Request	C Frijer Date			ł	To Date					
Higher Studies	22/02/2021				13/02/2021					
NOG	Prom Location. Algarth				To Location Goa Vetha					
An Traine)	Purpose of Visit Official				Estimated Trave 20000	/ Coel				
Gift Noting	1 Presses							-		4
Medical Authorization	×							Viet	w Action History	
Medical loonity	Dispatch To									٦.
Sports And Cultural	SHEELA EDUNE TIGO	×								Т
	Dispatcher Remarks *									
	Beviewer Remarks									
	Document Name		Supportive Document							1
	Enter Document Name		Spoel Document	Upper	Rd1					
	3.00.	DOCUMENT HAME		SUPPOR	TVE DOCUMENT			Action		
				4	dd Reviewet	Selective Revert	Bestit	Deputch	Cancel	

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.
- <u>Add Reviewer</u> 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 Click on 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

	Air Travel -Reviewer		
muel:	Request ID AIRTRAV38	Office HQ-Delhi	
itorial	Requested Date 20/02/2021	Email Id nasstfast@na.com	
r Deshboard	Employee Number	initiator Remarks	
lanagement:	306518 Employee Name	Testing Record Attachment	
nd Attendance	PARAS PANJWANI Designation	Attachment	
ance Management	Assistant Grade - III		
and Development	Category CAT-III		
	Division Personnel		
isation and Benefit	· · · · · · · · · · · · · · · · · · ·		
ee Relation	Travel Details		
BSI	From Date	To Date	
ther Studies	22/02/2021	23/02/2021	
c	From Location Allgarh	To Location Goa Velha	
Travel	Purpose of Visit	Estimated Travel Cost	
t Noting	Official	20000	
idical Authorization	× .		View Action History
dical Identity	Reviewer Remarks *		
orts And Cultural	Testing Record		
	Document Name	Supportive Document	
	Enter Document Name	Uplaad Document Uplaad Add	
	S.NO. DOCUMENT N	ME SUPPORTIVE DOCUMENT	ACTION
		Add Baviewer	Review Revert Cance

Figure 4-133: Air Travel Review

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

- Click on
 Figure 4-133
- Click on to review the request and a success message will be displayed as shown in Figure 4-134



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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Home		Air Travel -Reviewer Listing				
User Manual		Request ID	From Date		To Date	Office Type
Video Tutorial		Request ID C	DD/MM/YYYY	Ē	DD/MM/YYYY	All
		Office	Category		Division	Designation
Manager Dashboard		All	ILA	~	All	All 🗸
Talent Management	~	Status				
Leave and Attendance	~	.All	Get Results			
Performance Management	~	Show 10 v entries Export to:	Excel PDF Print			Search:
Learning and Development	~	ACTION REQUEST ID STATUS	EMPLOYEE NUMBER I EMPL	OYEE NAME	OFFICE I OFFICE TYPE CATEGORY	DIVISION # DESIGNATION # REQUESTED D
Core HR	~			No Data A	Available In Table	
Compensation and Benefit	~	Showing 0 to 0 of 0 entries				Previous Next
Employee Relation	~					Pievious Next
Request	~					
Higher Studies	~					
NOC	~					
Air Travel	>					
Gift Noting						
Medical Authorization	~					
Medical Identity	~					
Sports And Cultural						
			Copyright © 2020	Food Corporat	ion of India Powered by Konnect	

Figure 4-134: Air Travel Review successful

The success will be displayed as

Success Request has been reviewed successfully.

