

User Manual Template

FCI HRMS

Module Name: Employee Relations

Version: 0.2



| | |
|-------------------------|---------------------------|
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Revision History

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10 Sale/Purchase price of the property (Market value in the case of gift). *

Testing 1

11. In case of acquisition /source or sources from which financed /proposed to be financed: *

Personal savings

11. b) Other sources giving details.

Testing 1

12. In the case of disposal of property, was requisite sanction/intimation obtained /given for its acquisition. (A copy of the sanction/ ack. should be attached). *

Testing 1

12. a) Name & address of the party with whom transaction is proposed to be made/has been made.
 12. b) Is the party related to the applicant, if so, State the relationship?
 12. c) Did the applicant have any dealings with the party in his official capacity or is the applicant likely to have dealings with him in the near future.
 12. d) Nature 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. Full particulars to be given) *

Testing 1

13. In case of acquisition of gift whether sanction is also required under regulation 48(IV) of FCI (Staff) Regulations, 1971 *

Testing 1

14. Any other relevant fact which the applicant may like to mention. *

Testing 1

15. Remarks *

Testing 1

NOTE:

1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction

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1 Introduction

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

1.1 Objective

The following objectives shall be fulfilled with the user manual

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

1.2 Target Audience

- FCI Officers and FCI Employees

2 Overview

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

3 User Access and Permissions

3.1 Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

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

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

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

3.2 Know Your Icons

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



| Icons | Descriptions |
|-------|---|
| | It will allow editing a record. |
| | It will allow reviewing the submitted record/request. |
| | It will allow approving the submitted record/request. |
| | It will allow viewing the details of the record/request in readable form. |
| | It will allow processing a request like Annual Increment of the employee. |
| | It will allow defining the employee compensation i.e. salary break-up of new joined employee's. |
| | It will allow viewing the uploaded document. |
| | It will allow editing a Master (Configuration)/Transactions (Activities) records. |

Table 3-1 Icons

3.3 User Access and Permissions

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

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

Table 3-2: User Profile and Permissions

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

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

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

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

Table 3-3 User Profile and Roles

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

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

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

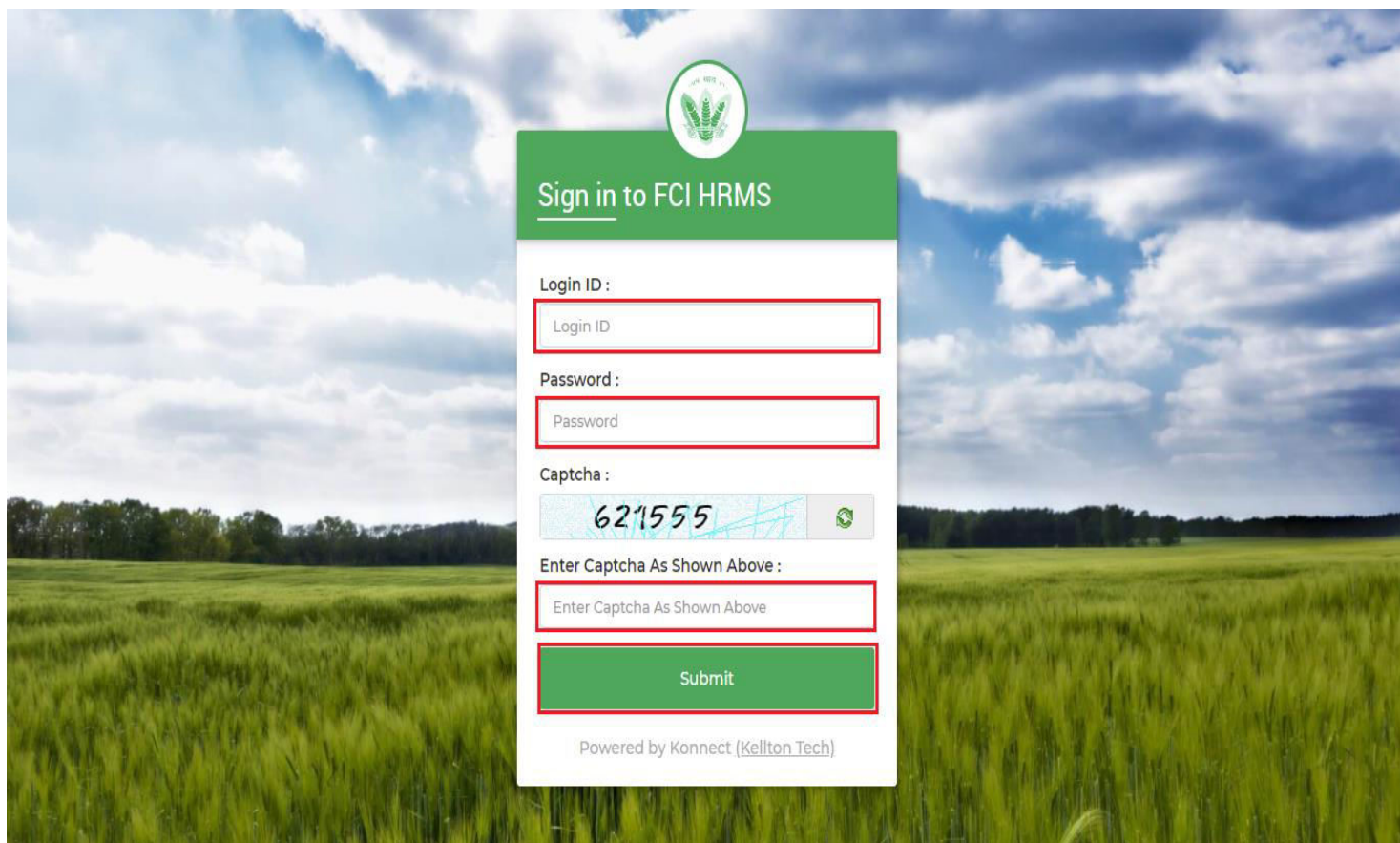


Figure 3-1 Login Screen


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



Figure 3-2 Home Page

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

FCI HRMS

AMITABH KUMAR
Emp Id : 152770
Division : Personnel

E-Notice

- Culturals Program to be held tomorrow from 11 am in the Auditorium
- Cricket Tournament to be held on 29th February 2020.
- New Survey 'Office Timings' has been created.
- New Survey 'Rules and Regulations' has been created.

My Pending Requests

| Request Id | Request Name |
|------------|----------------------------|
| TEU9 | Telephone Sanction Request |
| LTRS3 | Leave Transfer Request |

October 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------|--------------|--------------|----------------------------|-------------|-------------|--------------|
| 27 | 28 | 29 | 30 | 1 Absent | 2 Absent | 3 Absent |
| 4 Absent | 5 Absent | 6 Absent | 7 Absent | 8 Absent | 9 Absent | 10 Absent |
| 11 Absent | 12 Absent | 13 Absent | 14 Going out of Station | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Upcoming Holiday

25 OCT Dussehra

Attendance

Last In/Out Time

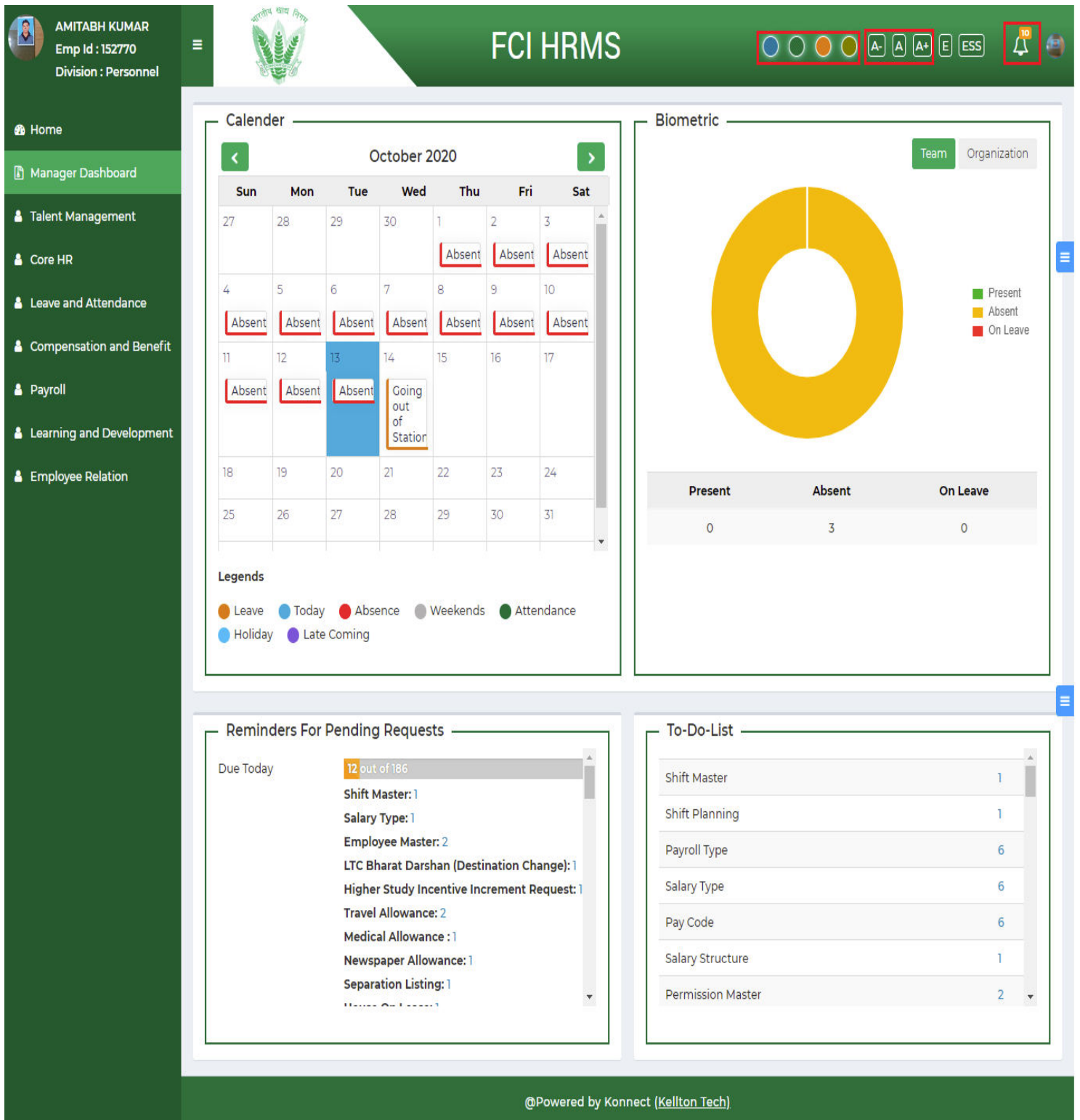
Legends

- Leave (Orange circle)
- Today (Blue circle)
- Absence (Red circle)
- Weekends (Grey circle)
- Attendance (Green circle)
- Holiday (Light Blue circle)
- Late Coming (Purple circle)

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Figure 3-3 ESS - Employee Dashboard

- If an employee has been assigned the roles and responsibilities of a manager or competent authority, then by clicking the **MSS** link on the top right corner of the HRMS application as shown in Figure 3-2, the employee with the permissions of a manager shall navigate to the MSS – Manager Dashboard as shown in Figure 3-4.



Calendar

October 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------|--------------|--------------|----------------------------|-------------|-------------|--------------|
| 27 | 28 | 29 | 30 | 1 Absent | 2 Absent | 3 Absent |
| 4 Absent | 5 Absent | 6 Absent | 7 Absent | 8 Absent | 9 Absent | 10 Absent |
| 11 Absent | 12 Absent | 13 Absent | 14 Going out of Station | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Legends

- Leave (orange)
- Today (blue)
- Absence (red)
- Weekends (grey)
- Attendance (green)
- Holiday (light blue)
- Late Coming (purple)

Biometric

Team Organization

Present Absent On Leave

| | | |
|---|---|---|
| 0 | 3 | 0 |
|---|---|---|

Reminders For Pending Requests

Due Today **12 out of 186**

- Shift Master: 1
- Salary Type: 1
- Employee Master: 2
- LTC Bharat Darshan (Destination Change): 1
- Higher Study Incentive Increment Request: 1
- Travel Allowance: 2
- Medical Allowance: 1
- Newspaper Allowance: 1
- Separation Listing: 1

To-Do-List


- Shift Master: 1
- Shift Planning: 1
- Payroll Type: 6
- Salary Type: 6
- Pay Code: 6
- Salary Structure: 1
- Permission Master: 2

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

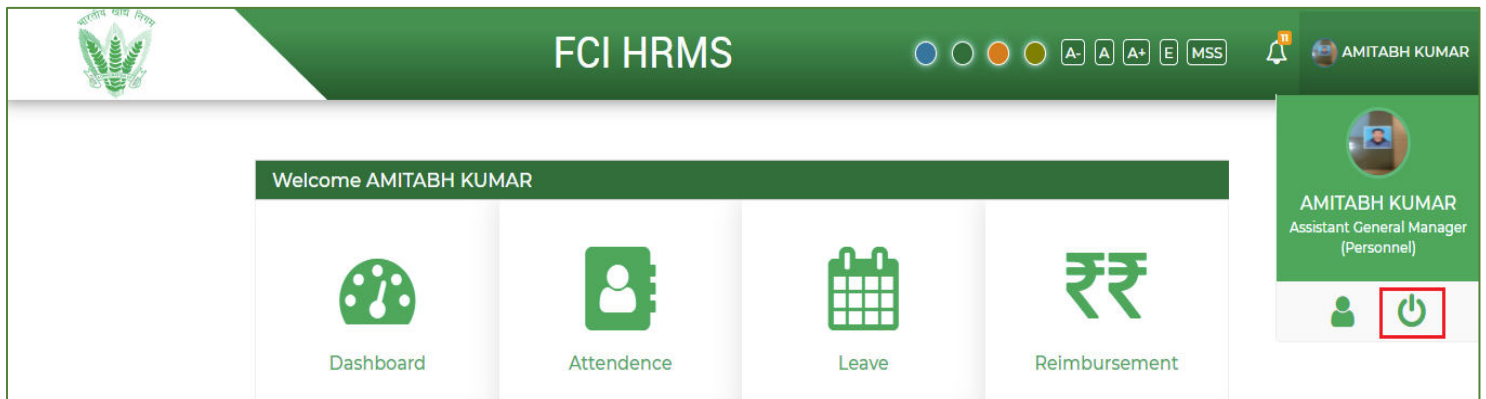


Figure 3-5 : Logout

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

3.6 HRMS Login Configuration

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

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

These are timeout settings implemented at Key cloak IAM interface.

