FCI HRMS User Manual

Module Name: Mobile Application (Android and IOS)

Version: 1.0



Prepared By:	Shilpi Garg
Business Owner:	Food Corporation of India
Project Manager:	Dinesh Kumar





Revision History

Date	Version	Description	Author
20-12-2020	0.1	Initial Draft	Ashish Gupta
14-08-2021	0.2	Modifications updated as per the new requirement from FCI in Mobile App	Shilpi Garg
03-06-2022	0.3	Modification Updated as per the web version of FCIHRMS	Shilpi Garg
01-10-2023	0.4	Modifications incorporated as per the web version	Shilpi Garg
19-12-2024	1.0	Modifications updated as per the web version	Shilpi Garg



Table of Contents

Contents

1	LOGIN	۱	.8
	1.1	Login	. 8
	1.2	Create New MPIN	11
2	Fmplo	ovee Dashboard	14
-	2.1	Employee Dashboard	14
	2.1.1	Navigation	14
	2.1.2	Landing Page	14
	2.2	Profile	18
	2.2.1	Navigation	18
	2.2.2	Landing Page	18
	2.3	Change MPIN	19
	2.3.1	Navigation	19
	2.3.2	Landing Page	19
	2.4	Notification	20
	2.4.1	Navigation	20
	2.4.2	Landing Page	20
	2.5	Attendance	21
	2.5.1	Navigation	21
	2.5.2	Landing Page	21
	2.6	Leave	22
	2.6.1	Navigation	22
	2.6.2	Landing Page	22
	2.0.3	Apply Leave Request	23
	2.6.4	View Leave Request	24
	2./ 2.7.1	Leave Balance New	25
	2./.1	Navigation	25
	2.7.2	Apply Loave Palance New	25
	2.7.5	View Leave Balance New Request Action History	20
	2.7.4	My Holidays	27
	2.8.1	Navigation	28
	2.8.2	Landing Page	28
	2.9	Attendance Regularization	29
	2.9.1	Navigation	29
	2.9.2	Landing Page	29
	2.9.3	Apply Regularization	30
	2.10	Documents Letters/Attachments	31
	2.10.	1 Navigation	31
	2.10.2	2 Landing Page	32



2.11.1 Navigation 32 2.11.2 Landing Page 33 2.12.1 Navigation 33 2.12.1 Navigation 33 2.12.2 Landing Page 33 2.12.3 Apply OTA Request 34 2.12.4 View OTA Reimbursement Action History 35 2.13 Travel Reimbursement 36 2.13.1 Navigation 36 2.13.2 Landing Page 36 2.13.3 Naply Travel Reimbursement Request 37 2.13.4 View Travel Reimbursement Request 37 2.13.4 View Travel Reimbursement Request 39 2.14.1 Navigation 39 2.14.1 Navigation 39 2.14.2 Landing Page 39 2.14.3 Apply Other Reimbursement Request 40 2.14.4 View Other Reimbursement Request 40 2.14.5 Policies and Circular 42 2.15.1 Navigation 42 2.15.2 Landing Page 43 2.16.1 Navigation 43 </th
2.11.2 Landing Page 33 2.12 OTA Reimbursement. 33 2.12.1 Navigation 33 2.12.2 Landing Page 33 2.12.3 Apply OTA Request. 34 2.12.4 View OTA Reimbursement Action History 35 2.13 Travel Reimbursement. 36 2.13.1 Navigation 36 2.13.2 Landing Page 36 2.13.3 Apply Travel Reimbursement Request 37 2.13.4 View Travel Reimbursement Action History 38 2.14 Other Reimbursement Action History 38 2.14 Navigation 39 2.14.1 Navigation 39 2.14.2 Landing Page 39 2.14.3 Apply Other Reimbursement Request 40 2.14.4 View Other Reimbursement Action History 41 2.15 Landing Page 42 2.15.1 Navigation 42 2.16.1 Navigation 43 2.16.2 Landing Page 43 2.16.3 Apply movable property
2.12 OTA Reimbursement. 33 2.12.1 Navigation 33 2.12.2 Landing Page 33 2.12.3 Apply OTA Request 34 2.12.4 View OTA Reimbursement Action History 35 2.13 Travel Reimbursement Action History 35 2.13 Travel Reimbursement 36 2.13.1 Navigation 36 2.13.2 Landing Page 36 2.13.3 Apply Travel Reimbursement Request 37 2.13.4 View Travel Reimbursement Request 37 2.14.3 Apply Other Reimbursement Action History 38 2.14.1 Navigation 39 2.14.2 Landing Page 39 2.14.3 Apply Other Reimbursement Request 40 2.14.4 View Other Reimbursement Action History 41 2.15 Policies and Circular 42 2.15.1 Navigation 42 2.16.1 Navigation 43 2.16.2 Landing Page 43 2.16.3 Apply movable property 43 2
2.12.1 Navigation 33 2.12.2 Landing Page 33 2.12.3 Apply OTA Request 34 2.12.4 View OTA Reimbursement Action History 35 2.13 Travel Reimbursement 36 2.13.1 Navigation 36 2.13.2 Landing Page 36 2.13.3 Apply Travel Reimbursement Request 37 2.13.4 View Travel Reimbursement Request 37 2.13.4 View Travel Reimbursement Action History 38 2.14 Other Reimbursement 39 2.14.1 Navigation 39 2.14.2 Landing Page 39 2.14.3 Apply Other Reimbursement Request 40 2.14.4 View Other Reimbursement Action History 41 2.15 Navigation 42 2.15.1 Navigation 42 2.15.2 Landing Page 42 2.16 Movable Property 43 2.16.1 Navigation 43 2.16.2 Landing Page 43 2.16.3 Apply movable prop
2.12.2 Landing Page 33 2.12.3 Apply OTA Request 34 2.12.4 View OTA Reimbursement Action History 35 2.13 Travel Reimbursement 36 2.13.1 Navigation 36 2.13.2 Landing Page 36 2.13.3 Apply Tavel Reimbursement Request 37 2.13.4 View Travel Reimbursement Request 37 2.13.4 View Travel Reimbursement Action History 38 2.14 Other Reimbursement 39 2.14.1 Navigation 39 2.14.2 Landing Page 39 2.14.3 Apply Other Reimbursement Request 40 2.14.4 View Other Reimbursement Request 40 2.14.5 Policies and Circular 42 2.15.1 Navigation 42 2.15.2 Landing Page 42 2.16 Movable Property 43 2.16.1 Navigation 43 2.16.2 Landing Page 43 2.16.3 Apply movable property Action History 43 2.16.4 </td
2.12.3 Apply OTA Request 34 2.12.4 View OTA Reimbursement Action History 35 2.13 Travel Reimbursement. 36 2.13.1 Navigation 36 2.13.2 Landing Page 36 2.13.3 Apply Travel Reimbursement Request 37 2.13.4 View Travel Reimbursement Action History 38 2.14 Other Reimbursement 39 2.14.1 Navigation 39 2.14.2 Landing Page 39 2.14.3 Apply Other Reimbursement Request 40 2.14.4 View Other Reimbursement Request 40 2.14.3 Apply Other Reimbursement Request 40 2.14.4 View Other Reimbursement Action History 41 2.15 Policies and Circular 42 2.15.1 Navigation 42 2.15.2 Landing Page 42 2.16 Movable Property 43 2.16.1 Navigation 43 2.16.1 Navigation 44 2.16.4 View Movable Property Action History 45
2.12.4View OTA Reimbursement Action History352.13Travel Reimbursement362.13.1Navigation362.13.2Landing Page362.13.3Apply Travel Reimbursement Request372.13.4View Travel Reimbursement Action History382.14Other Reimbursement392.14.1Navigation392.14.2Landing Page392.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property Confirmation Action History48
2.13Travel Reimbursement362.13.1Navigation362.13.2Landing Page362.13.3Apply Travel Reimbursement Request372.13.4View Travel Reimbursement Action History382.14Other Reimbursement392.14.1Navigation392.14.2Landing Page392.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation482.18Immovable Property Confirmation Action History48
2.13.1Navigation362.13.2Landing Page362.13.3Apply Travel Reimbursement Request372.13.4View Travel Reimbursement Action History382.14Other Reimbursement392.14.1Navigation392.14.2Landing Page392.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property48
2.13.2Landing Page362.13.3Apply Travel Reimbursement Request372.13.4View Travel Reimbursement Action History382.14Other Reimbursement392.14.1Navigation392.14.2Landing Page392.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.13.3Apply Travel Reimbursement Request372.13.4View Travel Reimbursement Action History382.14Other Reimbursement392.14.1Navigation392.14.2Landing Page392.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.13.4View Travel Reimbursement Action History382.14Other Reimbursement392.14.1Navigation392.14.2Landing Page392.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.14Other Reimbursement392.14.1Navigation392.14.2Landing Page392.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.14.1Navigation392.14.2Landing Page392.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.14.2Landing Page392.14.3Apply Other Reimbursement Request.402.14.4View Other Reimbursement Action History.412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History.452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.14.3Apply Other Reimbursement Request402.14.4View Other Reimbursement Action History412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property432.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation Action History482.18Immovable Property49
2.14.4View Other Reimbursement Action History.412.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History.452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.15Policies and Circular422.15.1Navigation422.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.15.1 Navigation 42 2.15.2 Landing Page 42 2.16 Movable Property 43 2.16.1 Navigation 43 2.16.2 Landing Page 43 2.16.3 Apply movable property 43 2.16.4 View Movable Property Action History 45 2.17 Movable Property Confirmation 46 2.17.1 Navigation 46 2.17.2 Landing Page 46 2.17.3 Apply movable property Confirmation 47 2.17.4 View Movable Property Confirmation Action History 48 2.18 Immovable Property 49
2.15.2Landing Page422.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.16Movable Property432.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.16.1Navigation432.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.16.2Landing Page432.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.16.3Apply movable property442.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.16.4View Movable Property Action History452.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.17Movable Property Confirmation462.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.17.1Navigation462.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.17.2Landing Page462.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.17.3Apply movable property Confirmation472.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.17.4View Movable Property Confirmation Action History482.18Immovable Property49
2.18 Immovable Property
2.18.1 Navigation
2.18.2 Landing Page
2.18.3 Apply Immovable property
2.18.4 View Immovable Property Action History
2.19 Immovable Property Confirmation
2.19.1 Navigation
2.19.2 Landing Page
2.19.3 Apply Immovable property Confirmation
2.19.4 View Immovable Property confirmation Action History
2 20 ITC Bharat Darshan /Hometown 55
2.20.1 Navigation
2.20.1 Navigation