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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	Air Trave	I -Approver Lis	ting								
nuel	Request ID			From Date		To Date			Office Type		
rial	Request ID		Q,	DD/MM/YYYY		DD/MM/YYYY	r		'All		~
	Office			Category		Division			Designation		
eshboard	All		~	Alt	~	лA		~	All.		\sim
agement	 ✓ Status 				4						
Attendance	All		×	Get Results							
ce Management	Show 10	✓ entries Exp	ort to : Excel	PDF: Privit					Search:		
	ACTION	REQUEST ID	STATUS	EMPLOYEE NUMBER	EMPLOYEE NAME	OFFIC t	OFFICE TYPE (CATEGORY		DESIGNATION (REQUEST
tion and Benefit	~ @	AIRTRAV38	Pending Approval	308518	PARAS PANJWANI	HQ+ Dolhi H	-DF	CAT-III	Personnel	Assistant Grade - III	20/02/2
Relation 1	~ H								_		,
	Showing 1 to	1 of 1 entries								Previous 1	Next
r Studies	÷ .										Lines.
	~										
re Movable Property											
ivel 🖌	>_										

Figure 4-135: Air Travel- Approver Listing

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

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4.2.11.8 Air Travel Approve

ne	Air Travel - Approver		
er Manuel	Request ID	Office	
co Tutorial	AIRTRAV38 Requested Date	HQ-Dehi HQ-Dehi Emeilid	
nager Deshiboard	20/02/2021 Employee Number	nsasdfasdf@na.com Initistor Romarks	
ent Management	306518 Employee Name	Testing Record Attachment	
we and Attendance	PARAS PANJWANI Designation	Attachment	
formance Management	Assistant Grade - III		
e HR	Category CAT-III		
npensation and Benefit	Division Personnel		
ployee Relation	~		
loquest	Travel Details		
Higher Studies	From Date	To Date	
NOC	~ 22/02/2021	23/02/2021	
Declare Movable Propert	From Location Allgarh	To Location Goa Velha	
Air Travel	Purpose of Visit Official	Estimated Travel Cost 20000	
Gift Noting	Ciritida	2000	
Medical Authorization	~		View Action History
	Approver Remarks *		
	Approver Remarks		
	Document Name	portive Document	
	Enter Document Name	pland Document Upland Add	
	S.NO. DOCUMENT NAME	SUPPORTIVE DOCUMENT	ACTION
		Add Reviewer Selective Revent Approve	Reject

Figure 4-136: Air Travel Approve

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

- Click on Figure 4-136.
- 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 4-137.
- Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

Em Us

- Corriona	AN RES	OURCE MANAGEMENT S	YSTEM		Q As (Aa	ESS MSS 🤌 HI, S	anjiv kumar
		Air Travel - Approver Listing						
el:		Request ID	From Date		To Date		Office Type	
		Request ID	Q DD/MM/YYYY		DD/MM/YYYY	Ħ	All	~
al		Office	Category		Division		Designation	
ashboard		AIL	∼ All	~	All	\sim	Al	~
gement	\sim	Status						
4tendance	~	AI	🗸 Get Results					
e Management	~	Show 10 v entries Export to	2 Excel PDF Print				Search:	
a Management	~		: Excel PDF Print	EMPLOYEE NAME	OFFICE OFFICE TYPE	CATEGORY		REQUESTED
					OFFICE OFFICE TYPE O	CATEGORY 8		REQUESTED
ion and Benefit	~	ACTION REQUEST TO (572				SATEGORY		REQUESTED
e Management ion and Benefit Relation	~	ACTION REQUEST ID (STA				DATEDORY	DIVISION DESIGNATION	REQUESTED
on and Benefit	~	ACTION REQUEST TO (572				CATEGORY	DIVISION DESIGNATION	
on and Benefit	* * *	ACTION REQUEST TO (572				DATEDORY	DIVISION DESIGNATION	
on and Benefit	>> < <	ACTION REQUEST TO (572				DATEGORY	DIVISION DESIGNATION	
in and Benefit lation Studies	> > > < < > >	ACTION REQUEST TO (572				CATEGORY	DIVISION DESIGNATION	
in and Benefit	> > > < < > >	ACTION REQUEST TO (572				(VROBITAC	DIVISION DESIGNATION	

Figure 4-137: Air Travel Approve successful

The success will be displayed as

Success! Request has been approved successfully.