4 Using the System

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

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

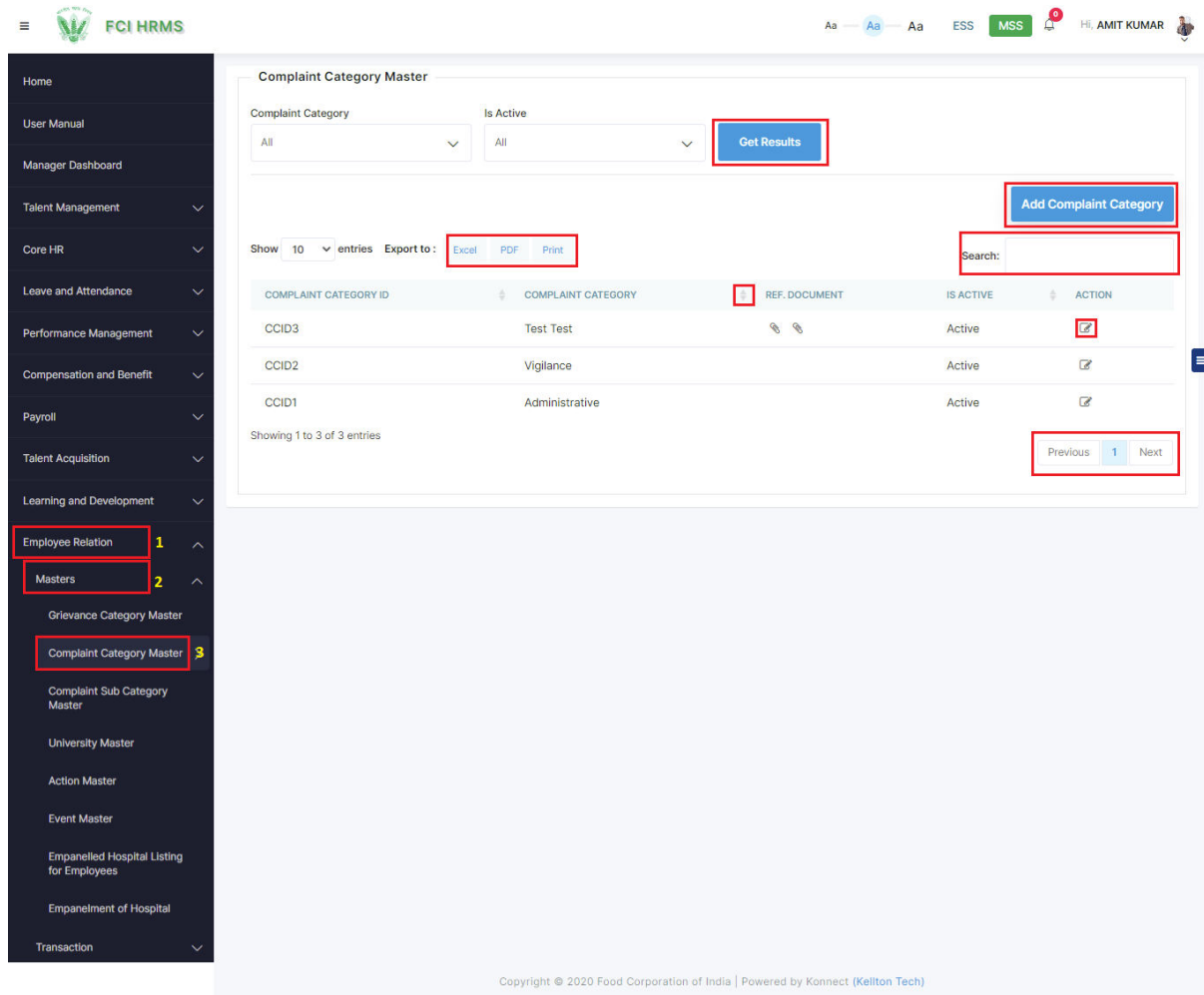









Figure 4-1: Complaint Category Master

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

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

4.1.1.4 Add Complaint Category

Add Complaint Category

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

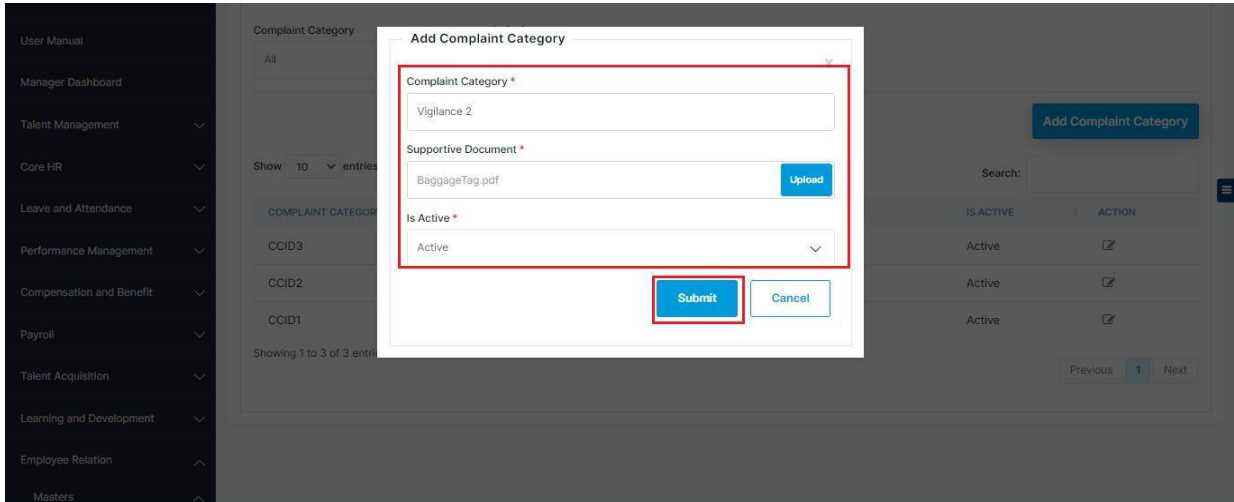


Figure 4-2: Add Complaint Category

Submit

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

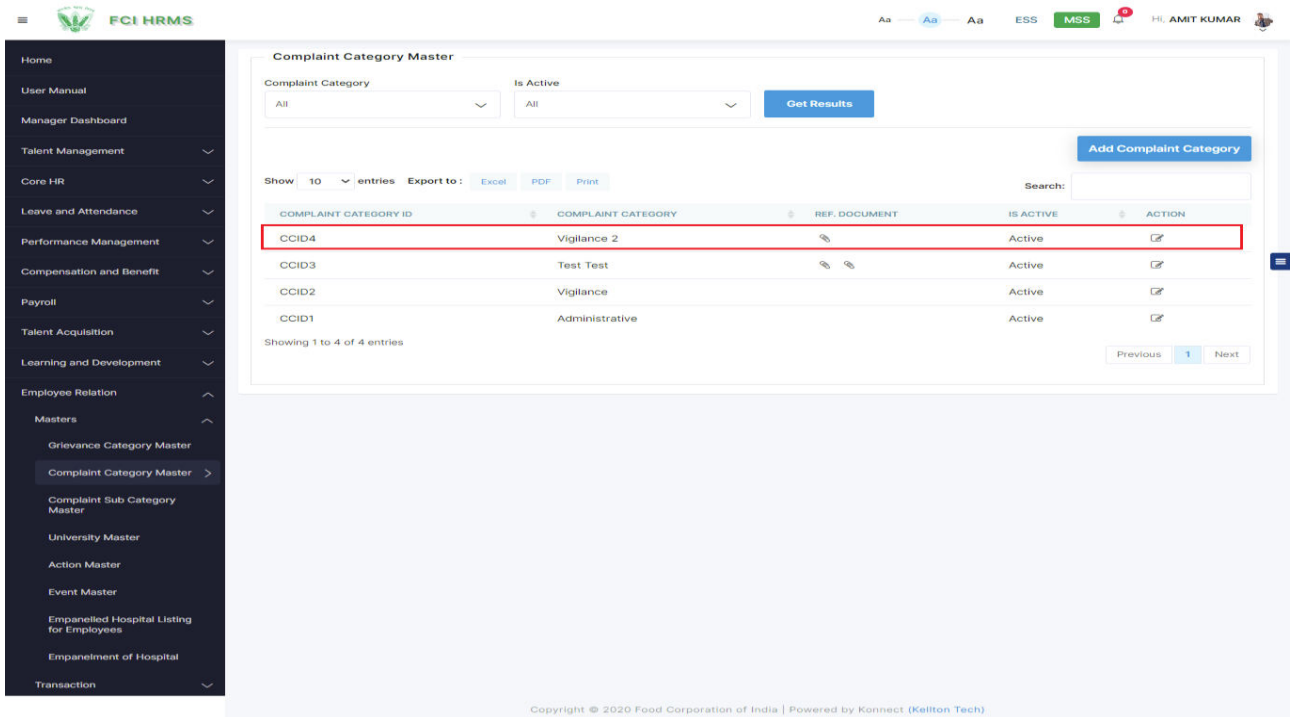



Figure 4-3: New Complaint Category Added

4.1.1.5 Edit Complaint Category

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

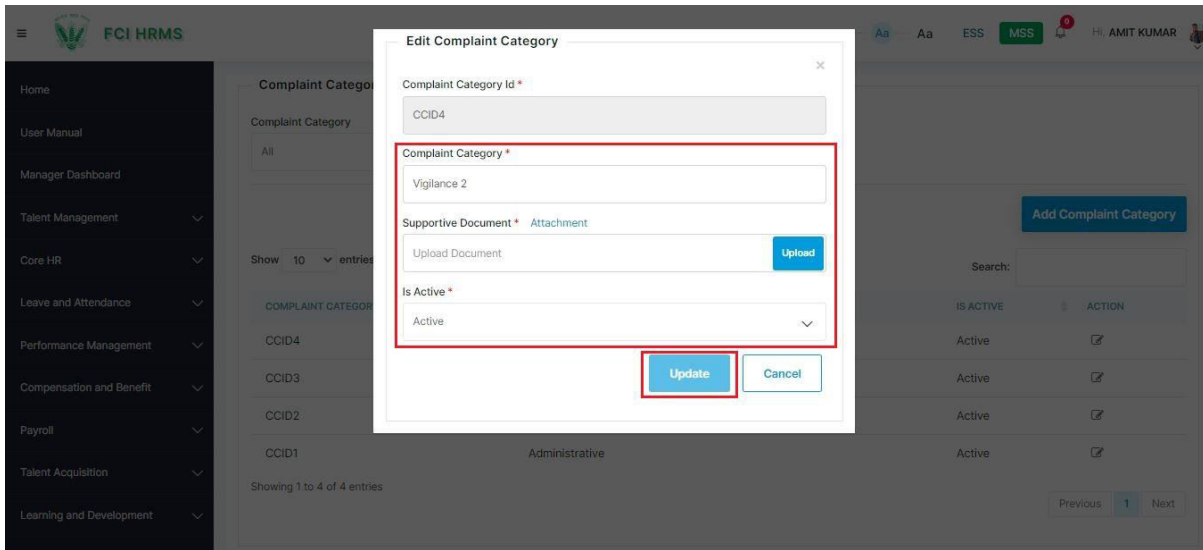



Figure 4-4: Edit Complaint Category



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

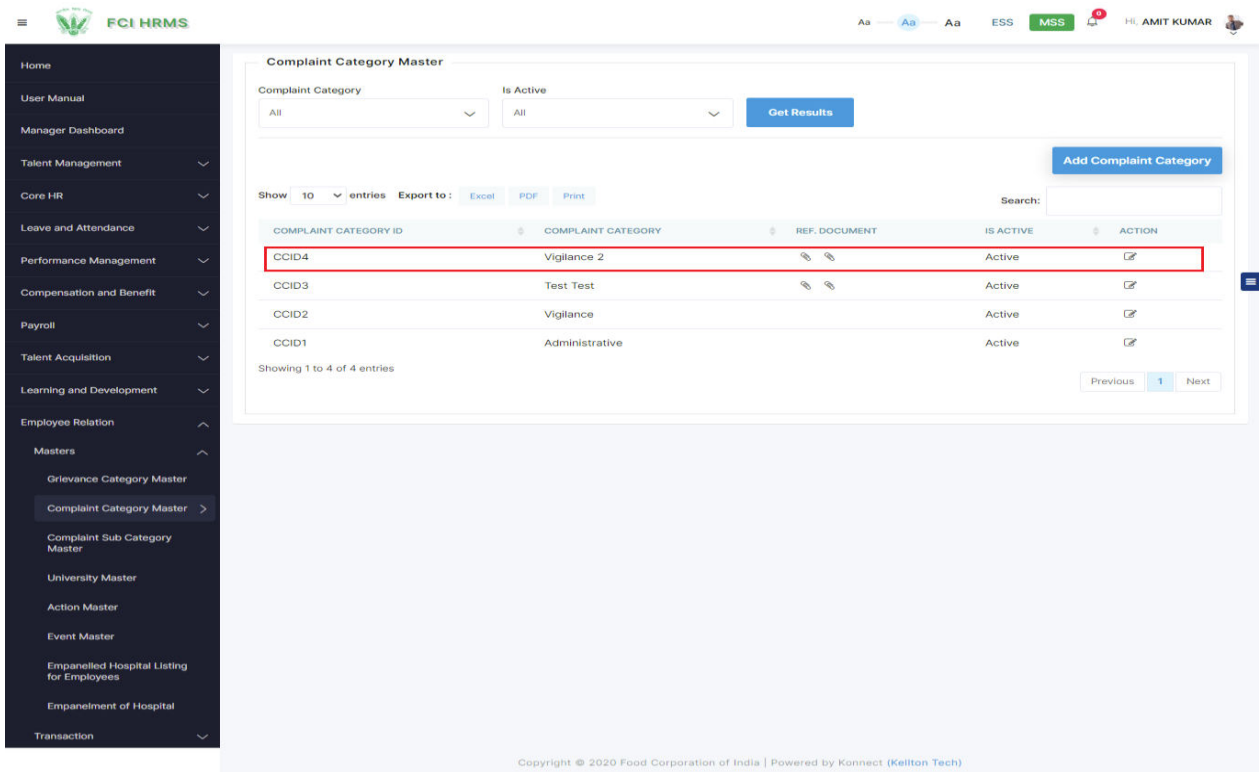


Figure 4-5: Existing Complaint Category Detail Updated

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

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

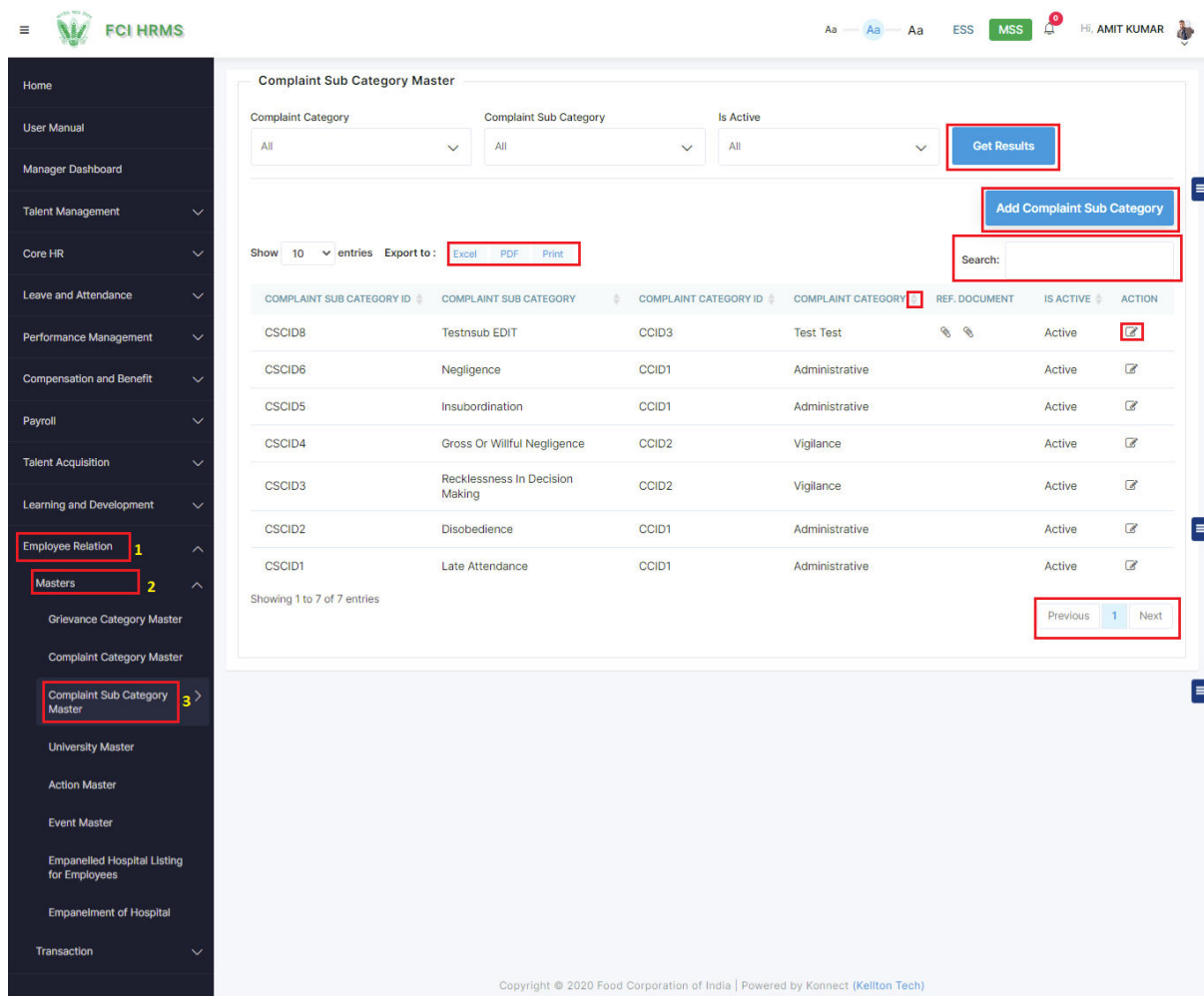











Figure 4-6: Complaint Sub Category Master


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

- Click on **Get Results** to apply the available filters.