2 20 1	View LTC Pharat darchan /homotown Action History	57
2.20. 4 2.21 ITC	Destination Change	58
2.21.1	Navigation	58
2.21.2	Landing Page	58
2.21.3	Apply LTC Destination Change	59
2.21.4	View LTC Destination Change Action History	60
2.22 Me	dical Identity Card	61
2.22.1	, Navigation	61
2.22.2	Landing Page	61
2.22.3	Apply Medical Identity Card	62
2.22.4	View Medical Identity Card Action History	63
2.23 Dou	ıble Establishment	64
2.23.1	Navigation	64
2.23.2	Landing Page	64
2.23.3	Apply Double Establishment	65
2.23.4	View Double Establishment Action History	66
2.24 Hig	her Studies Request	67
2.24.1	Navigation	67
2.24.2	Landing Page	67
2.24.3	Apply Higher Studies Request	69
2.24.4	View Higher Studies Request Action History	70
2.25 Hig	her Studies Incentive Increment	71
2.25.1	Navigation	71
2.25.2	Landing Page	71
2.25.3	Apply Higher Studies Incentive Increment	72
2.25.4	View Higher Studies Incentive Increment Action History	73
2.26 Ben	evolent Fund	74
2.26.1	Navigation	74
2.26.2	Landing Page	74
2 26 3	Annly Benevalent Fund	75
2 26 4	View Benevolent Fund Action History	76
2.27 NO	C Passnort	77
2.27.1	Navigation	77
2 27 2	Landing Page	77
2 27 3	Annly NOC Passnort	78
2.27.3	View NOC Passnort Action History	79
2.271 NO		80
2.20 110	Navigation	80
2.20.1	Landing Page	80
2.20.2	Annly NOC Visa	81
2.20.3	View NOC Visa Action History	82
2.20.7 2.29 NO	C For Leave Country	82
2.23	Navigation	83
2,29,1		22 20
2,29,2	Apply NOC For Leave Country	03 Q/
Z.ZJ.J	Apply NOCTOL Leave Country	04