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

= 😿 FCI HUM	AN RESOURCE MANAGEMENT SYST	EM	0	A4 🙆 A4	tas Mis P	III. PABAS PANJWARE
Hame	Other Examination -Employee Lin	iting				
User Manual	_					Add
Video Tatorial	Show 10 ~ entries Export to:	Siai 107 Paat			Search:	
My Dashboard	ACTON IN	outre	NEDLIGATED OVER) contra	1
Directory	Showing 0 to 0 of 0 whither		No Cara Available III Table			
Core Hell.						Prestant News
Compensation and Denetity	~					
Performance Management	·*/					
Leave Management	-					
Payroll and Advances						
Employee Relations 1						
PODH Required						
Higher Dudes Report						
xxx 2	*					
NOC for Reaport						
NOC for yisa						
NOC for Leave Country	1.					
NOC For Other Examination						
Peoplety						
As Travel						

Figure 4-138: NOC for Other Examination

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

•	Click on table col	Excel umns.	PDF	Print	to export	the table records in Excel, CSV or Print as per
•	Click on the table	Search:				to enter a search query that shall search
•	Click on	🔶 to so	ort the t	able red	cords in aso	ending order or descending order of entries.
•	Click on	Previous	1 N	to	navigate t	able records.
•	Click on mention	Add ed in Sec				Other Examination Request in the table as



4.2.12.3 Add

Click on

4-139.

to open the NOC for Other Examination request form as shown in Figure

E FCI HUM	AN RESO	URCE MANAGEMENT SY	STEM	Q A4 🚫	Aa ESS MSS 🖉 HI PARAS PANJWANI 🏨
Home	i i	NOC For Other Examinations			
User Manual		Requested Date	Employee Number	Employee Name	Designation
		19/02/2021	306518	PARAS PANJWANI	Assistant Grade - III
Video Tutorial		Father Name	Date of Birth (DOB)	Date of Joining(DOJ) FCI	Present Address
My Deshboard		HARI KISHAN PANJWANI	04/05/1993	05/10/2020	693 POCKET 1
Directory	~	Permanent Address	Category	Division	Office
Core HR	~	693 POCKET 1	CAT-III	Personnel	HO-Dethi
		Office Type			
Compensation and Benefits	*	HQ			
Performance Management	~	Organization *		Examination Name *	
Leave Management	~	CBSE		CBSEDBOTT	
Payroll and Advances	~	Post *		Notification/Vacancy Number *	
		Manager		CBSE/000111/01	
Employee Relations	^	Last date of application submission *		Recruitment Type *	
POSH Request		22/02/2021	Ē	Direct Recruitment	~
Higher Studies Request		Wheather Experience Certificate requ	ired *	Supportive Document *	
NOC	~	Yes	~	Survey_Report_02192021.pdf	Lipload :
NOC for Passport		Initiator Remorks *			
NOC for Visa		Testing Record			
NOC for Leave Country					
NOC For Other Examination		U			
					Submit Cancel
Property	~				
Medical	~				
Air Travel					
Gift Noting Down Request					
Participation in Sports & Cult Activity	ure (
ectively					
Talent Management	~				
Learning and Development	~				
Survey	~				
Connect -					
Comed +					
Policies and Circulars					
Retirement Benefit Calculator					
Survey and Polls					
			Copyright © 2020 Food Corose	ration of India Powered by Konne	et.

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.

Employee Relations



User Manual Version 2.2 P FCI HUMAN RESOURCE MANAGEMENT SYSTEM HI, PARAS PANJWANI = W. Aa Aa ESS MSS Other Examination -Employee Listing User Manual Show 10 v entries Export to: Excel PDF Print Video Tutorial REQUEST ID REQUESTED DATE † STATUS ACTION 0 NOE9 19/02/2021 Pending Review Directory Showing 1 to 1 of 1 entries Previous 1 Next sation and Be Performance Management Leave Management Payroll and Advances Employee Relations POSH Request Higher Studies Request NOC for Passport NOC for Visa NOC for Leave Country NOC For Other Examination Property Medical Air Travel Gift Noting Down Request ion in Sports & Culture Talent Management Learning and Development Survey Connect + Policies and Circulars Retirement Benefit Calculator 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

Successi Record Add Sucessfully!