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

4.1.2.4 Add Complaint Sub Category



Click on  to open the Add Complaint Sub Category popup as shown in Figure 4-6

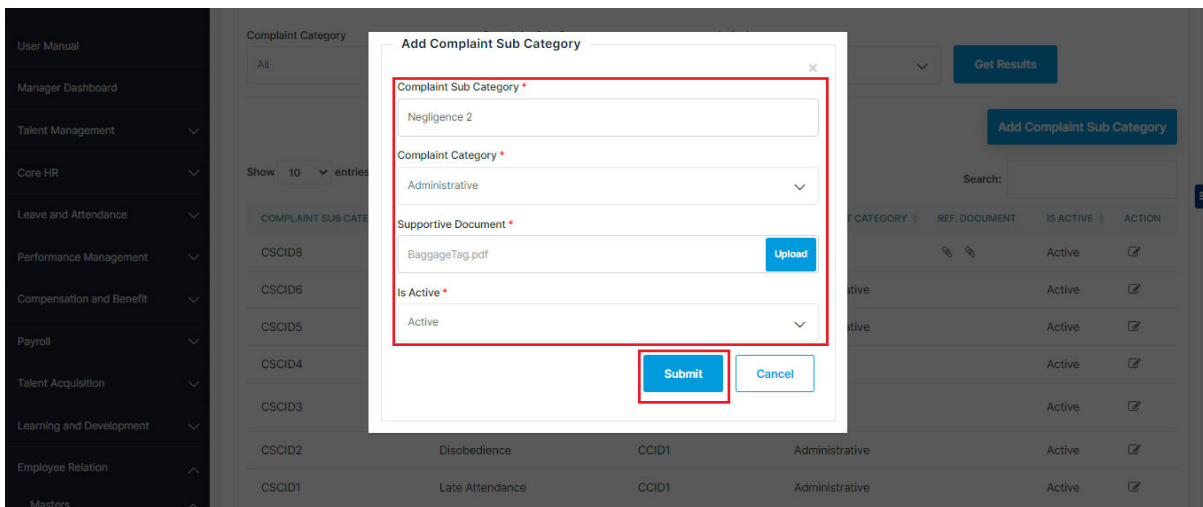
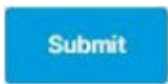
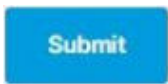


Figure 4-7: Add Complaint Sub Category



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

Complaint Sub Category Master

Complaint Category: All | Complaint Sub Category: All | Is Active: All | **Get Results**

Add Complaint Sub Category

Show: 10 entries | Export to: Excel, PDF, Print | Search: _____

| COMPLAINT SUB CATEGORY ID | COMPLAINT SUB CATEGORY | COMPLAINT CATEGORY ID | COMPLAINT CATEGORY | REF. DOCUMENT | IS ACTIVE | ACTION |
|---------------------------|---------------------------------|-----------------------|--------------------|---------------|-----------|-------------|
| CSCID9 | Negligence 2 | CCID1 | Administrative | [icon] | Active | [edit icon] |
| CSCID8 | Testsub EDIT | CCID3 | Test Test | [icon] | Active | [edit icon] |
| CSCID6 | Negligence | CCID1 | Administrative | | Active | [edit icon] |
| CSCID5 | Insubordination | CCID1 | Administrative | | Active | [edit icon] |
| CSCID4 | Gross Or Willful Negligence | CCID2 | Vigilance | | Active | [edit icon] |
| CSCID3 | Recklessness In Decision Making | CCID2 | Vigilance | | Active | [edit icon] |
| CSCID2 | Disobedience | CCID1 | Administrative | | Active | [edit icon] |
| CSCID1 | Late Attendance | CCID1 | Administrative | | Active | [edit icon] |

Showing 1 to 8 of 8 entries

Previous 1 Next

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Figure 4-8: New Complaint Sub Category Added

4.1.2.5 Edit Complaint Sub Category

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

Complaint Sub Category Id *

CSCID9

Complaint Sub Category *

Negligence 2 Edited

Complaint Category Id *

CCID1

Complaint Category *

Administrative

Supportive Document * Attachment

Upload Document **Upload**


Is Active *

Active

Update **Cancel**

Figure 4-9: Edit Complaint Sub Category



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

The screenshot displays the 'Complaint Sub Category Master' interface. At the top, there are filters for 'Complaint Category', 'Complaint Sub Category', and 'Is Active', all set to 'All'. A 'Get Results' button is present. Below the filters, there is a search bar and a table of records. The table has the following data:

| COMPLAINT SUB CATEGORY ID | COMPLAINT SUB CATEGORY | COMPLAINT CATEGORY ID | COMPLAINT CATEGORY | REF. DOCUMENT | IS ACTIVE | ACTION |
|---------------------------|---------------------------------|-----------------------|--------------------|---------------|-----------|--------|
| CSCID9 | Negligence 2 Edited | CCID1 | Administrative | | Active | |
| CSCID8 | Testsub EDIT | CCID3 | Test Test | | Active | |
| CSCID6 | Negligence | CCID1 | Administrative | | Active | |
| CSCID5 | Insubordination | CCID1 | Administrative | | Active | |
| CSCID4 | Gross Or Willful Negligence | CCID2 | Vigilance | | Active | |
| CSCID3 | Recklessness In Decision Making | CCID2 | Vigilance | | Active | |
| CSCID2 | Disobedience | CCID1 | Administrative | | Active | |
| CSCID1 | Late Attendance | CCID1 | Administrative | | Active | |

The table shows 'Showing 1 to 8 of 8 entries' and a pagination control with 'Previous', '1', and 'Next' buttons.

Figure 4-10: Existing Complaint Sub Category Detail Updated

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

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


Figure 4-11: University Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **▲** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **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  to edit an existing universities in the table as mentioned in Section 4.1.3.5 – Edit University.

4.1.3.4 Add University

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

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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

FCI HRMS | Aa Aa Aa | ESS | MSS | Hi, AMIT KUMAR

- Home
- User Manual
- Manager Dashboard
- Talent Management
- Core HR
- Leave and Attendance
- Performance Management
- Compensation and Benefit
- Payroll
- Talent Acquisition
- Learning and Development
- Employee Relation
- Masters
 - Grievance Category Master
 - Complaint Category Master
 - Complaint Sub Category Master
 - University Master
 - Action Master
 - Event Master
 - Empanelled Hospital Listing for Employees
 - Empanelment of Hospital
- Transaction

University Master

University Name:

State/UT:

District:

City:

Is Active:

[Get Results](#)

[Add University](#)

Show: entries

Export to: [Excel](#) [PDF](#) [Print](#)

Search:

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

Showing 1 to 10 of 6,365 entries

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[...](#)
[637](#)
[Next](#)

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Figure 4-13: New University Added

4.1.3.5 Edit University

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


The screenshot shows the 'Edit University' form with the following fields and values:

| Field | Value |
|----------------------------|---|
| University Id | UNID1 |
| University Name * | ACHARAYA N.G.RANGA AGRICULTURAL UNIVERSITY Edited |
| University Registration Id | NA |
| State/UT * | Andhra Pradesh |
| District * | Guntur |
| City * | Guntur |
| Supportive Document * | BoardingPass.pdf (with Upload button) |
| Is Active * | Active |

Buttons: Update (highlighted), Cancel

Footer: Copyright © 2020 Food Corporation of India | Powered by Konnect (Kelton 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



University Master

University Name: All | State/UT: All | District: All | City: All

Is Active: All [Get Results](#)

[Add University](#)

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

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

Showing 1 to 10 of 6,365 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [637](#) Next

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Figure 4-15: Existing University Detail Updated

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

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

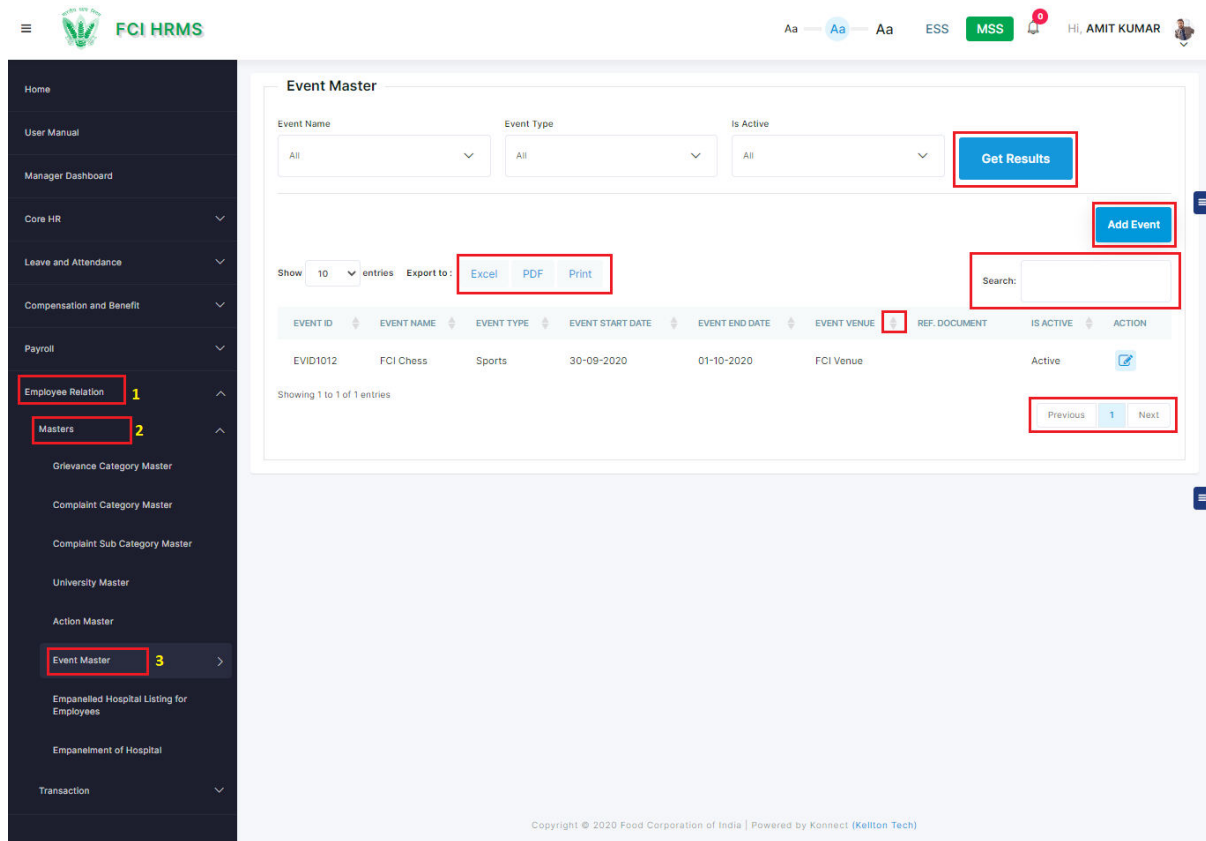


Figure 4-16: Event Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **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 **✎** to edit an existing Event in the table as mentioned in Section 4.1.4.5 – Edit Event.