2.30 NOC For Other Examination 86 2.30.1 Navigation 86 2.30.2 Landing Page 86 2.30.3 Apply NOC For Other Examination Action History 88 2.31 Experience Certificate NOC For Other Examination 89 2.31.1 Navigation 89 2.31.2 Landing Page 89 2.31.3 Apply Experience Certificate NOC For Other Examination 90 2.31.4 View Experience Certificate NOC For Other Examination Action History 91 2.31.4 View Experience Certificate NOC For Other Examination Action History 91 2.31.1 Navigation 92 92 2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.33.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Landing Page 95 2.34.4 Leave Encashment 97 2.34.2 Landing Page 97	2.29.4	View NOC For Leave Country Action History	85
2.30.1 Navigation 86 2.30.2 Landing Page 86 2.30.3 Apply NOC For Other Examination 87 2.30.4 View NOC For Other Examination Action History 88 2.31 Experience Certificate NOC For Other Examination 89 2.31.1 Navigation 89 2.31.2 Landing Page 89 2.31.3 Apply Experience Certificate NOC For Other Examination Action History 91 2.32 Landing Page 92 2.32.1 Nuvigation 92 2.32.1 Navigation 92 2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Jumits Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 <td< td=""><td>2.30 NO</td><td>C For Other Examination</td><td>86</td></td<>	2.30 NO	C For Other Examination	86
2.30.2 Landing Page 86 2.30.3 Apply NOC For Other Examination 87 2.30.4 View NOC For Other Examination Action History 88 2.31.4 View NOC For Other Examination 89 2.31.1 Navigation 89 2.31.2 Landing Page 89 2.31.3 Apply Experience Certificate NOC For Other Examination 90 2.31.4 View Experience Certificate NOC For Other Examination Action History 91 2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 97 2.34.4 View Leave Encashment Action History 99 2.35.1 Navigation 100 2.35.1 <t< td=""><td>2.30.1</td><td>Navigation</td><td>86</td></t<>	2.30.1	Navigation	86
2.30.3 Apply NOC For Other Examination Action History 87 2.30.4 View NOC For Other Examination Action History 88 2.31 Experience Certificate NOC For Other Examination 89 2.31.1 Navigation 89 2.31.2 Landing Page 89 2.31.3 Apply Experience Certificate NOC For Other Examination 90 2.31.4 View Experience Certificate NOC For Other Examination Action History 91 2.32 No Passport Dependent 92 2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Landing Page 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 100 2.35.1 Navigation 100 2.35.1 Navigation 100 2.35.2 Land	2.30.2	Landing Page	86
2.30.4View NOC For Other Examination Action History.882.31Experience Certificate NOC For Other Examination892.31.1Navigation892.31.2Landing Page892.31.3Apply Experience Certificate NOC For Other Examination902.31.4View Experience Certificate NOC For Other Examination Action History912.32NoC Passport Dependent922.32.1Navigation922.32.2Landing Page922.32.3Apply NOC Passport Dependent932.32.4View NOC Passport Dependent Action History.942.33Survey Participate952.33.1Navigation952.33.2Landing Page952.33.3Submit Survey Response.962.34.1Navigation972.34.2Landing Page972.34.3Apply Leave Encashment972.34.4View Leave Encashment972.34.4View Leave Encashment Action History.982.35.1Navigation1002.35.1Navigation1012.35.4View Movable Property Action History.1022.35.4View Movable Property Action History.1022.36.4View Movable Property Action History.1032.36.3Apply Medical Allowance1032.36.4View Movable Property Action History.1032.36.5Apply Medical Allowance Action History.1052.37Briefcase Reimbursement.10	2.30.3	Apply NOC For Other Examination	87
2.31 Experience Certificate NOC For Other Examination 89 2.31.1 Navigation 89 2.31.2 Landing Page 89 2.31.3 Apply Experience Certificate NOC For Other Examination 90 2.31.4 View Experience Certificate NOC For Other Examination Action History 91 2.32 NOC Passport Dependent 92 2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment Action History 99 2.35 Leave Encashment Action History 99 2.35.1 Navigation 100 2.35.1 Landing Page	2.30.4	View NOC For Other Examination Action History	88
2.31.1 Navigation 89 2.31.2 Landing Page 89 2.31.3 Apply Experience Certificate NOC For Other Examination 90 2.31.4 View Experience Certificate NOC For Other Examination Action History 91 2.32 NOC Passport Dependent 92 2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 97 2.35.1 Navigation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.4 View Leave Encashment Action History 102	2.31 Exp	erience Certificate NOC For Other Examination	89
2.31.2 Landing Page 89 2.31.3 Apply Experience Certificate NOC For Other Examination 90 2.31.4 View Experience Certificate NOC For Other Examination Action History. 91 2.32.1 Navigation 92 2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History. 94 2.33.1 Navigation 95 2.33.2 Landing Page 95 2.33.3 Subruey Participate 95 2.33.4 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 97 2.34.4 View Leave Encashment Action History 98 2.35.4 Leave Encashment Action History 98 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Encashment Action History 102 2.35.4 View Movable Property Act	2.31.1	Navigation	89
2.31.3Apply Experience Certificate NOC For Other Examination902.31.4View Experience Certificate NOC For Other Examination Action History.912.32NoC Passport Dependent922.32.1Navigation922.32.2Landing Page922.32.3Apply NOC Passport Dependent932.32.4View NOC Passport Dependent Action History.942.33Survey Participate952.33.1Navigation952.33.2Landing Page952.33.3Submit Survey Response962.34Leave Encashment972.34.1Navigation972.34.2Landing Page972.34.3Apply Leave Encashment982.34.4View Leave Encashment Action History992.35Leave Station Intimation1002.35.1Navigation1012.35.2Landing Page1002.35.3Apply Leave Station Intimation1012.35.4View Movable Property Action History1022.36Medical Allowance1032.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.4View Briefcase Reimbursement Action History1082.36.1Navigation1062.37.4View Brief	2.31.2	Landing Page	89
2.31.4View Experience Certificate NOC For Other Examination Action History.912.32NoC Passport Dependent922.32.1Navigation922.32.2Landing Page922.32.3Apply NOC Passport Dependent932.32.4View NOC Passport Dependent Action History942.33Survey Participate952.33.1Navigation952.33.2Landing Page952.33.3Submit Survey Response962.34Leave Encashment972.34.1Navigation972.34.2Landing Page972.34.3Apply Leave Encashment Action History992.35Leave Encashment Action History992.35Leave Encashment Action History992.35Leave Station Intimation1002.35.3Apply Leave Station Intimation1002.35.4View Movable Property Action History1022.36Medical Allowance1032.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance1042.36.4View Medical Allowance1042.36.5Apply Medical Allowance1042.36.1Navigation1052.37.3Apply Leave Station History1052.36.4View Medical Allowance1042.36.5Leanding Page1062.37.1Navigation1052.37.3Apply Medical Allowance10	2.31.3	Apply Experience Certificate NOC For Other Examination	90
2.32 NOC Passport Dependent 92 2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 97 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 103 2.36.4 View Movable Pr	2.31.4	View Experience Certificate NOC For Other Examination Action History	91
2.32.1 Navigation 92 2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 97 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.4 View Movable Property Action History 102 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 103 2.36.4 View Movable Property Action History 102 2.36.1 Nav	2.32 NO	C Passport Dependent	92
2.32.2 Landing Page 92 2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 97 2.34.4 View Leave Encashment 98 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 100 2.35.4 View Movable Property Action History 102 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 104 2.36.4 <t< td=""><td>2.32.1</td><td>Navigation</td><td>92</td></t<>	2.32.1	Navigation	92
2.32.3 Apply NOC Passport Dependent 93 2.32.4 View NOC Passport Dependent Action History 94 2.33 Survey Participate 95 2.33.1 Navigation 95 2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 98 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 100 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply	2.32.2	Landing Page	92
2.32.4View NOC Passport Dependent Action History942.33Survey Participate952.33.1Navigation952.33.2Landing Page952.33.3Submit Survey Response962.34Leave Encashment972.34.1Navigation972.34.2Landing Page972.34.3Apply Leave Encashment982.34.4View Leave Encashment Action History992.35Leave Station Intimation1002.35.1Navigation1002.35.2Landing Page1002.35.3Apply Leave Station Intimation1012.35.4View Movable Property Action History1022.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Medical Allowance Action History1082.38Local Travel allowance1092.37.4View Briefcase Reimbursement Action History1082.38.1Navigation109	2.32.3	Apply NOC Passport Dependent	93
2.33 Survey Participate	2.32.4	View NOC Passport Dependent Action History	94
2.33.1 Navigation 95 2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 98 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Encashment Action History 100 2.35.4 View Leave Encashment Action History 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 101 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 104 2.36.4 View Medical Allowance 104 2.37.1 Navigation	2.33 Surv	vey Participate	95
2.33.2 Landing Page 95 2.33.3 Submit Survey Response 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 98 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 100 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 103 2.36.4 View Medical Allowance 104 2.37.1 Navigation 106 2.37.2 Landing Page 106 2.37.4 View Briefcase Reimbursement 106 2.37.1 Navigation 106 2.37.2 Landing Page	2.33.1	Navigation	95
2.33.3 Submit Survey Response. 96 2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 98 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 100 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 103 2.36.4 View Medical Allowance 104 2.37 Briefcase Reimbursement 106 2.37.1 Navigation 106 2.37.2 Landing Page 106 2.37.3 Apply Briefcase Reimbursement 106 2.37.4 View Briefcase Reimbursement 107 2.37.4	2.33.2	Landing Page	95
2.34 Leave Encashment 97 2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 98 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 101 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 103 2.36.4 View Medical Allowance 103 2.36.3 Apply Medical Allowance 104 2.36.4 View Medical Allowance 104 2.37 Briefcase Reimbursement 106 2.37.1 Navigation 106 2.37.2 Landing Page 106 2.37.3 Apply Briefcase Reimbursement 107 2.37.4 <td< td=""><td>2.33.3</td><td>Submit Survey Response</td><td>96</td></td<>	2.33.3	Submit Survey Response	96
2.34.1 Navigation 97 2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 98 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 100 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 104 2.36.4 View Medical Allowance 104 2.37 Briefcase Reimbursement 106 2.37.1 Navigation 106 2.37.2 Landing Page 106 2.37.3 Apply Briefcase Reimbursement 107 2.37.4 View Briefcase Reimbursement Action History 108 2.38 Local Travel allowance 109	2.34 Lea	ve Encashment	97
2.34.2 Landing Page 97 2.34.3 Apply Leave Encashment 98 2.34.4 View Leave Encashment Action History 99 2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 100 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 103 2.36.4 View Medical Allowance 104 2.36.3 Apply Medical Allowance 105 2.37 Briefcase Reimbursement 106 2.37.1 Navigation 106 2.37.2 Landing Page 106 2.37.3 Apply Briefcase Reimbursement Action History 108 2.37.4 View Briefcase Reimbursement Action History 108 2.38.1 Navigation 109	2.34.1	Navigation	97
2.34.3Apply Leave Encashment982.34.4View Leave Encashment Action History992.35Leave Station Intimation1002.35.1Navigation1002.35.2Landing Page1002.35.3Apply Leave Station Intimation1012.35.4View Movable Property Action History1022.36Medical Allowance1032.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance1032.36.4View Medical Allowance1042.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.34.2	Landing Page	97
2.34.4View Leave Encashment Action History.992.35Leave Station Intimation.1002.35.1Navigation1002.35.2Landing Page1002.35.3Apply Leave Station Intimation1012.35.4View Movable Property Action History.1022.36Medical Allowance1032.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement1072.38Local Travel allowance1092.38.1Navigation109	2.34.3	Apply Leave Encashment	98
2.35 Leave Station Intimation 100 2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 101 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 103 2.36.4 View Medical Allowance 104 2.36.3 Apply Medical Allowance 104 2.36.4 View Medical Allowance Action History 105 2.37 Briefcase Reimbursement 106 2.37.1 Navigation 106 2.37.2 Landing Page 106 2.37.3 Apply Briefcase Reimbursement 106 2.37.4 View Briefcase Reimbursement Action History 108 2.38 Local Travel allowance 109 2.38.1 Navigation 109	2.34.4	View Leave Encashment Action History	99
2.35.1 Navigation 100 2.35.2 Landing Page 100 2.35.3 Apply Leave Station Intimation 101 2.35.4 View Movable Property Action History 102 2.36 Medical Allowance 103 2.36.1 Navigation 103 2.36.2 Landing Page 103 2.36.3 Apply Medical Allowance 103 2.36.4 View Medical Allowance 104 2.36.3 Apply Medical Allowance Action History 105 2.37 Briefcase Reimbursement 106 2.37.1 Navigation 106 2.37.2 Landing Page 106 2.37.3 Apply Briefcase Reimbursement 107 2.37.4 View Briefcase Reimbursement Action History 108 2.38 Local Travel allowance 109 2.38.1 Navigation 109	2.35 Lea	ve Station Intimation	100
2.35.2Landing Page1002.35.3Apply Leave Station Intimation1012.35.4View Movable Property Action History1022.36Medical Allowance1032.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.35.1	Navigation1	100
2.35.3Apply Leave Station Intimation1012.35.4View Movable Property Action History1022.36Medical Allowance1032.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.35.2	Landing Page	100
2.35.4View Movable Property Action History.1022.36Medical Allowance.1032.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance.1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement.1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement.1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.35.3	Apply Leave Station Intimation	101
2.36Medical Allowance1032.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.35.4	View Movable Property Action History1	102
2.36.1Navigation1032.36.2Landing Page1032.36.3Apply Medical Allowance1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.36 Me	dical Allowance	103
2.36.2Landing Page1032.36.3Apply Medical Allowance1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.36.1	Navigation1	103
2.36.3Apply Medical Allowance1042.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.36.2	Landing Page	103
2.36.4View Medical Allowance Action History1052.37Briefcase Reimbursement1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.36.3	Apply Medical Allowance	L04
2.37Briefcase Reimbursement.1062.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement.1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.36.4	View Medical Allowance Action History1	105
2.37.1Navigation1062.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.37 Brie	fcase Reimbursement	106
2.37.2Landing Page1062.37.3Apply Briefcase Reimbursement1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.37.1	Navigation1	106
2.37.3Apply Briefcase Reimbursement.1072.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance.1092.38.1Navigation109	2.37.2	Landing Page	106
2.37.4View Briefcase Reimbursement Action History1082.38Local Travel allowance1092.38.1Navigation109	2.37.3	Apply Briefcase Reimbursement	107
2.38 Local Travel allowance 109 2.38.1 Navigation 109	2.37.4	View Briefcase Reimbursement Action History	108
2.38.1 Navigation	2.38 Loca	al Travel allowance	109
5	2.38.1	Navigation	109
2.38.2 Landing Page	2.38.2	Landing Page	109
2.38.3 Apply Local Travel allowance	2.38.3	Apply Local Travel allowance	10
2.38.4 View Local Travel Allowance Action History	2.38.4	View Local Travel Allowance Action History	11



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



1.1 Login

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



Figure 1: Mobile App Starting Screen



14:45	⑥ 嚮 ^{15,0} *笥Ⅱ 〇 64%
← Food Corporation of	of India
Login with Empi	loyee ID
Employee ID	
Password	o
Minimum 6 characters	
LOGIN	

Figure 2: Login via ID & Password

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





Enter MPIN for easy login and click on

as shown in Figure 4.