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

	NOC For	Other Examina	tion -Review	er Listing							
r Manuel	Request ID			From Date		To Date			Office Type		
o Tutorial	Request ID	2	Q,	DD/MM/YYYY		DD/MM/	143344	\Box	.Alt		~
o Tuconal	Office			Category		Division			Designation		
ager Deshboard	Alt		~	AIC	~	AIL		~	All		\sim
nt Management 🛛 🗸 🗸	Status			Recruitment Type			-				
ve and Attendance 🗸 🗸 🗸	All		~	Direct Recruitment	~	Get R	tesults				
ormance Management 🛛 🗸	Show 10	✓ entries Exp	ort to : Excel	PDF Pitt					Search:		
ning and Development 💦 🗸 🗸	ACTION	REQUEST ID (STATUS	EMPLOYEE NUMBER (EMPLOYEE NAME (OFFICE #	OFFICE TYPE }	CATEGORY ()		DESIGNATION (REQUEST
HR ×	() 13	NOE3	Pending Review	290572	AMIT KUMAR	HQ- Delhi	HQ	CAT-II	Personnel	Manager	02/02/2
ponsation and Benefit V	0	NOE9	Pending Review	306518	PARAS PANJWANI	HQ- Delhi	HQ	CAT-III	Personnel	Assistant Grade - III	19/02/20
equest ^		a 2 of 2 entries								r	
Higher Studies \sim										Previous	1 Next
NOC NOC For Other Examination 2											
Passport											
Air Travel											
Air Travel Gift Noting											

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.





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4.2.12.5 NOC for Other Examination