4.1.4.4 Add Event

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

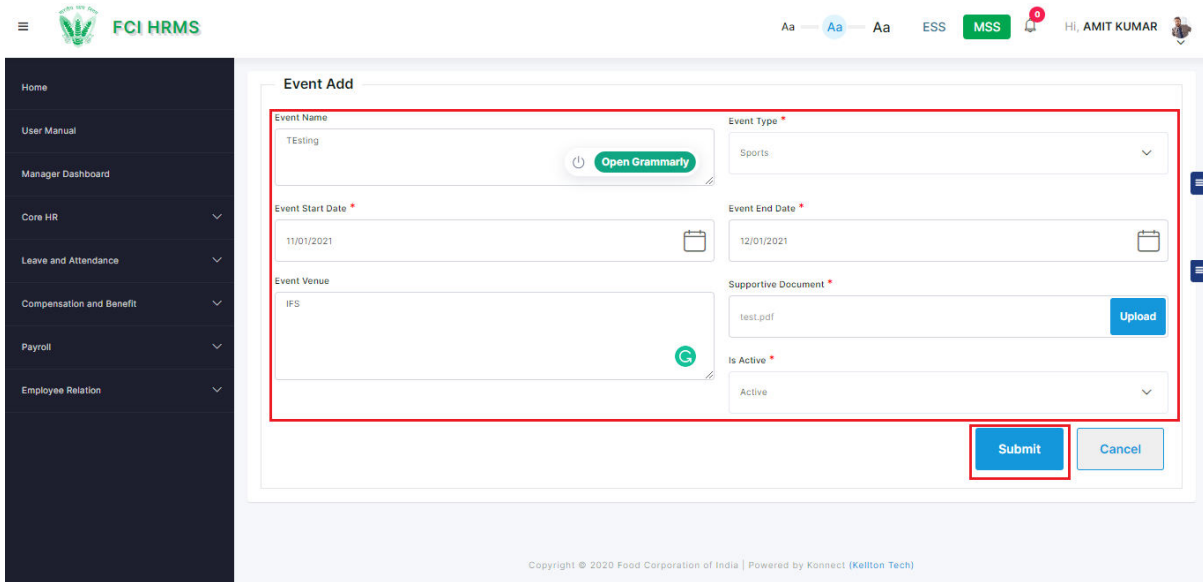


Figure 4-17: Add Event

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

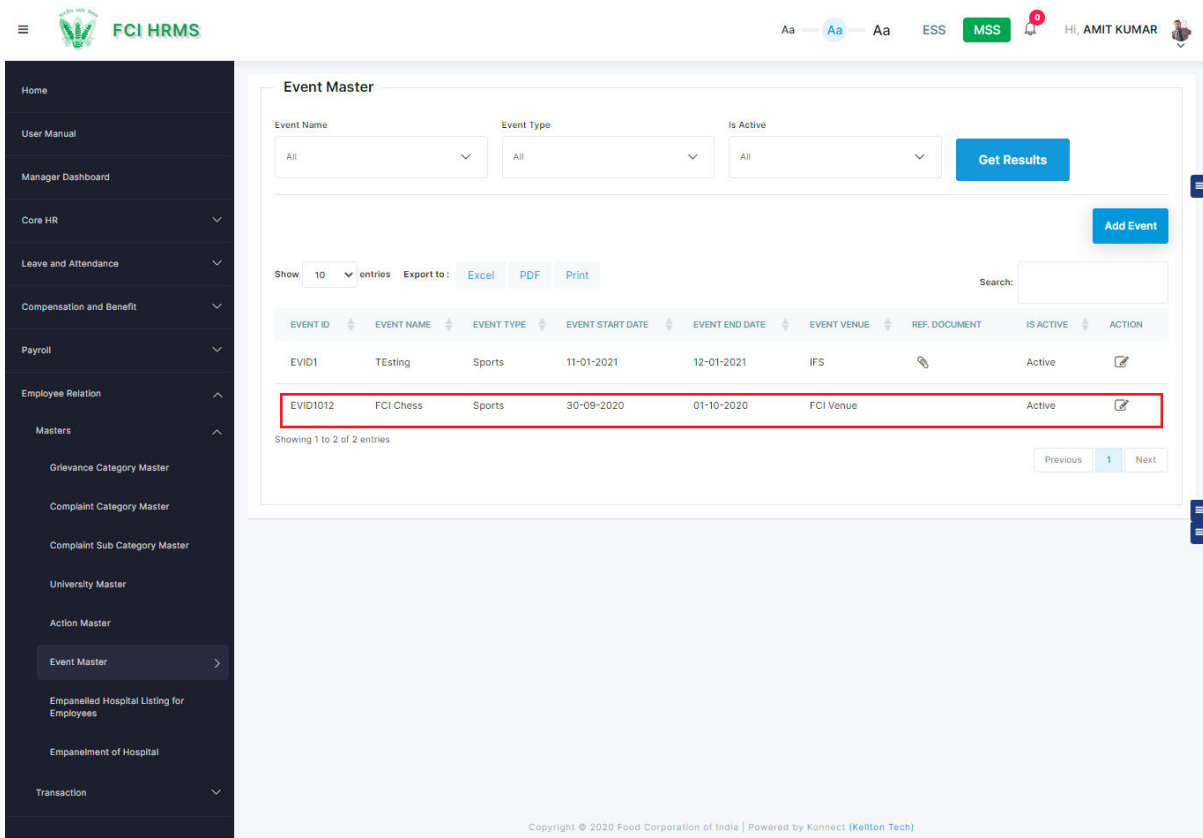



Figure 4-18: New University Added

4.1.4.5 Edit Event

Click on  to open Edit Event popup as shown in Figure 4-18

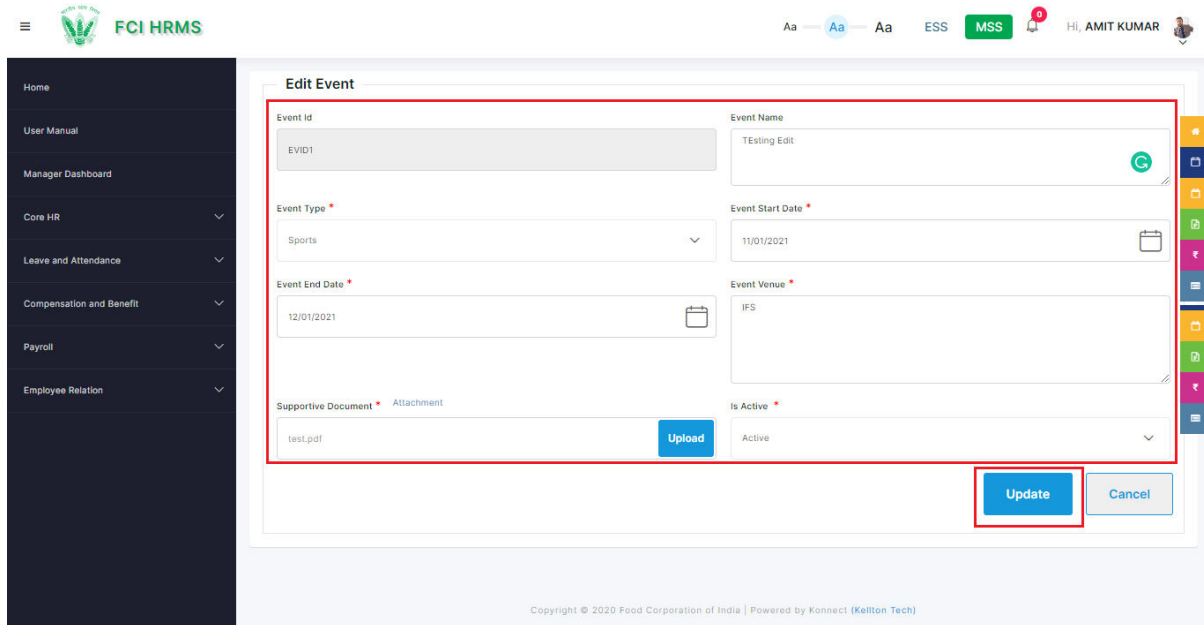



Figure 4-19: Edit Event

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 4-19

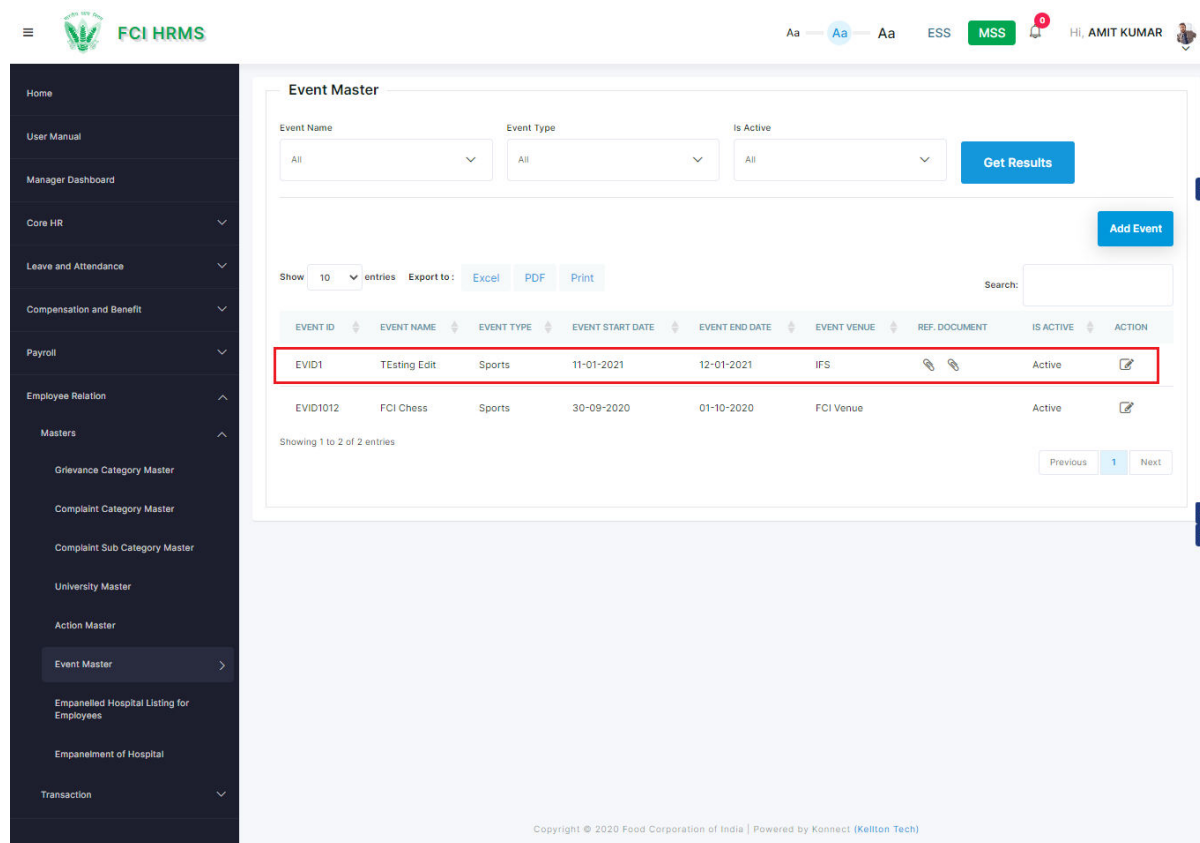


Figure 4-20: Existing Event Detail Updated

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

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

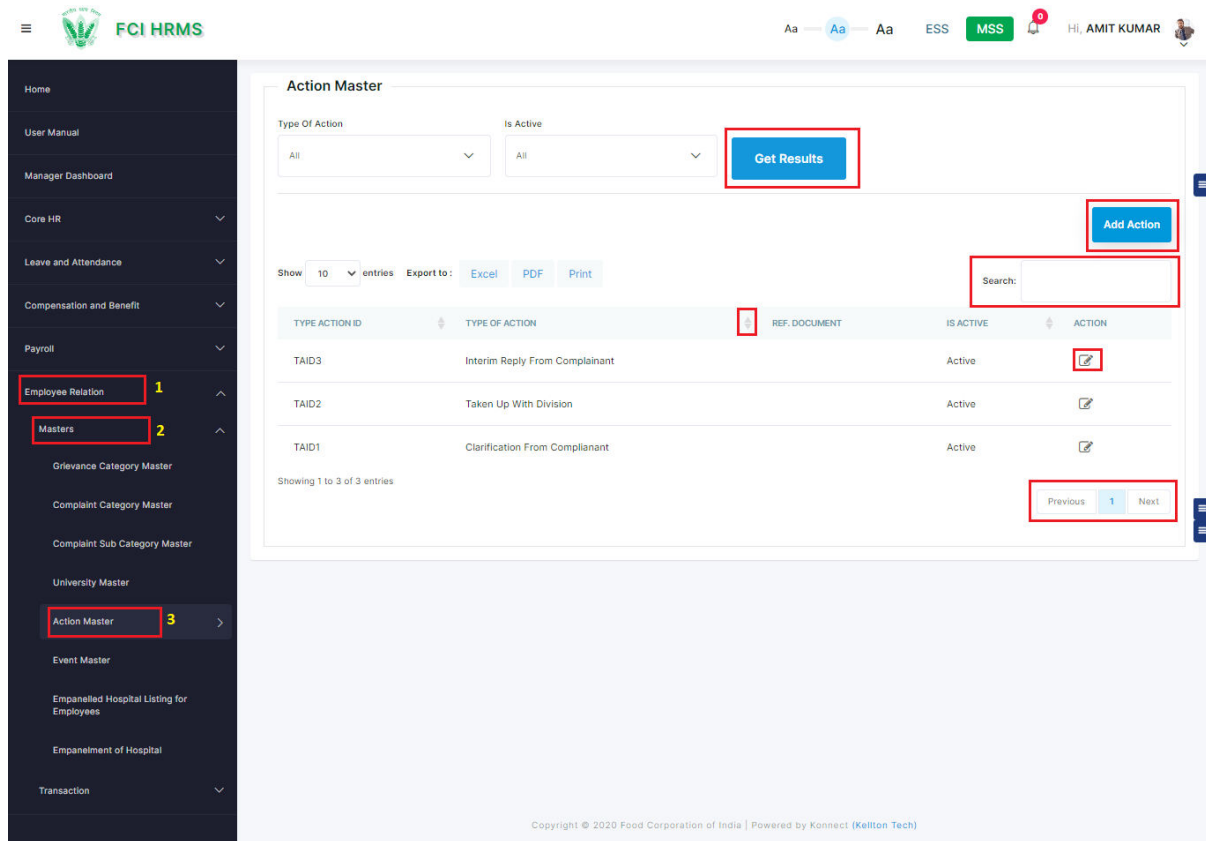



Figure 4-21: Action Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records
- Click on **Add Event** to add a new event in the table as mentioned in Section 4.1.5.4 – Add Action.
- Click on **✎** to edit an existing Event in the table as mentioned in Section 4.1.5.5 – Edit Action.