Figure 4: MPIN Login

1.2 Create New MPIN

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

Continue

Enter the required details and click on

as shown in Figure 5.



11:2	2	\$ 💎 HD 🔺 🔒
4	Food Corporation of India Create New MPIN	
	Employee ID	
	DOB	ø
l	New MPIN	View
	Confirm New MPIN	View
	Continue	

Figure 5: New MPIN

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



9:41 AM					? .ul
←		N	2		
	For	od Corpor	ation of In	dia	
		Verific	cation		
Er Reç	iter 6 dig jistered r	it OTP c nobile nu	ode we s imer +91	ent to yo 85 ****	our 279
			5	6	
					9
	Re	send OT	P in 00:2	29	
		0.0			
		SUE	SIVILI		

Figure 6: OTP for New MPIN







Figure 7: Success MPIN Message

2 Employee Dashboard

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

2.1 Employee Dashboard

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

2.1.1 Navigation

Navigation: Login>>Dashboard

2.1.2 Landing Page

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





Figure 8: Employee Dashboard





Figure 8.1: Employee Dashboard





Figure 8.2: Employee Dashboard





Figure 8.3: Employee Dashboard

2.2 Profile

Profile contain detail of employee he can view them there

2.2.1 Navigation

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

2.2.2 Landing Page

User shall traverse the navigation.



11:24		¢ 💎 6	HD 🔺 🔒	
↑ W		Ą	é ~	
← My Profile		© Set	tings	
Personal Information	ı		^	
Date of Joining:	05-04-2006			
Date of Birth:	30-04-1976			
Birth City:	Darbhanga			
PAN Number:	ABCD12345E			
Passport:	12345			
Qualification Details			~	
Bank Details			~	
Dependent Details			~	
Dependent Details			~	

Figure 9: View Profile

2.3 Change MPIN

Its use to change MPIN

2.3.1 Navigation

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

2.3.2 Landing Page





Figure 10: Change MPIN

2.4 Notification

Update and notification are shown here

2.4.1 Navigation

Navigation: Home Page >> Click Bell Icon

2.4.2 Landing Page





Figure 11: Notification

2.5 Attendance

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

2.5.1 Navigation

Navigation: Home Page>> Dashboard>>Attendance

2.5.2 Landing Page



11:25		\$ 🖘 HD 🚄 🗎
• 🐨		Û 🖡 ~
← My Attenda	nce	₽ Filter
December 20	020	
Date	Day	Status
01-12-2020	Tuesday	Present
02-12-2020	Wednesday	Present
03-12-2020	Thursday	Absent
04-12-2020	Friday	Absent
05-12-2020	Saturday	Absent
06-12-2020	Sunday	Absent
07-12-2020	Monday	Absent
08-12-2020	Tuesday	Present
09-12-2020	Wednesday	Present
10-12-2020	Thursday	Present
11-12-2020	Friday	Absent
12-12-2020	Saturday	Absent
13-12-2020	Sunday	Absent

Figure 12: Attendance Statement

2.6 Leave

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

2.6.1 Navigation

Navigation: Home Page>> Dashboard>>Leave

2.6.2 Landing Page





Figure 13: Leave Balance

2.6.3 Apply Leave Request

Click on to open the Apply Leave Request.



Apply Leave	
Employee name AMITABH KUMAR	HQ-Delhi
Division Personnel	Designation Assistant Genera Manager
Leave Type	~
From 🛱	To 🛱
Session	~
Reason	~
Comment	
Address	
Contact Number	

Figure 14: Apply Leave Request

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

2.6.4 View Leave Request

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



11:25	💎 HD 🚄 🗎
↑ W	Q. 🖕 ~
Leave Balance	Applied Leaves
\leftarrow Availed Leave	⇒ Filter
Leave ID - LA451	Applied on: 17-12-2020
Leave ID - LA450	Applied on: 17-12-2020
Leave ID - LA442	Applied on: 15-12-2020
Leave ID - LA428	Applied on: 09-12-2020
Leave ID - LA424	Applied on: 07-12-2020
Leave ID - LA422	Applied on: 07-12-2020
Leave ID - LA413	Applied on: 05-12-2020
Leave ID - LA412	Applied on: 05-12-2020
Leave ID - LA387	Applied on: 27-11-2020
Leave ID - LA386	Applied on: 27-1
Cieave ID - LA360	Applied on: 20-11-2020

Figure 15: Apply Leave Status

2.7 Leave Balance New

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

2.7.1 Navigation

Navigation: ESS Dashboard>>Leave Balance New

2.7.2 Landing Page





Figure 16: Leave Balance New

2.7.3 Apply Leave Balance New

Click on to open the Apply Leave balance new Request.



12:20 up 🧔	終 潴№ °5111 ⑤⊇)
♠ 🙀	Ĵ. (■.~
← Apply Leave Balanc	e
Bemployee Name SHIVANGI HANS	Office RO DEHRADUN
General	HELP The
Leave Type *	
Special Casual Leave	\sim
Number Of Days *	
Remarks	
User manual	
Upload Document * (Ma format only)	aximum size 5 MB. PDF or JPEG
① Upload Document	ca18f5c2-7a9b-42da-ac 40-506c105473c8.pdf ×

Figure 17: Apply Leave balance new request

2.7.4 View Leave Balance New Request Action History

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





Figure 18: Leave Balance New Action History

2.8 My Holidays

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

2.8.1 Navigation

Navigation: ESS >> My Holidays

2.8.2 Landing Page



• 🐨		Д е
- My Holiday Select Year	s	
2020		~
Year - 2020		
Date	Day	Holiday Type
26-01-2020	Sunday	Republic Day
10-03-2020	Tuesday	Holi
02-04-2020	Thursday	Ram Navami
06-04-2020	Monday	Mahavir Jayant
10-04-2020	Friday	Good Friday
07-05-2020	Thursday	Budha Purnima
25-05-2020	Monday	Eid ul fitr
01-08-2020	Saturday	ld-Ul-Zuha (Bakrid)
12-08-2020	Wednesday	Janmashtami
15-08-2020	Saturday	Independence

Figure 19: My Holidays

2.9 Attendance Regularization

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

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

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

2.9.1 Navigation

Navigation: ESS>>Attendance Regularization

2.9.2 Landing Page



11:26	‡ 💎 HD 🚄 🗎
↑ 🐨	Ç ∳~
← Attendance Regularization	≠ Filter
Transaction ID: 132 Request Date: 17-12-2020	View Details $^{\checkmark}$
Transaction ID: 129 Request Date: 11-12-2020	View Details $^{\vee}$
Transaction ID: 128 Request Date: 11-12-2020	View Details $^{\checkmark}$
Transaction ID: 127 Request Date: 11-12-2020	View Details $^{\checkmark}$
Transaction ID: 126 Request Date: 11-12-2020	View Details $^{\checkmark}$
Transaction ID: 124 Request Date: 10-12-2020	View Details $^{\vee}$
Transaction ID: 121 Request Date: 10-12-2020	View Details $^{\checkmark}$
Transaction ID: 114 Request Date: 09-12-2020	View D
Transaction ID: 113	

Figure 20: Attendance Regularization

2.9.3 Apply Regularization



Click on the Apply for Attendance Regularization.



	4
Apply Regularization	
Regularization Date	đ
Request Type	~
Description (Optional)	
In Time Out Time	me ②
Regularized In Time	Ð
Regularized Out Time	Ø
Remarks	
Cancel	Submit

Figure 21: Apply for Attendance Regularization

Submit

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

2.10 Documents Letters/Attachments

Employees can view their service book.

2.10.1 Navigation

Navigation: ESS >>Documents letters/Attachments



FCI HRMS Mobile Application User Manual Version 1.0 2.10.2 Landing Page

User shall traverse the navigation as mentioned.



Figure 22: Employee Documents letters/attachments

All the approved requests with their order/action history and attachments will be displayed. 2.11 Employee Directory

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

2.11.1 Navigation

Navigation: ESS >> Employee Directory



2.11.2 Landing Page

User shall traverse the navigation as mentioned.



Figure 23: Employee Directory

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

2.12 OTA Reimbursement

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

2.12.1 Navigation

Navigation: ESS Dashboard>>OTA Reimbursement

2.12.2 Landing Page





Figure 24: OTA Reimbursement

2.12.3 Apply OTA Request

Click on to open the OTA reimbursement request.