V FCI HUMAN RESOURCE MANAGEMENT SYSTEM

enali etartal e Dashboard Aaragement end Attendence ance Management a constance and Development a constance a development a constance est gan Studies	NOC For Other Ex Request to SOED Biopursted Dulle 19/02/2021 Errushyee Number 309518 Errushyee Number 309518 Errushyee Number 309518 Errushyee Number 309518 Errushyee Number 309518 Errushyee Number 309518 Errushyee Number 309519 Errushyee Number 309519 2005 Errushyee Number 309519 2005 Errushyee Number 309519 2005 Errushyee Number 309519 2005 Errushyee Number 309519 2005 Errushyee Number 309519 2005 Errushyee Number 309519 2005 Errushyee Number 309519 300519 3005	10012	ner :		Organization CBSE Examination Name CBSE000111 Post Manager Netification/Vacancy hambs CBSE/00011.01 Last state of application solar 22/02/2021 Recruitment Type Direct Recruitment Wheather Experience Certific	nidalizzy		
atorial r Destitutiont Astrogement and Attendance ance Management grad Development t matten and Benefit est	NOE9 Requested Calle 19/02/2021 Employee Number 309518 Employee Number 309518 Einstoyee Number WAAS RAAWANN Designation Assistant Grade - B Father Name HAAR NSHAAL PANJA Date of Birth (008) 04/05/19/3 Date of Birth (008) 04/05/19/30 Date of Birth (008) 04/05/19/30 Persent Address	www			CBSE Examination Name CBSE000111 Post Manage Netification/Vacancy hambs CBSE/00011001 Last date of application solar 22/02/2021 Recruitment Type Direct Recruitment Wheather Experience Certifi	nidalizzy		
e Deshboard Asnagement nd Attendance ance Management g and Development t meeton and Genefit est	Biequested Dule 19(02/2021 Errustoyee Number 309518 Errustoyee Number 309518 Errustoyee Number 309518 Errustoyee Nume BARA STALWANN Designation Assistant Grade – II Pather Name HARD St3HAM PANJA Date of Birth (008) 04/05/1993 Date of Jonich(008) 04/05/1992 Persent Address	www			Examination Name OBSE000111 Post Manager Netification/Vacancy Mambe OBSE/00011L01 Last date of application subr 22/02/2021 Recruitment Type Direct Recruitment Wheather Experience Certifi	nidalizzy		
Antegement nd Attendance ance Management g and Development t mation and Develop entition est	Employee Number 308518 Engloyee Number INRAS PANJWANE Designation Assistant Grade - B Pather Name HARD NISHAM PANJ Date of Birth (008) 04/05/1093 Date of Birth (008) 04/05/1093 Date of Birth (008) 04/05/1093	www			Prast. Manager Hestification/Vecancy Humbe CBSC/00011/01 Lavit state of application solar 22/02/2021 Recruitment Type Direct Recruitment Wheather Experience Certifi	nidalizzy		
nd Attendance. ance Management g and Development t matters and Benefit ex Relation est	Circutoyee Name PARAS PRAJWANE Designation Assistant Grade - B Pather Name NAM ISSIAM PANJ Date of Sarin (008) Od/05/10200 Present Address	www			Netification/Vacancy Mambe CB55/00011L01 Last state of application sube 22/02/2021 Recruitment Type Direct Recruitment Wheather Experience Certifi	nidalizzy		
unce Management g and Development t matters and Denetit en Relation est	Designation Assistant, Grade – III Pother Name HARRISHAR PANJA Date of Serts (DOB) Od/05/1002 Date of Serts (DOB) OS/10/2020 Present Address	www			Last slate of application subs 22/02/2021 Recruitment Type Direct Recruitment Wheather Experience Certifi			
g and Development	Assistant, Grado - III Pother Name HARR/S3HAR PANJA Date of Serts (DOB) O4/05/1993 Date of Jonimg(DO, O5/10/2020 Present Address	www			22/02/2021 Recruitment Type Direct Recruitment Wheather Experience Certific			
l nution and Benefit ee Relation est	HARE KISHAM PANJ Bais of Birth (008) O4/05/1993 Date of Joint (008) O4/05/1993 Date of Joint (008) O5/10/2020 Present Address				Direct Recruitment Wheather Experience Certific	cate required		
nuation and Denefit on Relation eat	O4/05/1993 Date of Joining(DO, 05/10/2020 Present Address					cate techniced		
ee Relation eest	05/10/2020 Present Address	/) FCI			Yes			
					Initiator Remarks Testing Record			
					Attachment Attachment			
gher Studies	Permanent Address 693 POCKET 1	6						
	Category CA7-III							
×	Distaion							
NOC For Other Examina	Office							
Pusport	HQ-Dethi Office Type							
Traver	HQ.							
R Noting	1.00							
edical Authorization							View Act	ligh Histor
orts And Cultural	Dispatch To SHEELA EDUNE TICO							
	Dispatcher Remarks *							
	Reviewer Remarks							
	Document Name		Supportive Document					
	Enter Document Name	6	Value of Discussion	-	Add			
	2.965	DOCUMENT NUM		surrout	THE DOCUMENT		ACTION	
					Id Reviewer Selective Reven	Recent	Departor	Canice

Figure 4-142: NOC for Other Examination

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

View Action History

- Click on to view the action taken on the request as shown in Figure 4-142.
- <u>Add Reviewer</u> 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.





to dispatch the request and a success message will be displayed

as per below image.