4.1.5.4 Add Action

Click on  to open the Add Action popup as shown in Figure 4-21

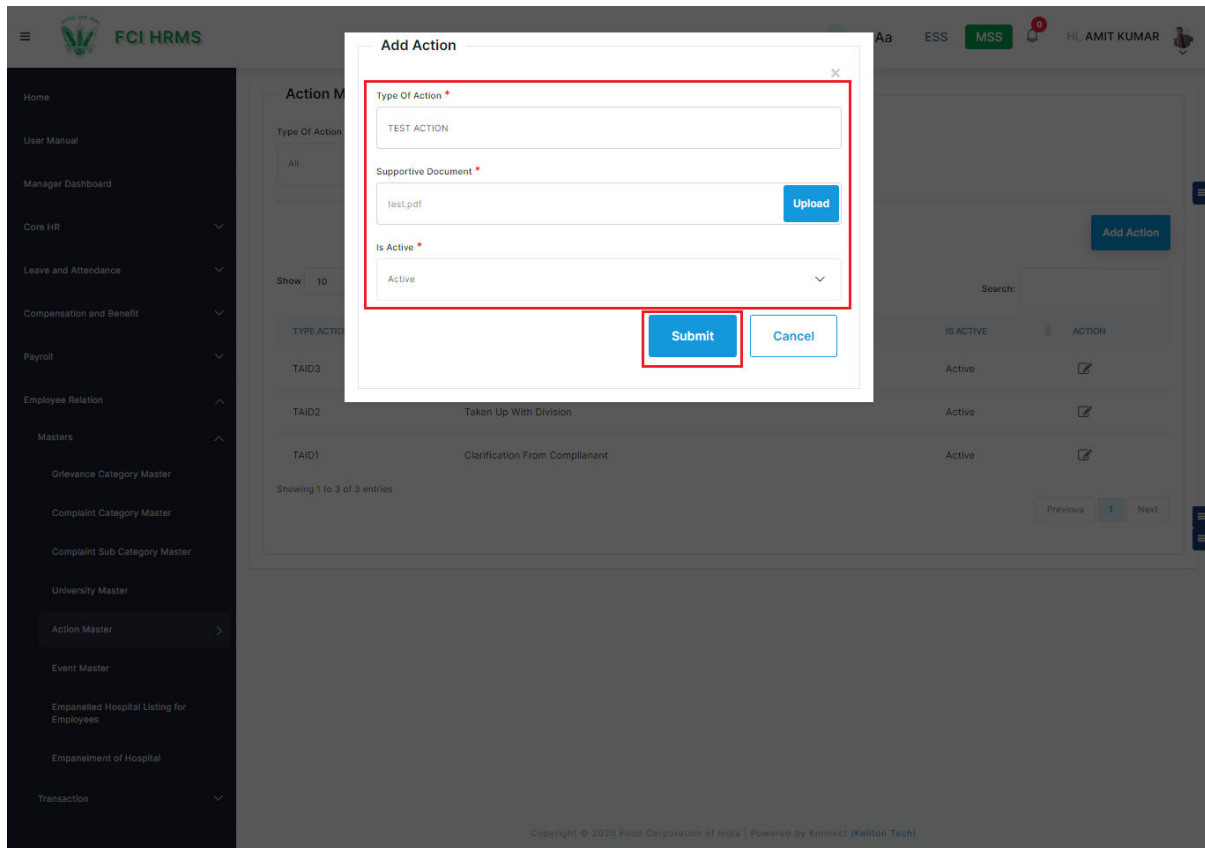

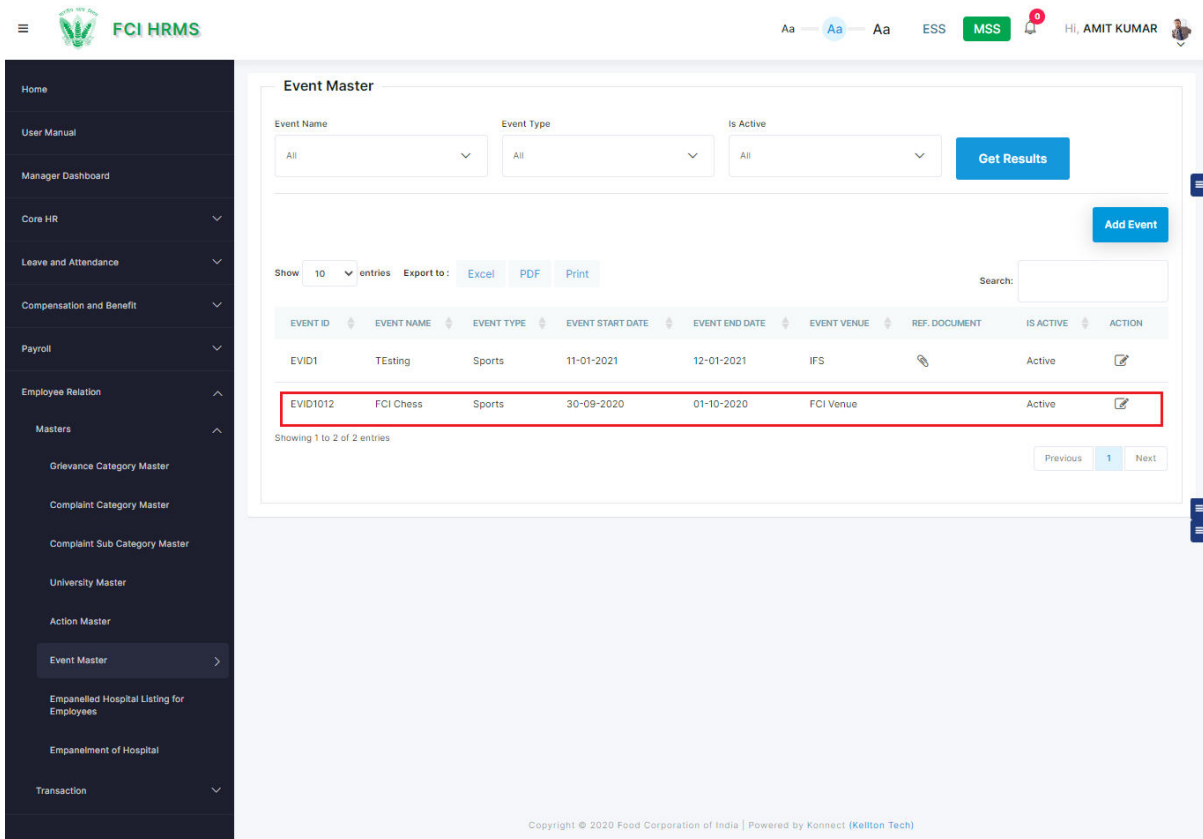


Figure 4-22: Add Action


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 4-28



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

Figure 4-23: New Action Added

4.1.5.5 Edit Action

Click on  to open Edit Action popup as shown in Figure 4-29

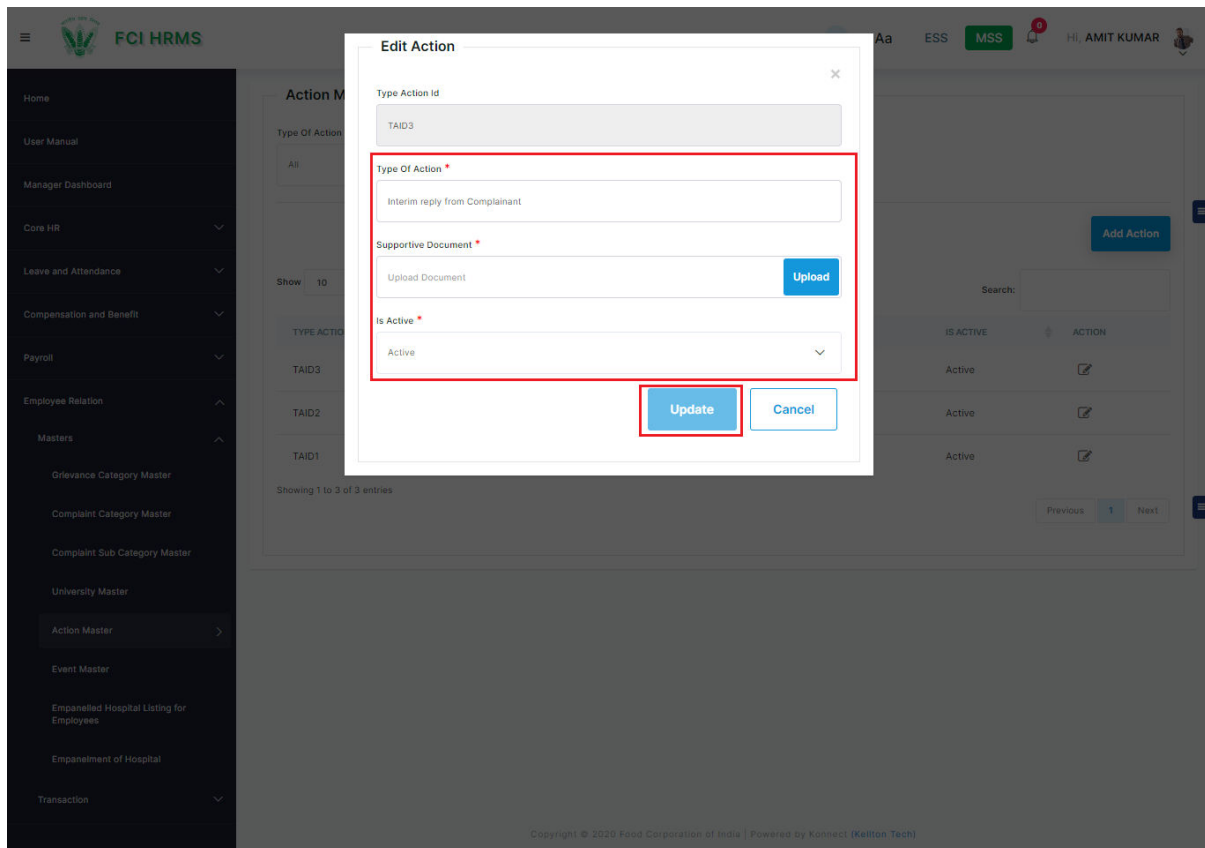



Figure 4-24: Edit Action

Enter the details and click on  such that a success message will be shown in the Action Master Landing Page for updating the existing record in the table as shown in Figure 4-30

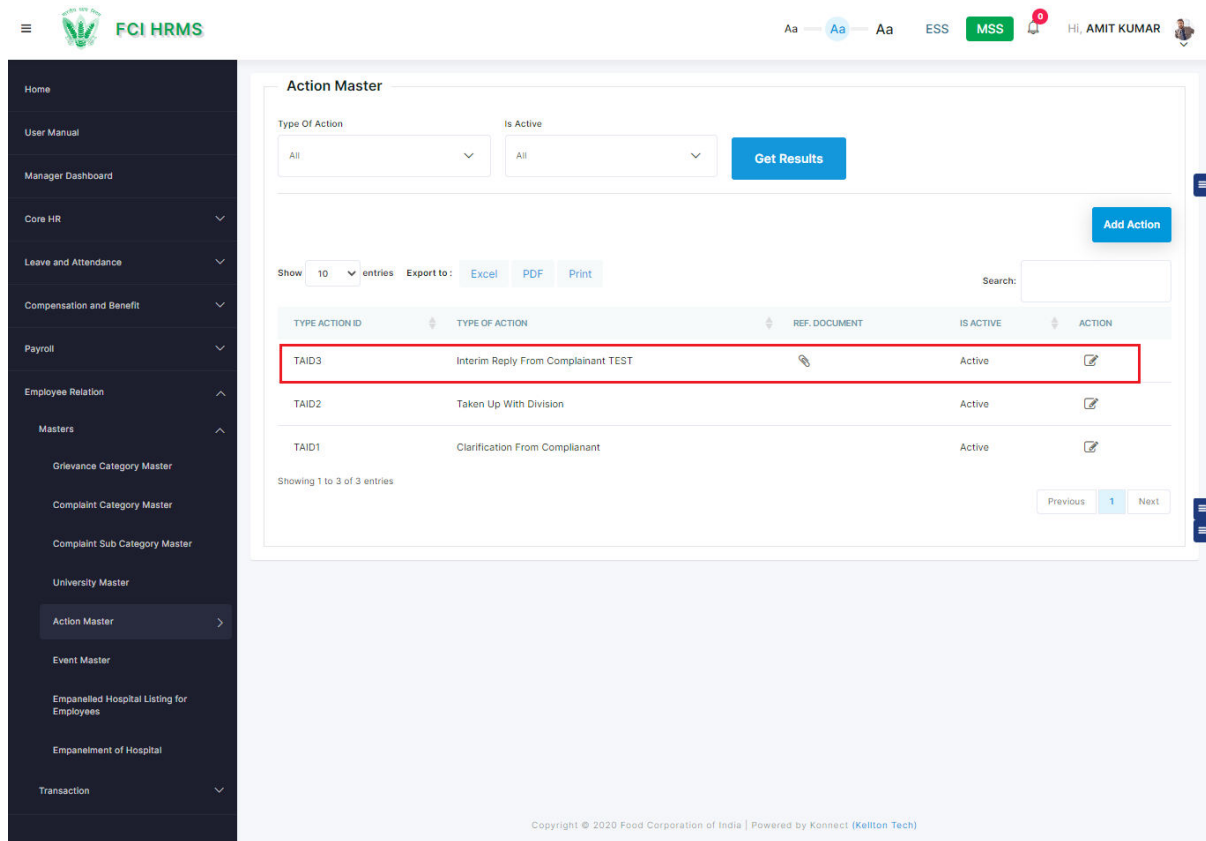


Figure 4-25: Existing Action Detail Updated

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

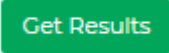


4.1.6.3 Landing Page







HRMS administrator 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 4-31

The screenshot displays the 'Empanelled Hospital - Admin Listing' interface. At the top, there are filters for 'From Date', 'To Date', 'Name Of The Hospital', and 'Status'. A 'Get Results' button is located to the right of these filters. Below the filters, there are options to 'Show' records and 'Export to' Excel, PDF, or Print. A search bar is also present. The main area contains a table with columns: HOSPITAL ID, HOSPITAL LICENSE NUMBER, OFFICE, NAME OF THE HOSPITAL, PURPOSE, TELEPHONE NUMBER, EMPANELLED ON DATE, EMPANELLED UP TO DATE, IS ACTIVE, STATUS, and ACTION. The table lists several hospitals, including 'Dsadas', 'Test12', 'Institute Of Brain And Spine (IS)', 'RLKC Hospital & Metro Heart Institute', 'Santom Hospital Pvt. Ltd', 'Vistech Eye Centre', 'Venus Eye Institute & Research Centre', 'The Healing Touch', 'Sonia Hospital (A Unit Of Arkus Healthcare Pvt. Ltd.)', and 'Shroff Eye Centre'. A pagination control at the bottom right shows 'Previous', '1', '2', '3', '4', '5', and 'Next'.

Figure 4-26: Empanelment of Hospital Master

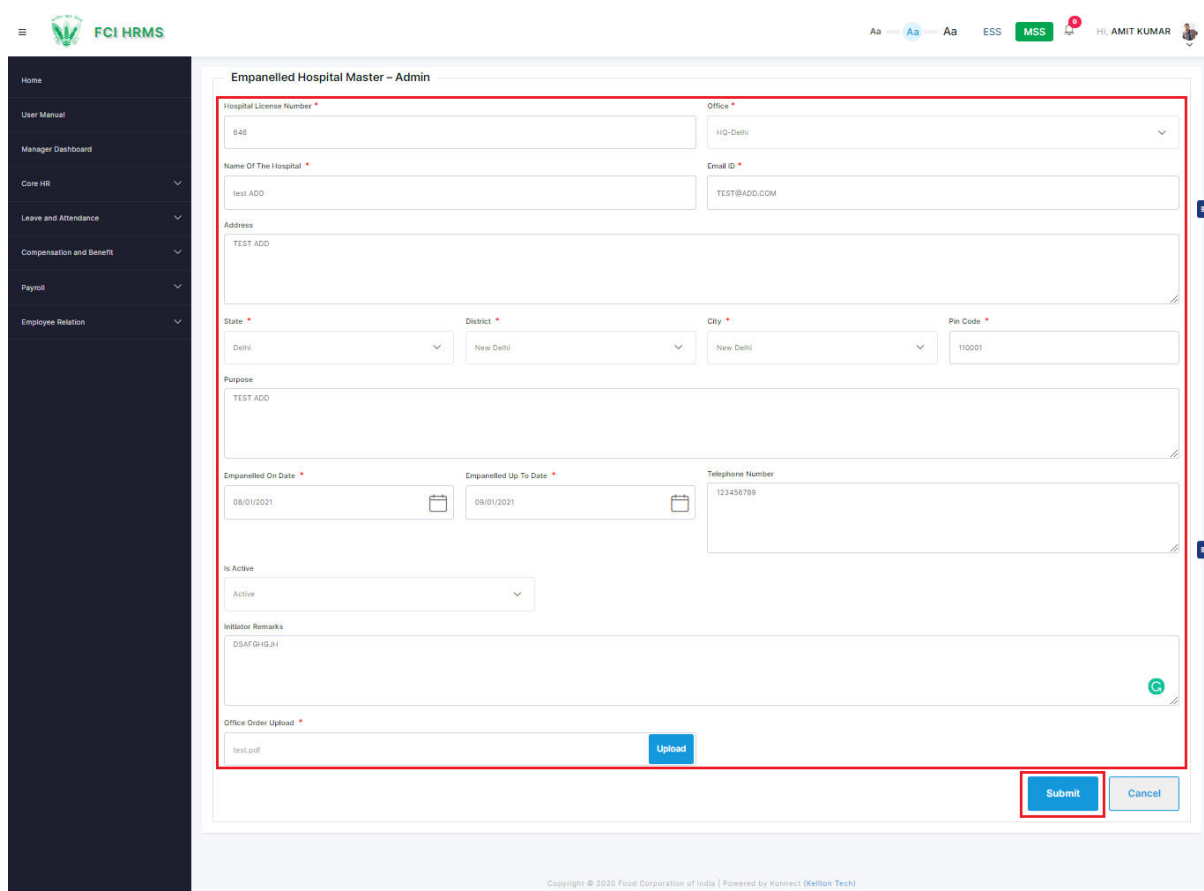
HRMS administrator shall be able to perform the following activities from the landing page:

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

- Click on  to sort the table records in ascending order or descending order of entries.
- Click on     to navigate table records
- Click on  to add a new 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 4-32




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

- Hospital License Number ***: 648
- Office ***: HQ-Delhi
- Name Of The Hospital ***: test ADD
- Email ID ***: TEST@ADD.COM
- Address**: TEST ADD
- State ***: Delhi
- District ***: New Delhi
- City ***: New Delhi
- Pin Code ***: 110001
- Purpose**: TEST ADD
- Empanelled On Date ***: 08/01/2021
- Empanelled Up To Date ***: 09/01/2021
- Telephone Number**: 122456789
- Is Active**: Active
- Initiator Remarks**: DSAF GHG-J
- Office Order Upload ***: test.pdf

At the bottom right of the form, there are two buttons: **Submit** (highlighted with a blue box) and **Cancel**.