	12:29 🗢 🧕		令 嘂 :::! ::! (2)
f	*		Û.
← Aj	pply OTA Reimburs	ement	
8	Employee Number 306891	8	Employee Name SHIVANGI HANS
Þ	Division Administration	Ŷ	Designation Assistant Grade - II
Ś	Cadre General	H	Categor CAT-III
Ċ	CPF Number 134907		
Add	OTA Reimbursem	ent *	
			+ Add
	Date 26-12-2024	Hours C 05:25	OF OTA
1	Actual Hours 15:29:00	Rate Pe 356.0	r Hour
	Amount 1958.00		
Atta	chment (Maximum size	5 MB. PDF or	JPEG format only)
(J		
	Ξ		\bigtriangledown

Figure 25: Apply OTA Reimbursement Request

2.12.4 View OTA Reimbursement Action History

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



12:30 🦇 🙍	冬 嘂 "船 … 1 🖘
♠ 🙀	Д . ~
← Action History	₩ Filter
Q Search by name	
SHIVANGI HANS Date of Action - 01-01-2025	~
AJAY KUMAR UPADHYAY Date of Action	~
GABAR SINGH RAWAT, GOPAL KUMA Date of Action	AR ~
RAJAN BAIDYA Date of Action	~
SATNAM KAUR Date of Action	~
SAPNA NARAIN, PRADEEP SINGH Date of Action	~
	\bigtriangledown

Figure 26: OTA Reimbursement Action History

2.13 Travel Reimbursement

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

2.13.1 Navigation

Navigation: ESS Dashboard>>Travel Reimbursement

2.13.2 Landing Page


1:20 🧕	多 嘂 部 川 ④
♠ 😧	Д Ц ~
← Travel Reimbursement	靠 Filter
Request ID: CET447200 Request Date: 12-02-2024	View Details 🗡
Request ID: CET121005 Request Date: 12-02-2024	View Details $ imes $
Request ID: CET137679 Request Date: 20-04-2024	View Details $ imes $
Request ID: CET141685 Request Date: 08-05-2024	View Details $$
Request ID: CET700154 Request Date: 13-12-2024	View Details $ arsia $
Request ID: CET700155 Request Date: 13-12-2024	View Details $ imes $
Request ID: CET700156 Request Date: 18-12-2024	View D
Request ID: CET700167 Request Date: 23-12-2024	View Details 🗸
	\bigtriangledown

Figure 27: Travel Reimbursement

2.13.3 Apply Travel Reimbursement Request

Click on to open the Travel reimbursement request.



1:57 🙆 🖙 🚍 🔎	& X88 43111 (45)
♠ 🎡	Q . ·
← Apply Travel Allowa	nce Request
From Date *	To Date *
02-12-2024	31-12-2024
Travel Reimbursement For	*
Tour/Training	~
Tour/Training Option *	
Tour	~
Request Id	Tour Advance
TD183311 Invoice No NA	No Tour Advance Request Id NIL
Approved Advance Amount NIL	Request For Training/On duty
Request Date 13-12-2024	From Date 04-12-2024
To Date	
\equiv	

Figure 28: Apply Travel Reimbursement Request

2.13.4 View Travel Reimbursement Action History

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







2.14 Other Reimbursement

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

2.14.1 Navigation

Navigation: ESS Dashboard>>Other Reimbursement

2.14.2 Landing Page



12:22 чр 🧕	▲ 器 :"::1 .:1 ③
♠ 🐨	Д 💄 ~
← OTA Reimbursement	
No record fo	ound!
You haven't raised any n	ew request yet.
Go to Dashbo	pard
	ŧ
	\lhd

Figure 30: Other Reimbursement

2.14.3 Apply Other Reimbursement Request

Click on to open the Other reimbursement request.



12:35 @ 🦻	& 湖 部11 💿
♠ 🙀	Q 🕒 ~
← Apply Other Reimburs	ement
Add Other Reimbursem	ent *
	+ Add
From Month/Year *	To Month/Year * 01-2025
OtherReimbursement Manual	Amount 90
Bill No * Bill No	
Qh	
Total Amount (INR) Total Amount (INR)	
90	
Bills * (Maximum size 5 MB. PDF	F or JPEG format only)
(1) Upload Document	a18f5c2-7a9b-42da-ac X 0-506c105473c8.pdf
Ξ	

Figure 31: Apply Other Reimbursement Request

2.14.4 View Other Reimbursement Action History

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





Figure 32: Other Reimbursement Action History

2.15 Policies and Circular

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

2.15.1 Navigation

Navigation: ESS >> Policy and Circulars

2.15.2 Landing Page



11:42	🔹 🖜 🖬 🗸
♠ ₩	Q é ~
← Policies and Circular	≑ Filter
Q Search policy by name or circular id	
Circular Is About Leave Policy Upload Date: 23-11-2020	~
Revision Of Scales Of Pay,allowances And Fringe Benefits For Category-iii & Iv Employees On Ida Pattern W.e.f. 1.1.2017 Upload Date: 23-11-2020	~
Simultaneous Leaves By Employees In Functional Divisions/ sections Upload Date: 22-11-2020	~
Test Fci Upload Date: 21-11-2020	~
Fci Test Circular Upload Date: 21-11-2020	~
Fci Circular New Upload Date: 12-11-2020	~

Figure 33: Policy and Circulars Page.

2.16 Movable Property

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

2.16.1 Navigation

Navigation: Home Page>> Dashboard>> Movable property

2.16.2 Landing Page





Figure 34: Movable Property Listing

2.16.3 Apply movable property

Click on to Apply the movable property request.



2:03 🤷 🖙 🚍 🧕	یان، 2001 ه ۱۱۱ ک	
♠ 🎡	Д 🖲 ~	
← Apply Movable propert	ty	
B Employee name SHIVANGI HANS	Scale Of pay 30500 - 88100	
Request Date 01-01-2025	Designation Assistant Grade - II HELP	
General	Present 32720	
Purpose of application sanction intimation of transaction Enter Details Test	on for transaction/prior	
Whether property is being acq	uired or disposed off?	
Test		
Probable date of acquisition/disposal of property. Enter Details		
	\triangleleft	
Figure 35: Movable Property Landing		

Enter the details and click on

such that a success message will be shown

2.16.4 View Movable Property Action History

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





Figure 36: Movable Property Action History

2.17 Movable Property Confirmation

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

2.17.1 Navigation

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

2.17.2 Landing Page







2.17.3 Apply movable property Confirmation

Click on to Apply the movable property confirmation request.



2:37 🕲 🕲 🙍	多器 當 司 ⑤
f	Q 🔹 ~
← Apply Movable Proper	ty Confirmation
Bemployee name SHIVANGI HANS	Scale Of pay 30500 - 88100
Request Date 01-01-2025	Designation Assistant Grade -
General	Present 32720
Purpose of application sanctinintimation of transaction *	on for transaction/prior
testing	
Whether property is being acc	uired or disposed off? *
Enter Details testing	
Probable date of convicition (lispaced of property *
Enter Details	nsposal of property. *
E	

Figure 38: Movable Property Confirmation Landing

Enter the details and click on such that a success message will be shown 2.17.4 View Movable Property Confirmation Action History

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





Figure 39: Movable Property Confirmation Action History

2.18 Immovable Property

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

2.18.1 Navigation

Navigation: Home Page>> Dashboard>> Immovable property

2.18.2 Landing Page





Figure 40: Immovable Property Listing

2.18.3 Apply Immovable property

Click on to Apply the immovable property request.



2:42 🛯 🧕	冬器 罰 品 恋
♠ 🐨	Q 🔳 ~
← Apply Immovable Propert	ty
Purpose of application sanction f intimation of transaction	or transaction/prior
Test	
Whether property is being acquire	ed or disposed off?
Test	
Probable date of acquisition/disp Probable date of acquisition/disposal o	osal of property.
01-01-2025	Ü
Mode of acquisition/disposal	
Gift by relative	\sim
Full details about location, viz. M	unicipal. Street/Village,
ಲು ಅವರಲ್ಲಿ ನಿರ್ವಾಗಿಗಳು ಕಾಲೆ ಕಾರ್ ಕೆಟ್ ಕೊಡಿದೆ ಪ್ರಾರ್ಥಿಸಿಕೊಂಡಿ	



Submit

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

2.18.4 View Immovable Property Action History

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





Figure 42: Movable Property Action History

2.19 Immovable Property Confirmation

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

2.19.1 Navigation

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

2.19.2 Landing Page







Figure 43: Immovable Property Listing

2.19.3 Apply Immovable property Confirmation

Click on to Apply the immovable property confirmation request.





Figure 44: Immovable Property Confirmation Landing

Enter the details and click on

such that a success message will be shown

2.19.4 View Immovable Property confirmation Action History

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





Figure 45: Immovable Property Confirmation Action History

2.20 LTC Bharat Darshan /Hometown

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

2.20.1 Navigation

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

2.20.2 Landing Page



2:45 🔇 🔎	ه ان. ان ^{ه:} الا ه
♠ 🎡	Ω
← LTC Bharat Darshan/Hometon Encashment	wn/
No record found	d!
You haven't raised any new	request yet.
Go to Dashboard	4
	Ð
	\bigcirc



2.20.3 Apply LTC Bharat darshan/hometown

Click on to Apply the LTC Bharat darshan/hometown.