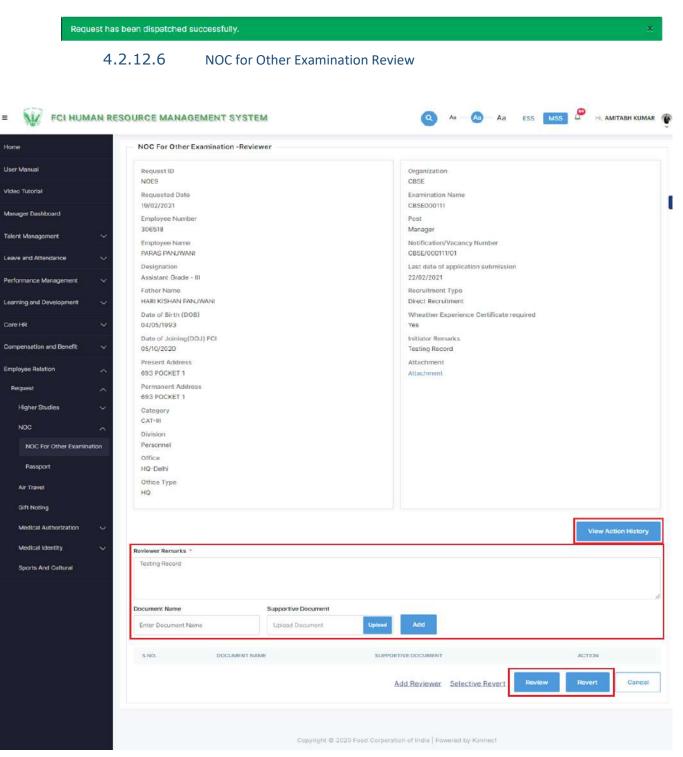


Figure 4-143: NOC for Other Examination Review

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

- View Action History
- Click on Figure 4-143.

to view the action taken on the request as shown in

•



Review

- Click on to review the request and a success message will be displayed as shown in Figure 4-144.
 - Revert
 - Click on the landing page of Initiator.

ne.		NOC For	Other Examina	tion -Review	ver Listing							
r Manual		Request ID			From Date		To Date			Office Type		
eo Tutorial		Request ID	i.	Q	DD/MM/YYYY	Ē	DD/MM	14.4.9.Y	Ē	All		~
		Office			Category		Division			Designation		
hager Dashboard		All		~	All	~	All		~	All		~
ent Management	· ~	Status			Recruitment Type							
ve and Attendiance	<u></u>	All		~	Direct Recruitment	~	Get R	esults				
ormance Management	~~	Show 10	✓ entries Exp	ort to : Ecce	PDP Pase					Search		
ming and Development	\sim	ACTION	INTOLEST ID	STATUS	EMPLOYEE NUMBER ()	EMPLOYEE NAME ()	OFFICE ()	OFFICE TYPE :	CATEGORY ()	DIVESION #	DESIGNATION ()	REQUEST
HR	~	0 []	NOE3	Pending Review	290572	AMIT KUMAR	HQ- Delhi	HQ	CAT-II	Personnel	Manager	02/02/2
pensation and Benefit	~	•					second the second				1	
loyee Relation	-	Showing 1 to	1 of 1 entries								Previous	1 Next
equest	~											
Higher Studies	~											
NOC	~											
NOC For Other Examin	attor>											
Passport												
Air Travel												
Gift Noting												
	~											
Medical Authorization												
Medical Authorization	~											

Figure 4-144: NOC for Other Examination Review successful

The success will be displayed as

Successi 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.

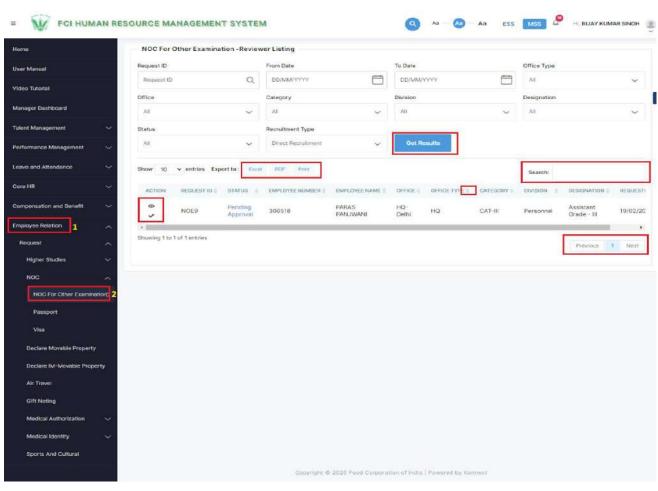


Figure 4-145: NOC for other Examination Approver Landing

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

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4.2.12.8 NOC for Other Examination Approve