Figure 4-27: Empanelled Hospital

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 4-33



FCI HRMS

ESS MSS Hi AMIT KUMAR

Empanelled Hospital - Admin Listing

From Date: DD/MM/YYYY To Date: DD/MM/YYYY Name Of The Hospital: test ADD Status: All

Get Results Add

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

| HOSPITAL ID | HOSPITAL LICENSE NUMBER | OFFICE | NAME OF THE HOSPITAL | PURPOSE | TELEPHONE NUMBER | EMPAANELLED ON DATE | EMPAANELLED UP TO DATE | IS ACTIVE | STATUS | ACTION |
|-------------|-------------------------|---------|----------------------|----------|------------------|---------------------|------------------------|-----------|----------|--------|
| EMPANELS2 | 646 | HQ-DeRI | Test ADD | TEST ADD | 123456789 | 08/01/2021 | 09/01/2021 | Active | Approved | |

Showing 1 to 1 of 1 entries

Previous 1 Next

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Figure 4-28: New Hospital Added



4.2 Employee Relation Transactions

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 >> Transactions >> Higher Studies Request

4.2.1.2 SLA

15 Days

4.2.1.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.2.8.1 to reach the Higher Studies Landing Page as shown in Figure 4-117

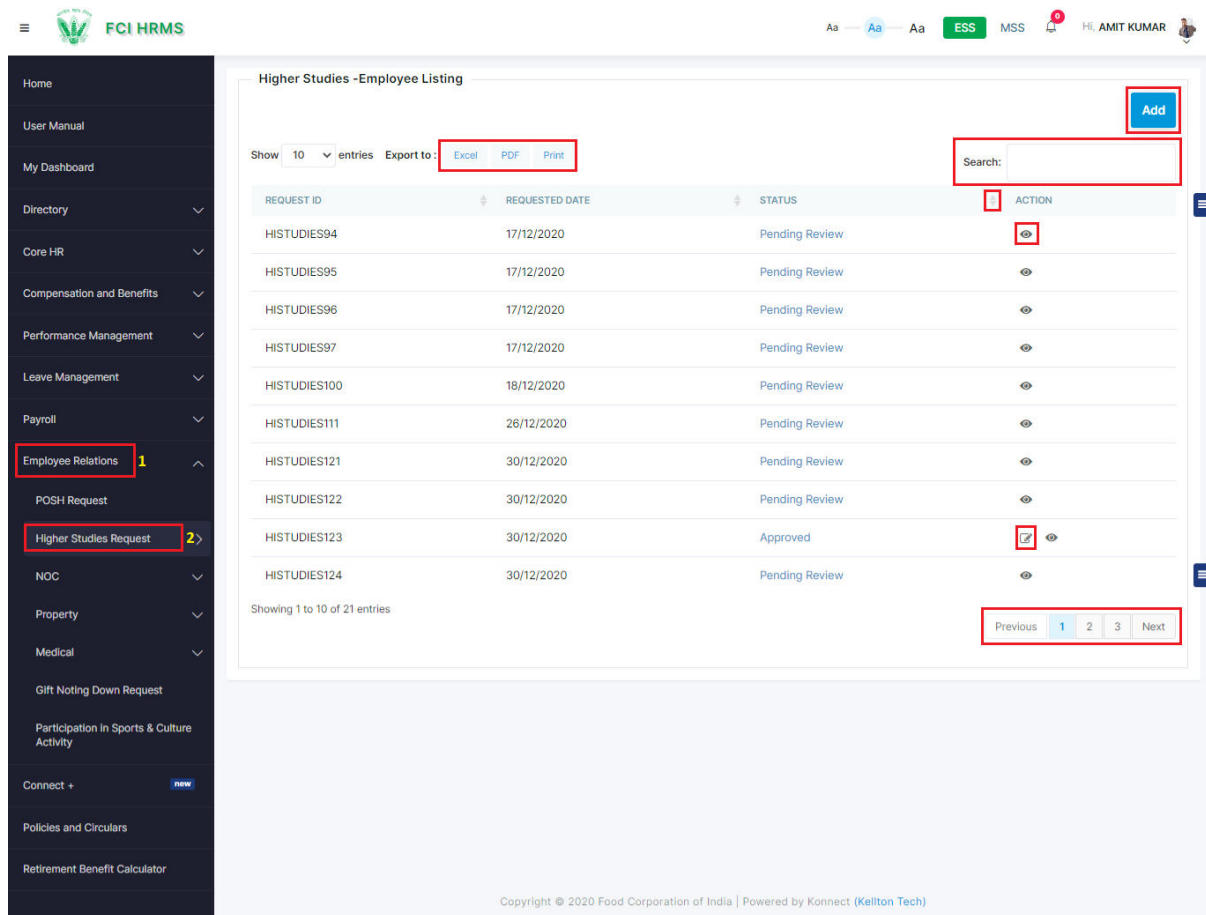









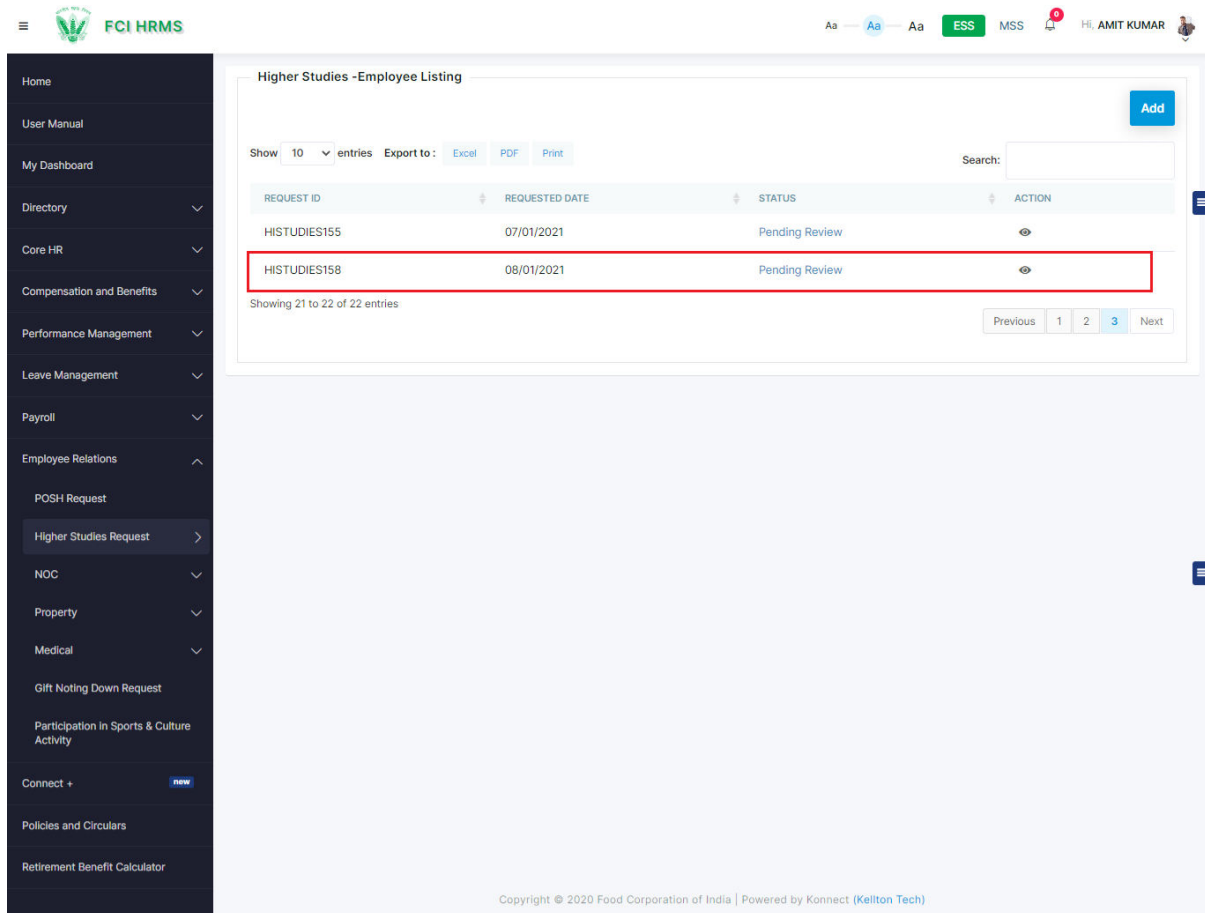
Figure 4-29: Higher Studies

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to add a new Higher Studies Request in the table as mentioned in Section 4.2.8.4 – Add

4.2.1.4 Add

Click on  to open the Higher Studies request form as shown in Figure 4-118.



The screenshot shows the 'Higher Studies -Employee Listing' interface. On the left is a dark sidebar with navigation options: Home, User Manual, My Dashboard, Directory, Core HR, Compensation and Benefits, Performance Management, Leave Management, Payroll, Employee Relations, POSH Request, Higher Studies Request (highlighted), NOC, Property, Medical, Gift Noting Down Request, Participation in Sports & Culture Activity, Connect +, Policies and Circulars, and Retirement Benefit Calculator. The main content area has a title 'Higher Studies -Employee Listing' and an 'Add' button. Below the title are controls for 'Show 10 entries', 'Export to: Excel PDF Print', and a search box. A table lists two entries:

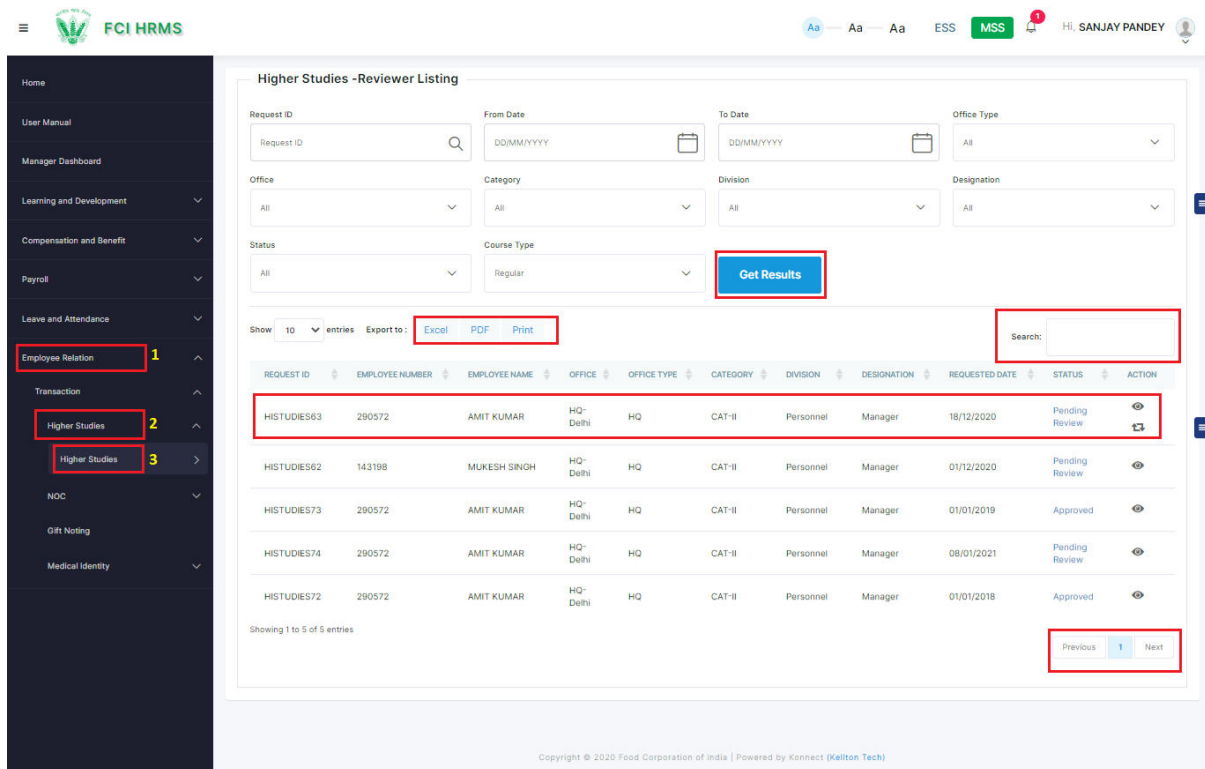
| REQUEST ID | REQUESTED DATE | STATUS | ACTION |
|--------------|----------------|----------------|--------|
| HISTUDIES155 | 07/01/2021 | Pending Review | 👁 |
| HISTUDIES158 | 08/01/2021 | Pending Review | 👁 |

Below the table, it says 'Showing 21 to 22 of 22 entries' and a pagination control with 'Previous', '1', '2', '3', and 'Next' buttons. At the bottom of the page, there is a footer: 'Copyright © 2020 Food Corporation of India | Powered by Konnect (Kelton Tech)'.

Figure 4-31: Higher Studies Request Added

4.2.1.5 Higher Studies Reviewer Landing

The submitted request will be forwarded to the Reviewer’s landing screen as shown in Figure 4-120



Higher Studies -Reviewer Listing

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

Office: Category: Division: Designation:

Status: Course Type: **Get Results**

Show: 10 entries Export to: Search:


| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|-------------|-----------------|---------------|----------|-------------|----------|-----------|-------------|----------------|----------------|---|
| HISTUDIES63 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | <input type="button" value="Eye"/> <input type="button" value="Refresh"/> |
| HISTUDIES62 | 143198 | MUKESH SINGH | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/12/2020 | Pending Review | <input type="button" value="Eye"/> |
| HISTUDIES73 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/01/2019 | Approved | <input type="button" value="Eye"/> |
| HISTUDIES74 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 08/01/2021 | Pending Review | <input type="button" value="Eye"/> |
| HISTUDIES72 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/01/2018 | Approved | <input type="button" value="Eye"/> |

Showing 1 to 5 of 5 entries

Previous Next

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Figure 4-32 Higher Studies Reviewer Landing

Click on  as shown in Figure 4-120, to land on Higher Studies Review screen as shown in Figure 4-121.

4.2.1.6 Higher Studies Review

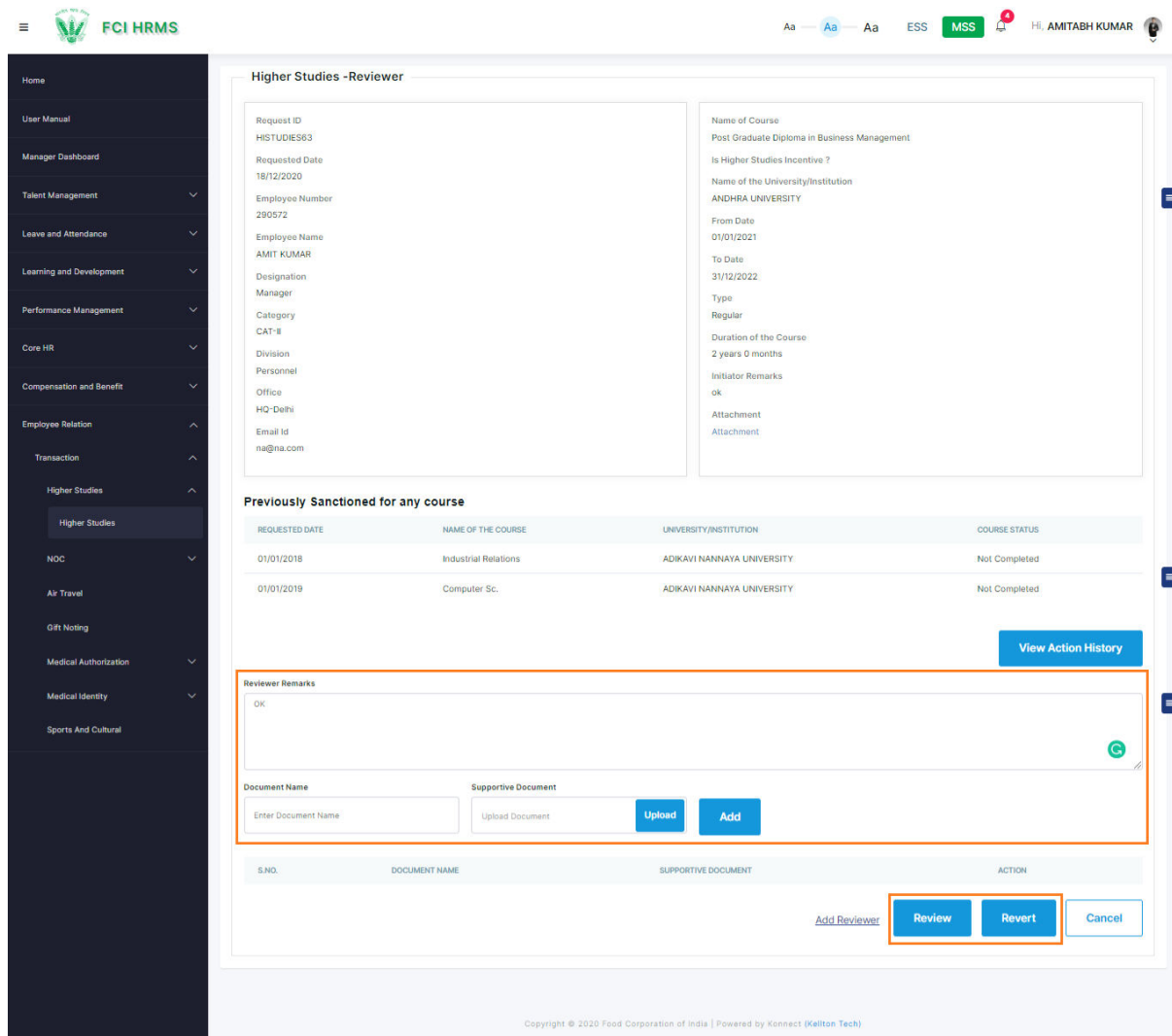


Figure 4-33: Higher Studies Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-121.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.122.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.



| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|-------------|-----------------|---------------|----------|-------------|----------|-----------|---------------------------|----------------|----------------|--------|
| HISTUDIES64 | 152770 | AMITABH KUMAR | HQ-Delhi | HQ | CAT-1 | Personnel | Assistant General Manager | 19/12/2020 | Pending Review | |
| HISTUDIES63 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| HISTUDIES62 | 143198 | MUKESH SINGH | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/12/2020 | Pending Review | |

Figure 4-34: Higher Studies Review successful

4.2.1.7 Higher Studies Approver Landing

The request will be forwarded to the approver’s landing page as shown in figure 4-123

Higher Studies - Approver Listing

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


Office: Category: Division: Designation:

Status: Course Type: **Get Results**

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

| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|-------------|-----------------|---------------|----------|-------------|----------|-----------|-------------|----------------|------------------|--------|
| HISTUDIES63 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Approval | |
| HISTUDIES62 | 143198 | MUKESH SINGH | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/12/2020 | Pending Review | |
| HISTUDIES73 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/01/2019 | Approved | |
| HISTUDIES74 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 08/01/2021 | Pending Review | |
| HISTUDIES72 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/01/2018 | Approved | |
| HISTUDIES77 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 08/01/2021 | Pending Review | |

Figure 4-35: Higher Studies Approver Landing

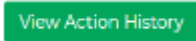


Click on  as shown in Figure 4-123, to land on Approve Request as shown in Figure 4-124.