2:45 🕒 🦲	多雛 約 川 🕑
♠ 🎡	Д Ш ~
← Apply LTC Bharat Darsh Encashment	an/Hometown/
Date Of Joining FCI *	
25-09-2020	Ē
Cadre	
General	(HELP)
Request For *	
HomeTown	~
Availing LTC For * Availing LTC For *	
Calender Year	
SUB: PERMISSION TO AVAIL L HOME-TOWN/BHARAT DARSH, YEAR *	T.C. FOR VISITING AN FOR THE BLOCK OF
2025	~
ΞΟ	\bigtriangledown

Figure 47: LTC Bharat darshan/hometown Landing

Enter the details and click on

such that a success message will be shown

2.20.4 View LTC Bharat darshan/hometown Action History

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





Figure 48: LTC Bharat darshan/hometown Action History

2.21 LTC Destination Change

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

2.21.1 Navigation

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

2.21.2 Landing Page



2:52 💿	a ﷺ 4 📧
♠ 📡	Q 🔳 ~
← LTC Bharat Darshan (Destination Change) Req	≅ Filter uest
No record fo	ound!
You haven't raised any r	iew request yet.
Go to Dashb	oard
	Ð
	\lhd

Figure 49: LTC Destination Change Listing

2.21.3 Apply LTC Destination Change

Click on to Apply the LTC Destination Change request.



2:53 🙍	♠ 總 ≝al .al 33)
♠ 🎡	Û 🖲 ~
← Apply Destination Change R	Request
Division	U
Division	
Administration	
Category	
Category	
CAT-III	
Office Name	
R0 DEHRADUN	
Cadre	
General	
City Applied For	
City Applied For	
= 0	\bigtriangledown

Figure 50: LTC Destination Change Landing

Enter the details and click on such that a success message will be shown 2.21.4 View LTC Destination Change Action History

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





Figure 51: LTC Destination Change Action History

2.22 Medical Identity Card

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

2.22.1 Navigation

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

2.22.2 Landing Page





Figure 52: Medical Identity Card Listing

2.22.3 Apply Medical Identity Card

Click on to Apply the medical identity card.



- Aj	www.	Card	Ψ.
ē	Division Administration	0	Category CAT-III
đđ	Basic Pay of Employee 32720	Ŷ	Cadre General
1	ID 71472	Family Member Name SHIVANGI HANS	
	Relationship Self	D.O.B 31-03-1	992
Initiat Initia Tes	or Remarks * tor Remarks t		
NOT - Phot from t - Phot in port	E: Guideline for uploa ograph should not be mo he date of applying Medi o should be with a clear l trait view so that their far ication purpose. ograph should not be mo	ading the ore than cal Iden backgro ce clearl ore than	three months old tity Card Request. und and must be y recognizable for 1 Mb.

Figure 53: Medical Identity Card Landing

Submit

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

2.22.4 View Medical Identity Card Action History

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





Figure 54: Medical Identity Card Action History

2.23 Double Establishment

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

2.23.1 Navigation

Navigation: Home Page>> Dashboard>> Double establishment

2.23.2 Landing Page



3:03 📀 🛈 🕃 🔺 💌 🔗	a 🗱 🖞 i i 🗊
♠ 😧	Q
\leftarrow Double Establishment Request	≒ Filter
No record found! You haven't raised any new req	uest vet
Go to Dashboard]
	Ð
Ξ O	\triangleleft

Figure 55: Double Establishment Listing

2.23.3 Apply Double Establishment

Click on to Apply the Double Establishment request.



5:03 😩 😗 💱 🛦 🧕	ձ ﷺ [∗] ‼ıı ⊡
♠ 🛞	Д 🔔 ~
← Apply Double Establis	hment Request
Date Of Reporting	
25-09-2020	đ
Date Of Effect Of Double Esta	blishment *
01-01-2025	
Previous Place Of Posting * Previous Place Of Posting * 3E CHHOTI	~
Upload Proof Document JPEG format only)	* (Maximum size 5 MB, PDF or
Upload Document	a18f5c2-7a9b-42da-ac X D-506c105473c8.pdf
Whether family is kept at last	place of posting
Address Where Family Mainta	in *

Figure 56: Double Establishment Landing

Enter the details and click on 2.23.4 View Double Establishment Action History

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





Figure 57: Double establishment Action History

2.24 Higher Studies Request

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

2.24.1 Navigation

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

2.24.2 Landing Page

FCI HRMS Mobile Application User Manual Version 1.0 User shall traverse the navigation as mentioned.





3:06 💌 😗 🕼 🔺 💌	冷 躙 "们 司 ③
♠ 🙀	Q 🔹 ~
← Higher Study Request	₩ Filter
No record four	ıd!
You haven't raised any new	request yet.
Go to Dashboar	ď
	Ð
ΞO	\triangleleft

Figure 58: Higher Studies Request Listing

2.24.3 Apply Higher Studies Request

Click on to Apply the Higher Studies Request.



Apply Higher Stu	dy Request	LIER
lame of The Course *		T
Name of The Course *		
Post Graduate Diploma in Business Management		\sim
ame of The University, Name of The University/In ACHARAYA N.G.RAN UNIVERSITY	/Institution * astitution * GA AGRICULTURAL	~
rom Date *	To Date *	
From	То	
01-11-2023	01-01-2025	t
Auto Calculated		
Regular	Distance	
Higher Studies Incent	tives *	
V	7.7.1	
Yes		\sim

Figure 59: Higher Studies Request Landing

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

2.24.4 View Higher Studies Request Action History

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





Figure 60: Higher Studies Request Action History

2.25 Higher Studies Incentive Increment

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

2.25.1 Navigation

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

2.25.2 Landing Page



3:10 🥙 0 % 🛆 🖻	冬 嘂 "们	30
n	Д.	-
\leftarrow Higher Study Incentive	₹I	Filter
No record foun	d!	
You haven't raised any new	request yet.	
Go to Dashboar	4	
	Ð	
	\triangleleft	

Figure 61: Higher Studies Incentive Increment Listing

2.25.3 Apply Higher Studies Incentive Increment

Click on to Apply the Higher Studies Incentive Increment request.


3:10 🙁 🚳 🛞 🗛 📄		& 躙 "罰 司 ③
♠ 😧		Q • ~
← Apply Higher Study Inc	centive	ncrement Request
Designation Assistant Grade - II	(Division Administration
Category CAT-III	Q	Cadre General
Contraction of the second seco	P	Email ID XXXXX@Gmail com
Ref.Request ID *		
HISTUDIES15032		~
Name Of Course		
Industrial Relations		
Name Of University/Institution	n	
ADIKAVI NANNAYA UNIVE	RSITY	
From Date *	To Date	*
Ξ)	\triangleleft

Figure 62: Higher Studies Incentive Increment Landing

Enter the details and click on 2.25.4 View Higher Studies Incentive Increment Action History

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





Figure 63: Higher Studies Incentive Increment Action History

2.26 Benevolent Fund

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

2.26.1 Navigation

Navigation: Home Page>> Dashboard>> Benevolent Fund

2.26.2 Landing Page





Figure 64: Benevolent Fund Listing

2.26.3 Apply Benevolent Fund

Click on to Apply the Benevolent Fund request.



3:11 🛞 🛛 🛈 🎎 🗛	•	▲ 躍 "ளI ③)
♠ 🛞		Q 🔳 ~
← Apply Benevolent Fur	nd Reque	st
CPF Number 134907	D	Designation Assistant Grade - II
Division Administration	Ś	Cadre General
Date of joining 25-09-2020	Þ	Nature Of Appointment Direct Recruitment
Basic Pay 32720	Ē	Bank/Ac HELP 2005475
Reason * Medical treatment of bloc covered in Medical Health corporation	d relation Scheme o	not of the V
Advance Amount *		
50000		
Number Of Installment *		
15		

Figure 65: Benevolent Fund Landing

Enter the details and click on Submit such that a success message will be shown 2.26.4 View Benevolent Fund Action History

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





Figure 66: Benevolent Fund Action History

2.27 NOC Passport

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

2.27.1 Navigation

Navigation: Home Page>> Dashboard>> NOC Passport

2.27.2 Landing Page





3:23 💽 🛦 🗊 🛆 🖉 🔸	& ## *#111 (29)
♠ 🎡	Û.
← NOC For Passport	🚔 Filter
No record four	nd!
You haven't raised any nev	v request yet.
Go to Dashboa	rd
	Ð
	\triangleleft

Figure 69: NOC Passport Listing

2.27.3 Apply NOC Passport





- Aj	oply NOC For Passpo	rt	HEP
٦	Date of Birth (DOB) 31-03-1992		Date of Jonning (DOJ) FCI 25-09-2020
(D)	Present Address H no. 112, D Block, Nehru Colony,Near Lal Bahadur Shashtri Academynull		Permanent Address H No.29Puljatwara, JwalapurHaridwa
ã	Category CAT-III		Office RO DEHRADUN
	Office type RO	Ð	Cadre General
Passp	ort Application *		
Ne	w Application		~
Suppo Atta	ortive Document chment(Maximum size 20M	/B.PDF or	JPEG format only)
Ţ	Upload Document ca 40	18f5c2-7 -506c10	'a9b-42da-ac 5473c8.pdf X
Uploa	d Photo *		

Figure 70: NOC Passport Landing

Enter the details and click on

such that a success message will be shown

2.27.4 View NOC Passport Action History

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





Figure 71: NOC Passport Action History

2.28 NOC VISA

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

2.28.1 Navigation

Navigation: Home Page>> Dashboard>> NOC Visa

2.28.2 Landing Page



3:26 🥫	ت انہ 8% ھ
♠ 😧	Û .
← NOC For Visa	
	5
No record	found!
You haven't raised an	y new request yet.
Go to Dasi	hboard
	Ð
Ξ Ο,	\triangleleft