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	NOC For Other Examination -/	Approver		
al .	Request ID		Organization	
	NOE9		CBSE	
ial	Requested Date		Examination Name	
	19/02/2021		CBSE000111	
ashboard	Employee Number		Post	
	306518		Manager	
agement	Employee Name		CARCELED CO.	
	PARAS PANJWANI		Notification/Vacancy Number CBSE/000111/01	
e Management	× .			
	Designation		Last date of application submission	
Attendance	Assistant Grade - III		22/02/2021	
	Father Name		Recruitment Type	
	V HARI KISHAN PANJWANI		Direct Recruitment	
	Date of Birth (DOB)		Wheather Experience Certificate required	
ion and Benefit	04/05/1993		Yes	
	Date of Joining(DOJ) FCI		Initiator Remarks	
elation	05/10/2020		Testing Record	
	Present Address		Attachment	
	693 POCKET 1		Attachment	
Studies			C TRANSPORTE TRADE IN	
GUURS	Permanent Address 693 POCKET 1			
	C. (2010) - 2710 (2005) (25,00010)			
	Category			
C For Other Examinati	CAT-III			
	Division			
sport	Personnel			
	Office			
3	HQ-Delhi			
e Movable Property	Office Type			
e movable Property	но			
re IM-Movable Proper				
wel				View Action Histor
oting	Lauren Brenzin I			
	Approver Remarks *			
al Authorization	V Testing Record			
al Identity	~			
enderinty				
	Document Name	Supportive Document		
And Cultural		Upload Document	Upload Add	
And Cultural	Enter Document Name			
And Cultural	Enter Document Name			
And Cultural	Enter Document Name 5.NO. DOCUME	NT NAME	SUPPORTIVE DOCUMENT	ACTION
And Cultural		NT NAME	SUPPORTIVE DOCUMENT	ACTION
And Cultural		NT NAME	SUPPORTIVE DOCUMENT	
And Cultural		NT NAME		
And Cultural		NT NAME		
And Cultural		NT NAME		

Figure 4-146: NOC for Other Examination Approve

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

- Click on Figure 4-146.
- Approve
 - 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 4-147
- 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.



Vel.	NOC For Other Examina	tion -Review	ver Listing						
r Manual	Request ID		From Date		To Date		Office Type		
	Request ID	Ο,	DEMARANYYYYY		DOURMANY'S'Y'Y'Y'		AN		~
o Tutorial	Office		Category		Division		Designation		
iger Dashboard	Ait	~	AH .	~	AS	~	At		~
t Managament 🛛 🛩	Status		Recruitment Type						
mance Management 🗸 🗸	A.I	~	Direct Recruitment	×.	Get Results				
and Attendance 🧠	Show 10 v entries Exp	HIFT TO : Cour	a artar avana				Search:		
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Figure 4-147: NOC for Other Examination Approve successful

The success will be displayed as

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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

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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

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FCI HUMAN RESOURCE MANAGEMENT SYSTEM

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Figure 5-149: Add Reviewer

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

Add

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

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FCI HUMAN RESOURCE MANAGEMENT SYSTEM

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Figure 5-150: Reviewer Added Successfully

The success message will be displayed as:

Reviewer has been added successfully.

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

5.1.2 Selective Revert

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

Employee Relations User Manual Version 2.2 29 Aa ESS MSS FCI HUMAN RESOURCE MANAGEMENT SYSTEM Ξ Medical Identity Card -Reviewer Home User Manual RequestID Initiator Remarks MED11738 Plz intiate my medical Card Video Tutorial MIC: Attachment Dprofile image MIC/293597/1 Manager Dashboard Dated 07/04/2021 Core HR Employee Number 293597 Talent Management Employee Name Leave and Attendance NISHANT PRAKASH Designation Performance Management Assistant Grade - III Division Compensation and Benefit Finance Category **Employee Relation** CAT-III Request Basic Pay Of Employee 31760 **Higher Studies** NOC FAMILY MEMBER NAME RELATIONSHIP DATE OF BIRTH Declare Movable Property NISHANT PRAKASH Self 28/08/1992 Declare IM-Movable Property Air Travel Reviewer Remarks * Gift Noting Reviewer Remarks Medical Authorization Medical Identity Document Name Supportive Document Medical Identity Card Enter Document Name Upload Document Uplo Medical Identity Card Letter S.NO. DOCUMENT NAME SUPPORTIVE DOCUMENT ACTION Cancel Add Reviewer Selective Revert