4.2.1.8 Higher Studies Approve

The screenshot displays the 'Higher Studies - Approver' interface. It includes a sidebar with navigation options like 'Home', 'User Manual', 'Manager Dashboard', and 'Higher Studies'. The main content area is divided into two columns: the left column contains request details such as Request ID (HISTUDIES63), Requested Date (18/12/2020), Employee Number (290572), Employee Name (AMIT KUMAR), Designation (Manager), Category (CAT-II), Division (Personnel), Office (HQ-Delhi), and Email Id (na@na.com). The right column contains course details like Name of Course (Post Graduate Diploma in Business Management), Is Higher Studies Incentive? (No), Name of the University/Institution (ANDHRA UNIVERSITY), From Date (01/01/2021), To Date (31/12/2022), Type (Regular), Duration of the Course (2 years 0 months), and Initiator Remarks (ok). Below these details is a table titled 'Previously Sanctioned for any course' with columns for Requested Date, Name of the Course, University/Institution, and Course Status. The table lists two records from 01/01/2018 and 01/01/2019, both for Adikavi Nannaya University, with statuses 'Not Completed'. At the bottom, there is an 'Approver Remarks' section with a text area containing 'ok', a 'Document Name' input field, a 'Supportive Document' upload area with 'Upload' and 'Add' buttons, and a table with columns for S.No., Document Name, Supportive Document, and Action. The 'Action' column contains 'Approve', 'Reject', and 'Cancel' buttons. A 'View Action History' button is also present.

Figure 4-36: Higher Studies 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 4-124.
- 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 4-125.
- Click on  to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|-------------|-----------------|---------------|----------|-------------|----------|-----------|-------------|----------------|----------------|--------|
| HISTUDIES82 | 143198 | MUKESH SINGH | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/12/2020 | Pending Review | 👁 |
| HISTUDIES83 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Approved | 👁 |
| HISTUDIES73 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/01/2019 | Approved | 👁 |
| HISTUDIES74 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 08/01/2021 | Pending Review | 👁 |
| HISTUDIES72 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 01/01/2018 | Approved | 👁 |
| HISTUDIES77 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 08/01/2021 | Pending Review | 👁 |

Figure 4-37: Higher Studies Approve successful

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 >> Transactions >> NOC>> NOC for Passport

4.2.2.2 SLA

15 Days

4.2.2.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.2.5.1 to reach the NOC for Passport Landing Page as shown in Figure 4-84

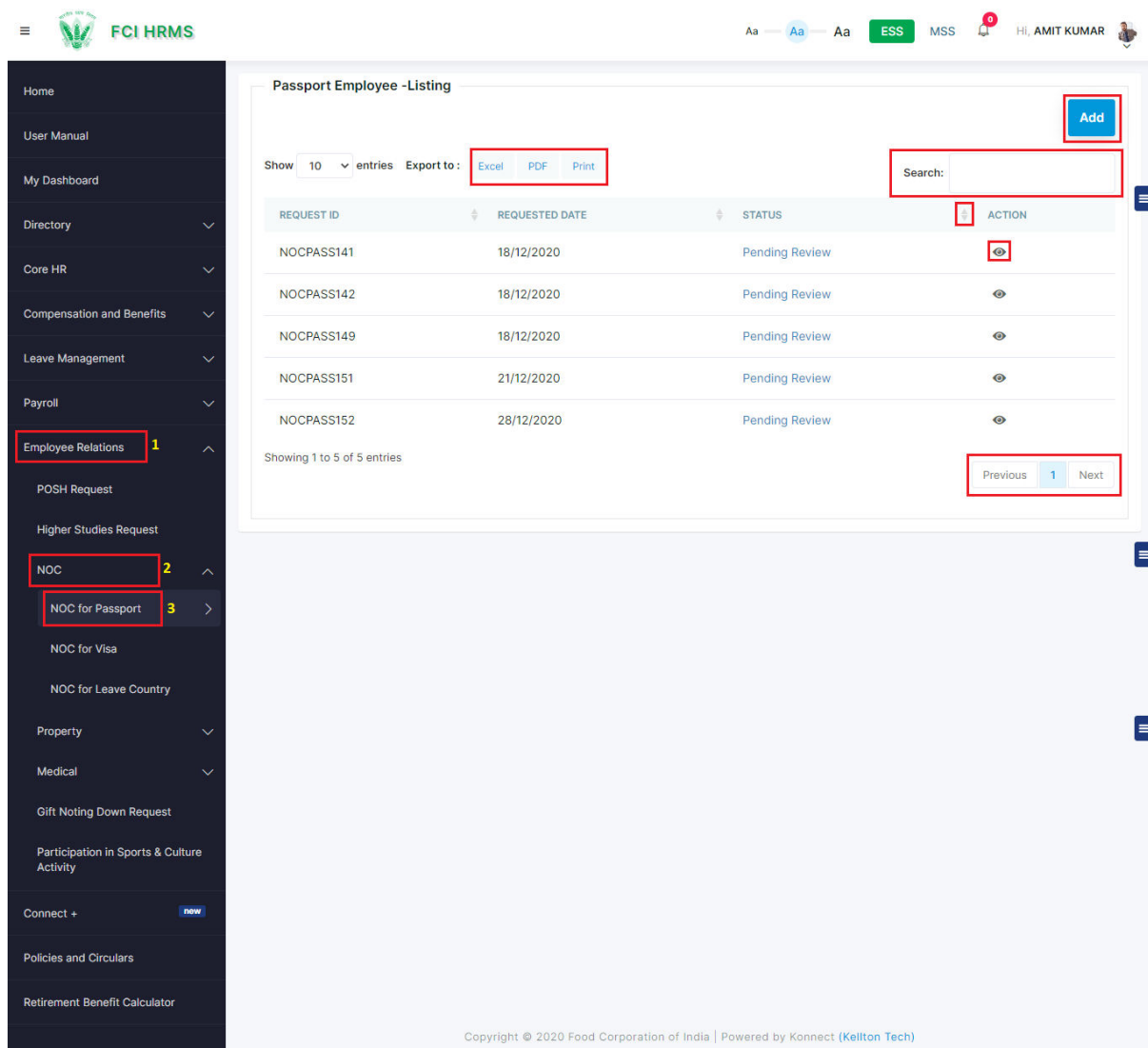
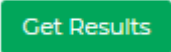




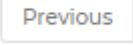






Figure 4-38: NOC for Passport

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



- Click on  to apply the available filters.
- Click on   to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on     to navigate table records
- Click on  to add a new NOC for Passport Request in the table as mentioned in Section 4.2.5.4 – Add

4.2.2.4 Add

Click on  to open the NOC for Passport request form as shown in Figure 4-85



NOC For Passport

| | | | |
|-----------------------------|---------------------|--------------------------|-----------------------------|
| 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-Delhi |
| Office Type | HQ | | |

Passport Application *

New Application

Supportive Document

test.pdf Upload

Upload Photo *

Capture001.png Upload

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

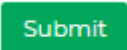
There is no vigilance and Police case going on against me

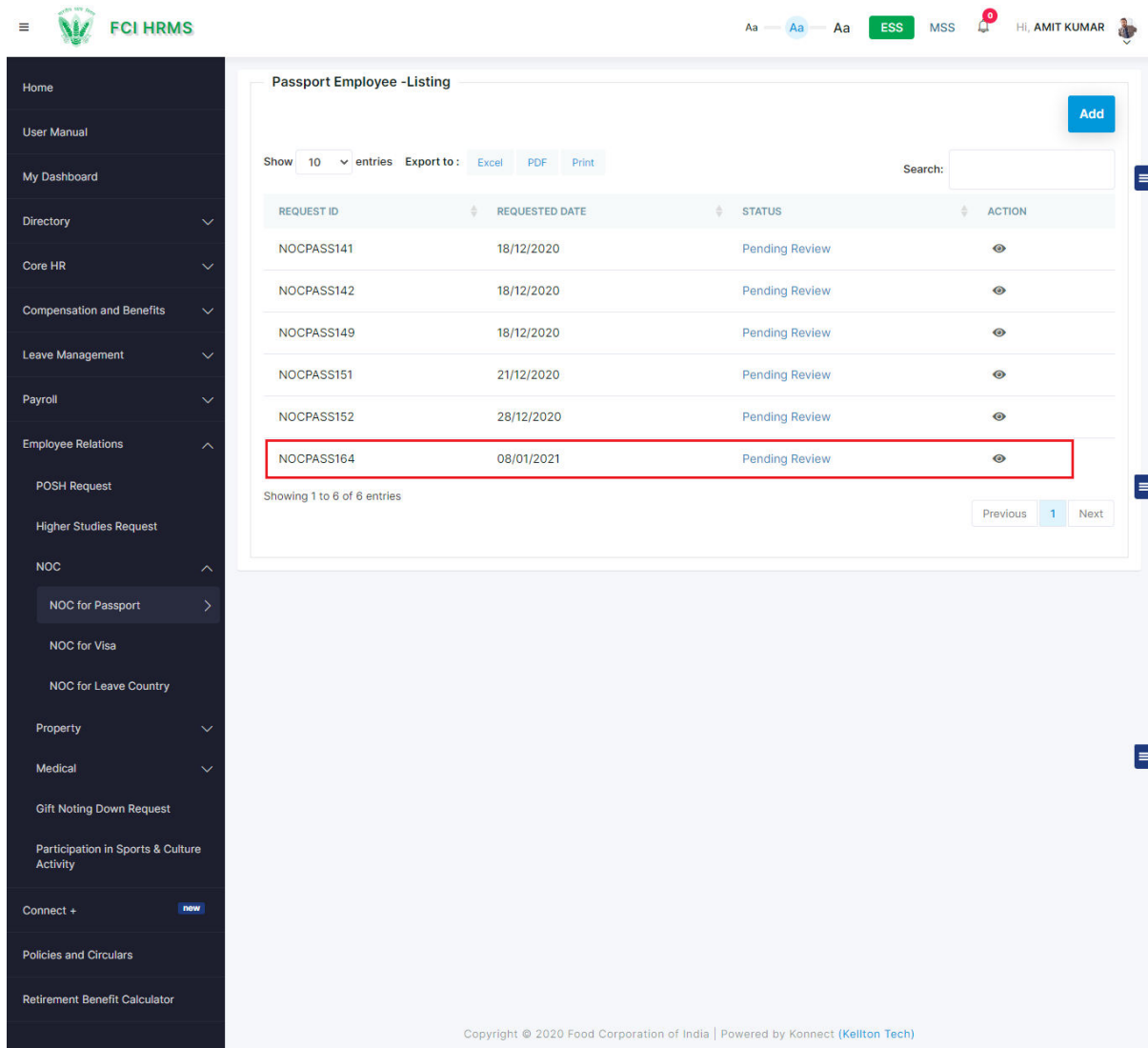
Initiator Remarks *

TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

Submit Cancel

Figure 4-39: 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 4-86



The screenshot displays the 'Passport Employee -Listing' page in the FCI HRMS system. The interface includes a top navigation bar with the FCI HRMS logo, user information (Hi, AMIT KUMAR), and system status (ESS, MSS). A left sidebar contains various menu items, with 'NOC for Passport' selected. The main content area shows a table of request entries with columns for REQUEST ID, REQUESTED DATE, STATUS, and ACTION. The entry for NOCPASS164, requested on 08/01/2021, is highlighted with a red box. The table also shows other entries with request IDs NOCPASS141 through NOCPASS152, all with a 'Pending Review' status. The page indicates 'Showing 1 to 6 of 6 entries' and includes pagination controls.

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

Figure 4-40: NOC for Passport Request Added

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 4-87

Passport Reviewer -Listing

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

Office: Category: Division: Designation:

Status: **Get Results**

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

| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|------------|-----------------|---------------|----------|-------------|----------|-----------|-------------|----------------|----------------|--------|
| NOCPASS152 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 27/12/2020 | Pending Review | |
| NOCPASS141 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS142 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS145 | 143443 | RAJIV SAXENA | HQ-Delhi | HQ | CAT-II | Finance | Manager | 18/12/2020 | Pending Review | |
| NOCPASS149 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS151 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 21/12/2020 | Pending Review | |
| NOCPASS164 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 08/01/2021 | Pending Review | |

Showing 1 to 7 of 7 entries

Previous 1 Next

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Figure 4-41 NOC for Passport Reviewer Landing

Click on as shown in Figure 4-87, to land on Review NOC for Passport request screen as shown in Figure 4-88.

4.2.2.6 NOC for Passport Review

The screenshot displays the 'NOC For Passport -Reviewer' interface. It includes a sidebar with navigation options like Home, User Manual, Manager Dashboard, Core HR, Compensation and Benefit, Payroll, Leave and Attendance, Employee Relation, Transaction, NOC, Passport, Medical Authorization, and Sports And Cultural. The main content area shows request details (Request ID: NOCPASS149, Request Date: 18/12/2020, Employee Number: 290572, Employee Name: AMIT KUMAR, Designation: Manager, etc.) and a review section. The review section contains a 'Reviewer Remarks' text area with the text 'ok', a 'Document Name' field, and a 'Supportive Document' upload area. At the bottom of the review section, there are buttons for 'Review' and 'Revert', which are highlighted with a red box. A 'View Action History' button is also visible. The footer of the page reads 'Copyright © 2020 Food Corporation of India | Powered by Kconnect (Kelton Tech)'.