2.28.3 Apply NOC Visa





h	Ŵ	Ĺ	3 😩 🤇
– Aŗ	oply Noc For Visa		
	Office type RO	Genera	ŀ
Issued	Date *		
01-	01-2025		đ
Expiry	Date *		
31-	03-2025		Ð
Visa	Details		
		+ Add	
	From Country * Afghanistan	To Country * Afghanistan	F
Î	Propose From Date * 01-01-2025	Propose To Date 02-01-2025	*
	Reason Test	On Arrival * No	
Suppo Attao	rtive Document chment(Maximum size 20	OMB.PDF or JPEG form	nat only)

Figure 73: NOC Visa Landing

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

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





Figure 74: NOC Visa Action History

2.29 NOC For Leave Country

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

2.29.1 Navigation

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

2.29.2 Landing Page



3:38 ən 🦲	& ₩ °411I @
♠ 😧	Q 💄 ~
← NOC For Leave Country	
No record fou	ind!
You haven't raised any ne	w request yet.
Go to Dashboa	ard
	Ŧ
	\triangleleft

Figure 75: NOC For Leave Country Listing

2.29.3 Apply NOC For Leave Country

Click on to Apply the NOC For Leave Country request.



3	:39 ən 🩍	� 耀 "们 [26]
A S	N.	Q 😩
— Ap	oply NOC For Leave	e Country
31-	01-2025	Đ
Leav	e Sanctioned	
From I	Date *	
01-	01-2025	Ť
To Dat	e * Date *	
08-	01-2025	Ð
Visa	Details	
		+ Add
	Visa Number * Gsh	From Country * Albania
氚	To Country * Angola	Visa Issued Date * 01-01-2025
	Visa Expiry Date * 08-01-2025	From Date * 01-01-2025

Figure 76: NOC For Leave Country Landing

Enter the details and click on such that a success message will be shown 2.29.4 View NOC For Leave Country Action History

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





Figure 77: NOC For Leave Country Action History

2.30 NOC For Other Examination

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

2.30.1 Navigation

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

2.30.2 Landing Page





Figure 78: NOC For Other Examination Listing

2.30.3 Apply NOC For Other Examination

Click on to Apply the NOC For Other Examination request.



3	5:40 ien 🙍		多麗 罰言 🐵
ft i	Ŵ		Q 🖲 ~
← At Ex	oply NOC For Other camination		
	Present Address H no. 112, D Block, Nehru Colony,Near Lal Bahadur Shashtri Academynull	¢	Permanent Address H No.29Puljatwara, JwalapurHaridwai
6060	Category CAT-III		Office RO DEHRADUN
⊞	Office type RO	T	Cadre General
Organ	ization *		
UP	SC		\sim
NOC A NOC	Applied For UPSC During Applied For UPSC During Curren	Current t Calendar `	Year
NOC A	Approved For UPSC Durin Approved For UPSC During Curre	ng Curren	nt Calendar Year ^{r Year}
0			
Fvami	nation Name *		
	Ξ 0		\triangleleft

Figure 79: NOC For Other Examination Landing

Submit

Enter the details and click on such that a success message will be shown 2.30.4 View NOC For Other Examination Action History

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





Figure 80: NOC For Other Examination Action History

2.31 Experience Certificate NOC For Other Examination

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

2.31.1 Navigation

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

2.31.2 Landing Page



User shall traverse the navigation as mentioned.



Figure 81: Experience Certificate NOC For Other Examination Listing

2.31.3 Apply Experience Certificate NOC For Other Examination

Click on to Apply the movable property request.



4:04 🗵	8 XH 111 💷
n	¢ 🔹 ~
← Apply Experience Certific For NOC Other Exam	ate
2025-01-01	
Recruitment Type *	
Direct Recruitment	
Whether Experience Certificate re certificateRequired	quired *
Yes	
Generate Letter	
No	~
Upload Certificate * Attachment(Maximum size 20MB.1	PDF or JPEG format only)
Ca18f	5c2-7a9b-42da-ac 6c105473c8.pdf X
ΞO	\bigtriangledown

Figure 82: Experience Certificate NOC For Other Examination Landing

Enter the details and click on such that a success message will be shown 2.31.4 View Experience Certificate NOC For Other Examination Action History Click on the status of the applied request of Experience Certificate NOC For Other Examination to view the action history.





Figure 83: Experience Certificate NOC For Other Examination Action History

2.32 NOC Passport Dependent

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

2.32.1 Navigation

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

2.32.2 Landing Page



4:51 🕒 🖙 🗵	冬 器 "罰 司 🗈
♠ 🙀	₽
← NOC Passport Dependent	
No record for	und!
You haven't raised any ne	ew request yet.
Go to Dashbo	ard
	Ð
	\lhd

Figure 84: NOC Passport Dependent Listing

2.32.3 Apply NOC Passport Dependent

Click on to Apply the NOC Passport Dependent request.



4:51 🕥 🛥 🧕		令 雑計 (新)	ıl 📧
↑ 🙀		Q	
← Apply NOC Passport	Dependen	t	
Relationship With Member			
Relationship With Memb	per		
Member Date of Birth Member Date of Birth			
01-01-2025		Ê	3
Upload Photo *	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	li ece.pul	UED
Attachment(Maximum size	1MB.PDF or JP	EG forma	Ŧ
1 Upload Document	1000189767	.jpg	×
The cash memo / me said quantity of other enclosed. The same i this connection, I ma leave the country only	mos duly ver reimbursem nay please b y also assure y with the pri	ified for th ents is/are e reimburs you that I or approva	e abov also ed. * Ir would I of
		\bigtriangledown	

Submit

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

2.32.4 View NOC Passport Dependent Action History

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





Figure 86: NOC Passport Dependent Action History

2.33 Survey Participate

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

2.33.1 Navigation

Navigation: Home Page>> Dashboard>> Survey Participate

2.33.2 Landing Page





Figure 87: Survey Participate Listing

2.33.3 Submit Survey Response

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





Figure 88: Survey Participate Landing

Enter the details and click on

such that a success message will be shown.

2.34 Leave Encashment

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

2.34.1 Navigation

Navigation: Home Page>> Dashboard>> Leave Encashment

2.34.2 Landing Page





Figure 89: Leave Encashment Listing

2.34.3 Apply Leave Encashment

Click on to Apply the Leave Encashment request.



3:53 🔎	& 嘂 部 司 図
♠ 😧	Q 🔳 ~
← Apply Leave Encashment	
Balance Leave *	
0	
No. Of Leave To Be Encashed *	HEP
No. Of Leave To Be Encashed	
10	
Remarks *	
Remarks Test	
I Undertake To Refund Any Diffe The Amount Admissible Under Amount Drawn By Me. *	erence Between The Rules And The
Cancel	Submit
= 0	\bigtriangledown



Enter the details and click on

such that a success message will be shown

2.34.4 View Leave Encashment Action History

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





Figure 91: Leave Encashment Action History

2.35 Leave Station Intimation

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

2.35.1 Navigation

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

2.35.2 Landing Page



3:54 🧧	& 淵왕 *위미 , 미 (24)
♠ 😧	Û.
← Leave Station Intimation	
No record foun	d!
You haven't raised any new	request yet.
Go to Dashboard	d
	Ð
	\bigtriangledown



2.35.3 Apply Leave Station Intimation

Click on to Apply the Leave Station Intimation request.



3:57 🔘 🙆	& 쨞 "iill 🖅
♠ 🎡	Q 🖲 ~
← Apply Leave Station In	timation
Bernployee Number 306891	SHIVANGI HANS
Designation Assistant Grade - II	Division Adminis
Cadre General	
From *	
31-12-2024	Ð
To *	
31-12-2024	đ
Session	
Full Day	~
Reason	
Going out of Station	\checkmark
Outstation From Time *	

Figure 93: Leave Station Intimation Landing

Enter the details and click on Submit such that a success message will be shown 2.35.4 View Movable Property Action History

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





Figure 94: Leave Station Intimation Action History

2.36 Medical Allowance

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

2.36.1 Navigation

Navigation: Home Page>> Dashboard>> Medical Allowance

2.36.2 Landing Page





Figure 95: Medical Allowance Listing







4:12 🧕	\$ X8 %dd 🗊
♠ 🎡	Д 🔳 ~
← Apply Medical Allow	vance
Name Of Medical Officer Name Of Medical Officer	U
Test	
Hospital /Dispensary Name	
Test	
Pathological Laboratory Na Pathological Laboratory Name Test	me
Tests Undertaken On	
	+ Add
Date * 01-01-2025 Fees * 500	Type * PATHOLOGY
\equiv	

Figure 96: Medical Allowance Landing

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

2.36.4 View Medical Allowance Action History

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





Figure 97: Medical Allowance Action History

2.37 Briefcase Reimbursement

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

2.37.1 Navigation

Navigation: Home Page>> Dashboard>> Briefcase Reimbursement

2.37.2 Landing Page





Figure 98: Briefcase Reimbursement Listing

2.37.3 Apply Briefcase Reimbursement

Click on to Apply the Briefcase Reimbursement request.