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



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ie	Selective	Revert						
r Manual	ID MED1173	3						
	SELECT	S.NO.	DATE OF ACTION	ACTION	EMPLOYEE NAME	DESIGNATION	DIVISION	AUTHORITY
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HR V	0	2	12/04/2021 12:41:03 PM	Dispatched	PAROMITA SARDAR	Assistant Grade -	Personnel	Reviewer
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e and Attendance 🗸 🗸 🗸	Reason *							
rmance Management 🔍 🗸	Enter Rea	son						
pensation and Benefit 🛛 🗸 🗸								

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

Request has been reverted.

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 ٠ 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

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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.



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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.



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	You are currently using C-DAC eSign Service and have been redirected from	
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	Get Virtual ID	
	Enter Your Aadhaar OTP	
	View Document Information	
	Get OTP Cancel Not Received OTP? Resent OTP	

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 ОК	The request is OK.
3	201 Created	The request is complete, and a new resource is created
4	202 Accepted	The request is accepted for processing, but the processing is not complete.
5	203 Non-authoritative Information	The information in the entity header is from a local or third-party copy, not from the original server.
6	204 No Content	A status code and a header are given in the response, but there is no entity-body in the reply.
7	205 Reset Content	The browser should clear the form used for this transaction for additional input.
8	206 Partial Content	The server is returning partial data of the size requested



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

Table 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
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1	Unable to Login to HRMS application	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
2	I am able to access the HRMS application but unable to access respective menu links	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
3	I am unable to see my profile information in HRMS application	Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
4	I am unable to submit a request due to "Bad API Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
5	I am unable to submit a request due to "Unauthorized Access Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
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 <u>hrmssupport.fci@gov.in</u>
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>



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9	Unable to open HRMS application in web browser	 Please note that the HRMS application is compatible with the following browsers only: Internet Explorer 11 and above Google Chrome ver. 44 and above Mozilla Firefox ver. 48 and above Safari Browser ver. 5.1.7 and above In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
10	Unable to install the HRMS mobile application in Android/iOS mobile	 Please note that the HRMS application is compatible with the following mobile OS versions: Android KitKat (Ver. 4.4) and above IOS 12 and above In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
11	I am unable to see the required information in the dropdowns and filters of HRMS application	 The issue that the intended information is not available for data entry might be because: Permission or Role not assigned for the employee. Information has not been migrated into the HRMS application Information has been modified after scheduled maintenance of HRMS application Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
12	Information visibility as per organization hierarchy	Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself. Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
13	I am unable to generate an eSign or apply digital signature as a competent authority	Please send an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u> as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.



14	Unable to export or print the information in the HRMS Application	Please ensure that MS Office with latest updates is installed in the system and print settings are set to "Default". In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
15	Biometric device is unable to recognize employee fingerprint.	To ensure that the employee does not lose any attendance, the HRMS application provides the "Attendance Regularization" feature via which attendance can be modified to "Present Status" based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint registration using the biometric device w.r.t. the employee number. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to 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 <u>hrmssupport.fci@gov.in</u>
17	Unable to generate MPIN for HRMS Mobile Application	Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number, employee name, mobile number and office to <u>hrmssupport.fci@gov.in</u>
18	Unable to view my scanned service book in HRMS application	There can be circumstances that the migrated information and the scanned service book have not been linked in the HRMS during data migration. If so then kindly drop an email along with the employee number, employee name, mobile number and office to <u>hrmssupport.fci@gov.in</u>
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 <u>hrmssupport.fci@gov.in</u>
20	I have lost/damaged my mobile or PC.	In the event an employee has lost his mobile or damaged the PC, then the event is to be immediately informed to <u>hrmssupport.fci@gov.in</u> , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures.

Table 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.



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