4:14 🔕 🖻		& #8	fithat 🗇
↑ 😧		Ĺ	7 🐨 ~
← Apply Briefcase	Reimburse	ement	
Amount *			
2500			
Bill Date *			
Bill Date * 01-01-2025			F
Bill Number *			
Test			
Bills * (Maximum size 5)	MB. PDF or JP	EG format only)
Upload Documen	t ca18f5 40-506	c2-7a9b-42c c105473c8.j	la-ac 🗙 pdf
Other (Maximum size 5 M	MB. PDF or JPI	G format only)	į
1 Upload Documen	ıt		
\equiv		\triangleleft	
Figure 99: Brief	case Rein	nburseme	nt Landing

Enter the details and click on Submit such that a success message will be shown 2.37.4 View Briefcase Reimbursement Action History

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






2.38 Local Travel allowance

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

2.38.1 Navigation

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

2.38.2 Landing Page





Figure 101: Local Travel allowance Listing

2.38.3 Apply Local Travel allowance

Click on to Apply the Local Travel allowance request.



4	:15 🔇 🖸	冬 雛 省山山 🐼
ft 1	×	Q 💄 ~
← Ap	oply Local Travel	Allowance
Loca	Travel Allowan	ce Request *
		+ Add
	Date Of Travel * 01-01-2025	Reason Two Wheeler/Auto
Ŵ	Travel From * Test	Ricksnaw Travel To * Rest
	Distance (Km) * 250	Amount * 500
Bill Nu Bill N Wi	umber *	
Appr format	oved Tour Diary *	* (Maximum size 5 MB. PDF or JPEG
Î	Upload Document	ca18f5c2-7a9b-42da-ac 40-506c105473c8.pdf
Bills, only)	, if applicable (Max	imum size 5 MB. PDF or JPEG format
٢.		
	Ξ	

Figure 102: Local Travel allowance Landing

Enter the details and click on

such that a success message will be shown

2.38.4 View Local Travel Allowance Action History

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





Figure 103: Local Travel Allowance Action History

2.39 Gift Noting

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

2.39.1 Navigation

Navigation: Home Page>> Dashboard>> Gift Noting

2.39.2 Landing Page



4:15 🔕 🙍	◈ 躐 "約1 @
♠ 🎡	¢
← Gift Noting	
No record fou	nd!
You haven't raised any ne	w request yet.
Go to Dashboa	ard
	Ð
	\bigtriangledown

Figure 104: Gift Noting Listing

2.39.3 Apply Gift Noting





4:16 💿 💿	今 雅 :"iliil 📧
↑ 😧	Д <u> </u>
← Apply Gift Noting	
Amount * Amount	
50000	
Payment Type *	
NetBanking	~
Gift Description *	
Test	
Initiator Remarks *	
Test	
Supportive Document *	
= 0	\triangleleft

Figure 105: Gift Noting Landing

Enter the details and click on Submit such that a success message will be shown 2.39.4 View Gift Noting Action History

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





Figure 106: Gift Noting Action History

2.40 Tour Diary

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

2.40.1 Navigation

Navigation: Home Page>> Dashboard>> Tour Diary

2.40.2 Landing Page





Figure 107: Tour Diary Listing



Page 116 of



4:19 🚫 🔎	多 雛 "凯 司 🐨
↑ 😧	Q 🔳 ~
- Apply Tour Diary	
Binding States S	B Employee Name SHIVANGI HANS
Office RO DEHRADUN	Designation Assistant Grade - II
Category CAT-III	Basic Salary 32720
CPF Number 134907	Cadre General
From Date	To Date
01-01-2025	03-01-2025
Request For *	
Mandatory Visit / Inspect	ion / Direction 🗸 🗸
Claim For Advance *	
No	~
Particulars for Tour *	
\equiv	

Figure 108: Tour Diary Landing

Enter the details and click on Submit such that a success message will be shown 2.40.4 View Tour Diary Action History

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





Figure 109: Tour Diary Action History

2.41 Tour Advance

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

2.41.1 Navigation

Navigation: Home Page>> Dashboard>> Tour Advance

2.41.2 Landing Page









Click on to Apply the Tour Advance request.



Sec.	Ą	
		() ~
Apply Tour Advance		
Salary Type		
IDA		
vance Name		HELP
Advance Name		G
Mandatory Visit/ Inspection/ Direction		
vance Amount *		
Advance Amount		
marks *		
Test		
I hereby declare that i will submit my reimbursement within 15 days from performing the tour. * ef Document (Maximum size 5 MB. PDF or	y travel the dat JPEG for	e of mat only)
	\triangleleft	

Figure 111: Tour Advance Landing

Enter the details and click on such that a success message will be shown 2.41.4 View Tour Advance Action History

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







Figure 112: Tour Advance Action History

2.42 Payroll Reports

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

2.42.1 Navigation

Navigation: Home Page>> Dashboard>> Payroll Reports

2.42.2 Landing Page



4:23 🕚 🧕	冬 耀 "归 1 📼
♠ 🎡	Q 🚨 -
← Generate Report	
Employee Number 306891	
Request For *]
Select	~
Reset	Get Results
Select Request For *	
Select Request For * Pay Slip	\bigcirc
Select Request For * Pay Slip CPF Slip	\bigcirc
Select Request For * Pay Slip CPF Slip Forcast Report	
Select Request For * Pay Slip CPF Slip Forcast Report Pension Slip	
Select Request For * Pay Slip CPF Slip Forcast Report Pension Slip Salary Control Register	
Select Request For * Pay Slip CPF Slip Forcast Report Pension Slip Salary Control Register Cancel	() () () () () () () () () () () () () (

Figure 113: Payroll Report

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



4:24 🔕 🧕	@ III. II: 翻 矣
↑ ŷ	Û
← Generate Report	
Employee Number 306891	
Pay Slip	~
Select Month-Year *	
02-2022	Đ
Downle	bad
Reset	Get Results
ΞΟ	\lhd

Figure 114: Payroll Report



3 Manager Dashboard

3.1 Manager Dashboard

• Dashboards shall serve as a common workspace to track and carry out approval actions. After login, FCI managers can access the Dashboard based on access rights. It shows the pending requests to be approved by Manager. If an employee has been assigned the roles and responsibilities of a manager or competent authority, then by clicking the **MSS** link on the top right corner of the HRMS application.

3.1.1.1 Navigation

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

3.1.1.2 Landing Page

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



16:45	© ≇ 2.73**#il () 95%
♠ 😥	Q 😩 ~
← LTC Bharat D Encashment	SHIVANGI HANS Employee Number - 306891 View Profile Ess
You don't have	No record found! any new request to review/approve.
	Go to Dashboard

Figure 115: Navigation to MSS





Figure 116: Manager Dashboard

3.2 Review/Approve

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

3.2.1 Navigation

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

3.2.2 Landing Page



41 AM		≂ .d
¥.		L. 2
- Leave Reques	ts	😂 Filte
Leave ID - 01145		View Details 🗸
Applied on: 15/08/20	20	
Employee Name	Leave Type	
Gulshamar	Casual Leave	
Leave ID - 01234		Linda Dataila A d
Applied on: 15/08/20	20	Hide Details V
Employee Name	Leave Type	
Gulshamar	Casual Leave	
Contact Number	Leave Type	
+91 5326985248	C-102 Gautan	a Budh Nagar
🗇 From	🗇 To	Session
17/08/20	21/08/20	Atternoon
Reason		
Not feeling well yeste	arday. Going to vis	sit doctor
Interlinked Officer	Office	Division
Jay Kumar	-	-
Designation	Attachment	

Figure 117: Leave Request-MSS

3.2.3 Review/Approve Leave Request

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



9:41 AI	м	ବ .dl
¥		C. 2 ~
← 8	Selective Revert	
F	Please select the person to revert	the request
0	Rohan Kumar	~
0	Date of Action - 02/08/2020	
\sim	Saumya Singh	~
0	Date of Action - 02/08/2020	
0	Ajay Rawat	~
	Date of Action - 02/08/2020	
Add F	lemark	
	Cancel Rev	/ert
-		

Figure 118: Leave Request - Revert



9:41 AM	🔒 in. 💎
Ŵ	~ 🕹 🖏
← Add Reviewer	
Rohan Kumar Date of Action - 02/08/2020	×
Saumya Singh Date of Action - 02/08/2020	~
Rohan Kumar Date of Action - 02/08/2020	×
Saumya Singh Date of Action - 02/08/2020	~
Add Reviewer Details	
Office Type	~
Office	~

Figure 119: Leave Request – Add Reviewer

3.3 Action History

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

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

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

3.3.1 Navigation

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

3.3.2 Landing Page



:41 AM		hı. 🕈
¥	5	🥊 🕹 ~
- Action History		≅ Filter
Q Search by name		
Shivam Chadhha	1	^
Date of Action	02/08/2020	
Version	1	
Action Taken	Pending	
Designation	AG-III	
Division	OMISS	
Authority	Initiateor	
Remarks	Approved	
Attachment	View Docume	201
Rohan Kumar		~
Date of Action - 02/08	V2020	
Saumya Singh		~
The second s		

Figure 120: Action History