Figure 4-42: NOC for Passport Review

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-88.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.89.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

Passport Reviewer -Listing

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

Office: Category: Division: Designation:

Status: **Get Results**

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

| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|------------|-----------------|---------------|----------|-------------|----------|-----------|-------------|----------------|----------------|----------------------|
| NOCPASS141 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | View |
| NOCPASS142 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | View |
| NOCPASS145 | 143443 | RAJIV SAXENA | HQ-Delhi | HQ | CAT-II | Finance | Manager | 18/12/2020 | Pending Review | View |
| NOCPASS149 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | View |
| NOCPASS151 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 21/12/2020 | Pending Review | View |
| NOCPASS152 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 27/12/2020 | Pending Review | View |
| NOCPASS164 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 08/01/2021 | Pending Review | View |

Showing 1 to 7 of 7 entries Previous 1 Next

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Figure 4-43: NOC for Passport Review successful

4.2.2.7 NOC for Passport Request Approver Landing

The request will be forwarded to the approver’s landing page as shown in figure 4-90

Aa — Aa — Aa
ESS
MSS
Hi, RAJESH KUMAR

Passport Approver -Listing

Request ID

From Date

To Date

Office Type

Office

Category

Division

Designation

Status

[Get Results](#)

Show 10 entries

Export to: [Excel](#) [PDF](#) [Print](#)

Search:

| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|------------|-----------------|-----------------------|--------------------|-------------|----------|-----------|-----------------------|----------------|------------------|--------|
| NOCPASS152 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 27/12/2020 | Pending Approval | |
| NOCPASS141 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS142 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS145 | 143443 | RAJIV SAXENA | HQ-Delhi | HQ | CAT-II | Finance | Manager | 18/12/2020 | Pending Review | |
| NOCPASS149 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS151 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 21/12/2020 | Pending Review | |
| NOCPASS153 | 295779 | PRIYANK DAHYA | HQ-Delhi | HQ | CAT-III | Personnel | Assistant Grade - III | 28/12/2020 | Pending Review | |
| NOCPASS154 | 295779 | PRIYANK DAHYA | HQ-Delhi | HQ | CAT-III | Personnel | Assistant Grade - III | 28/12/2020 | Pending Review | |
| NOCPASS155 | 297813 | KRISHAN AWATAR | ZO (NORTH) - NOIDA | ZO | CAT-III | Personnel | Assistant Grade - III | 28/12/2020 | Pending Review | |
| NOCPASS156 | 107932 | SHANKAR KRISHNA KUDAV | ZO (WEST) - MUMBAI | ZO | CAT-III | Personnel | Assistant Grade - I | 29/12/2020 | Pending Review | |

Showing 1 to 10 of 17 entries

[Previous](#)
1
2
[Next](#)

Figure 4-44: NOC for Passport Approver Landing

Click on as shown in Figure 4-90, to land on Approve Request as shown in Figure 4-45.

4.2.2.8 NOC for Passport Approve

The screenshot displays the 'NOC For Passport - Approver' page in the FCI HRMS system. The page is divided into several sections:

- Request Details:** Includes fields for Request ID (NOCPASS152), Request Date (27/12/2020), Employee Number (290572), Employee Name (AMIT KUMAR), Designation (Manager), Father Name (MAHENDRA SINGH), Date of Birth (04/04/1989), Date of Joining (06/04/2015), Present Address (1ST FLOOR, F-623, LADO SARAI), Permanent Address (H, NO-108 NAUKAPURA COLONY, LANKA, GHAZIPUR), Category (CAT-#), Division (Personnel), and Office (HQ-Delhi).
- Passport Application Details:** Includes Office Type (HQ), Passport Application (New Application), Passport Number (R1058594), and Initiator Remarks (ok).
- Declaration:** A checkbox is checked, indicating the approver's assurance regarding the employee's departure from the country.
- Approver Remarks:** A text area containing the remark 'OK:'. A 'View Action History' button is located to the right of this section.
- Document Upload:** Fields for 'Document Name' and 'Supportive Document' are present, along with 'Upload' and 'Add' buttons.
- Action Buttons:** At the bottom right, there are buttons for 'Approve', 'Reject', and 'Cancel'. The 'Approve' and 'Reject' buttons are highlighted with a red box in the image.

Figure 4-45: 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 4-91.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-92
- 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.

| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|------------|-----------------|-----------------------|--------------------|-------------|----------|-----------|-----------------------|----------------|----------------|--------|
| NOCPASS141 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS142 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS145 | 143443 | RAJIV SAXENA | HQ-Delhi | HQ | CAT-II | Finance | Manager | 18/12/2020 | Pending Review | |
| NOCPASS149 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 18/12/2020 | Pending Review | |
| NOCPASS151 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 21/12/2020 | Pending Review | |
| NOCPASS152 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 27/12/2020 | Approved | |
| NOCPASS153 | 295779 | PRIYANK DAHIYA | HQ-Delhi | HQ | CAT-III | Personnel | Assistant Grade - III | 28/12/2020 | Pending Review | |
| NOCPASS154 | 295779 | PRIYANK DAHIYA | HQ-Delhi | HQ | CAT-III | Personnel | Assistant Grade - III | 28/12/2020 | Pending Review | |
| NOCPASS155 | 297813 | KRISHAN AWATAR | ZO (NORTH) - NOIDA | ZO | CAT-III | Personnel | Assistant Grade - III | 28/12/2020 | Pending Review | |
| NOCPASS156 | 107932 | SHANKAR KRISHNA KUDAV | ZO (WEST) - MUMBAI | ZO | CAT-III | Personnel | Assistant Grade - I | 29/12/2020 | Pending Review | |

Figure 4-46: NOC for Passport Approve successful

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

HRMS administrator shall traverse the navigation as mentioned in Section 4.2.6.1 to reach the NOC for Visa Landing Page as shown in Figure 4-95

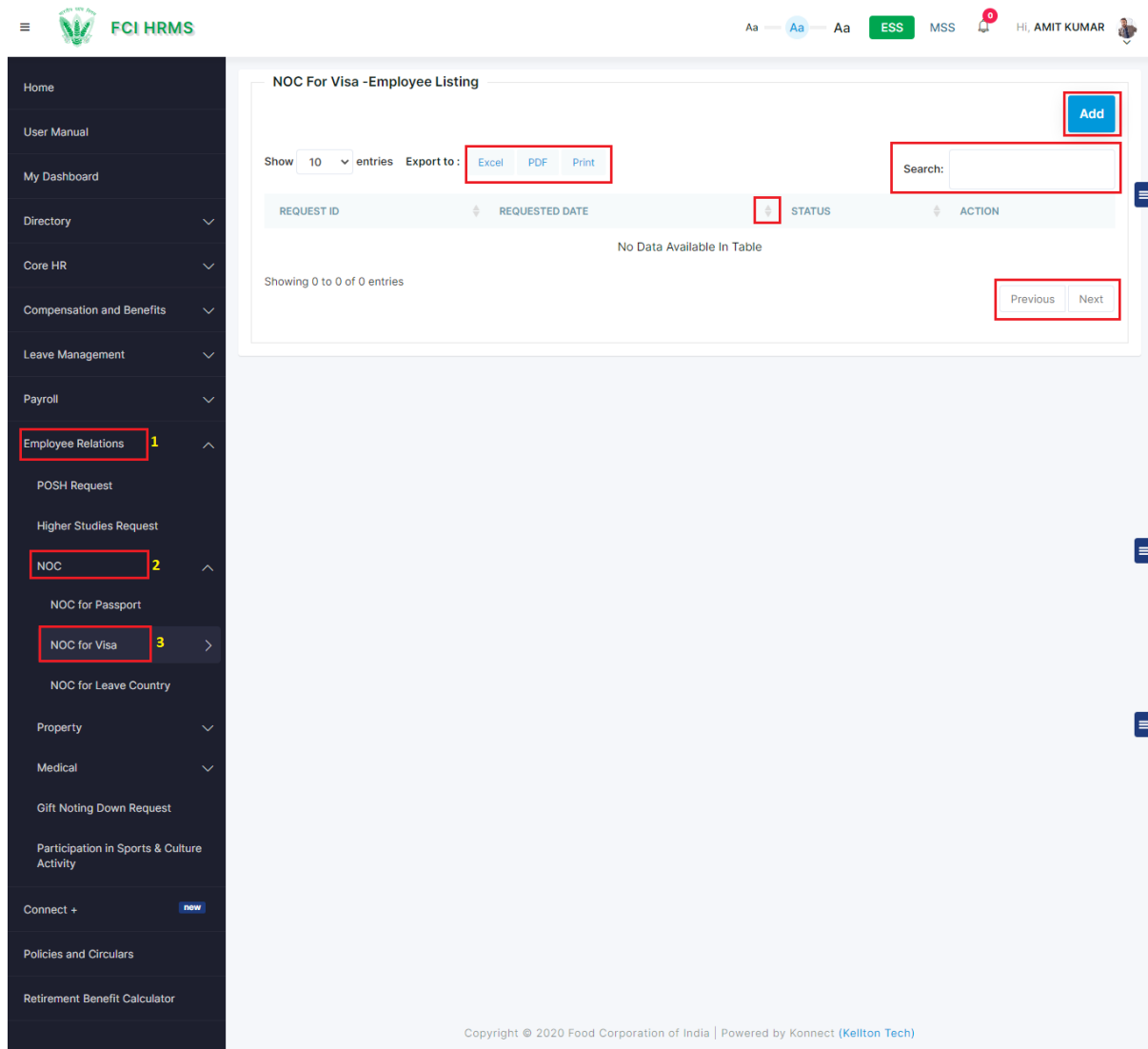


Figure 4-47: NOC for Visa

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **▲** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records

Submit

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 4-97

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

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


Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. The top right of the interface shows user details: 'Hi, AMIT KUMAR' and a notification bell icon.

Figure 4-49: NOC for Visa Request Added

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 4-98

Figure 4-50 NOC for Visa Reviewer Landing

Click on  as shown in Figure 4-98, to land on Review NOC for Visa request screen as shown in Figure 4-99.

4.2.3.6 NOC for Visa Review

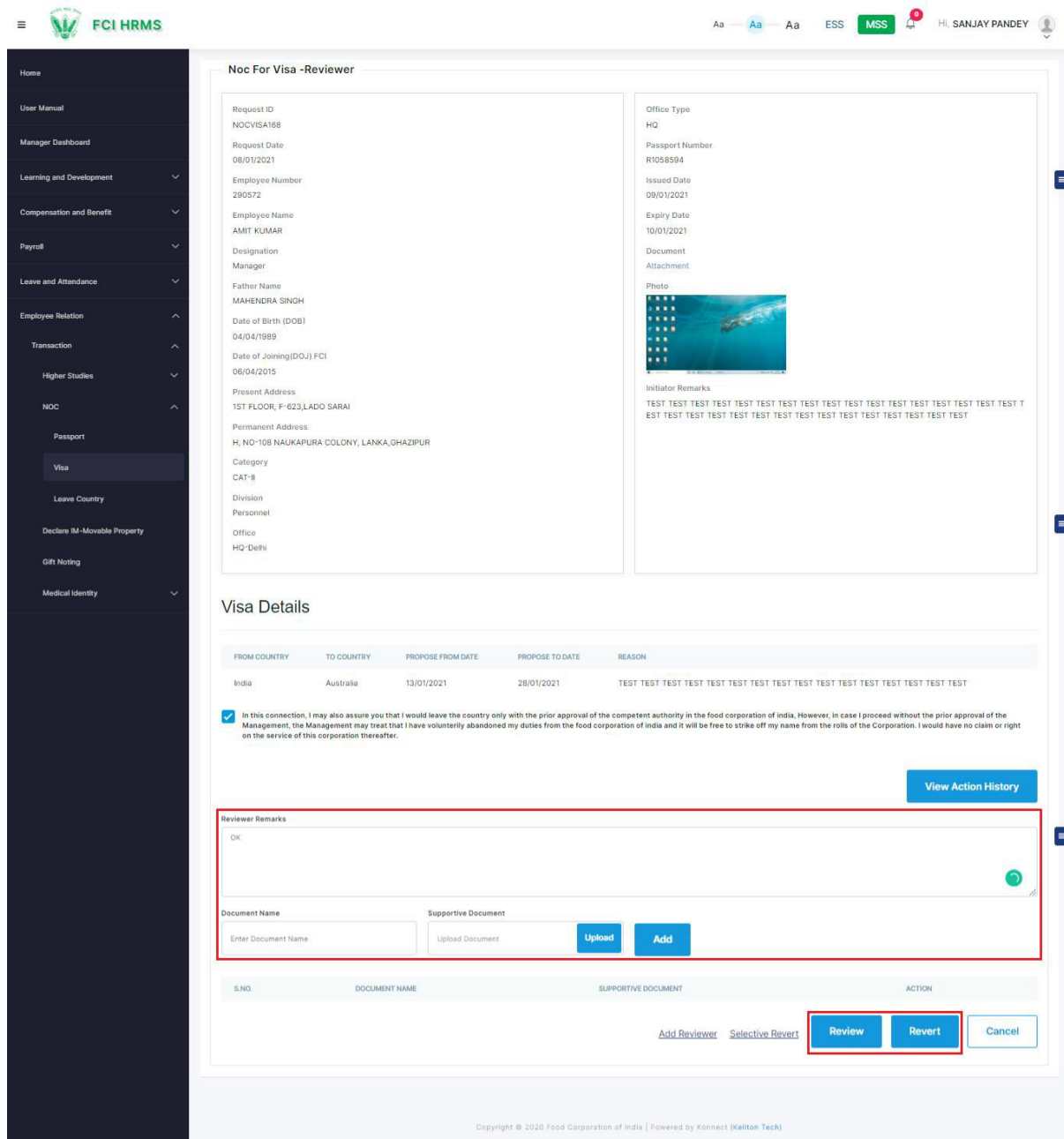


Figure 4-51: NOC for Visa Review

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


- Click on **View Action History** to view the action taken on the request as shown in Figure 4-99.
- Click on **Review** to review the request and a success message will be displayed as shown in Figure 4.100.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

Figure 4-52: NOC for Visa Review successful

4.2.3.7 NOC for Visa Approver Landing

The request will be forwarded to the approver’s landing page as shown in figure 4-101

Figure 4-53: NOC for Visa Approver Landing

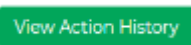
Click on  as shown in Figure 4-101, to land on Approve Request as shown in Figure 4-102.

4.2.3.8 NOC for Visa Approve

The screenshot displays the 'NOC for Visa - Approver' interface. On the left is a navigation menu with 'Visa' selected. The main content area is divided into two columns: 'Request ID' (NOCVISA168) and 'Office Type' (HQ). Below this is a 'Visa Details' table with columns for FROM COUNTRY, TO COUNTRY, PROPOSE FROM DATE, PROPOSE TO DATE, and REASON. A checkbox is checked with a note: 'In this connection, I may also assure you that I would leave the country only with the prior approval of the competent authority in the food corporation of india, However, in case I proceed without the prior approval of the Management, the Management may treat that I have voluntarily abandoned my duties from the food corporation of india and it will be free to strike off my name from the rolls of the Corporation. I would have no claim or right on the service of this corporation thereafter.' A 'View Action History' button is visible. The 'Approver Remarks' field contains 'OK'. At the bottom, there are 'Approve', 'Reject', and 'Cancel' buttons, with 'Approve' highlighted by a red box.

Figure 4-54: 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 4-102.

- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-103.
- 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 - Approver Listing

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

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

Status: [All] **Get Results**

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

| REQUEST ID | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | REQUESTED DATE | STATUS | ACTION |
|------------|-----------------|---------------|----------|-------------|----------|-----------|-------------|----------------|------------------|--------|
| NOCVISA169 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 11/01/2021 | Pending Approval | [Eye] |
| NOCVISA168 | 290572 | AMIT KUMAR | HQ-Delhi | HQ | CAT-II | Personnel | Manager | 08/01/2021 | Approved | [Eye] |

Showing 1 to 2 of 2 entries

Previous 1 Next

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Figure 4-55: NOC for Visa Approve successful

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 >> Transactions >> NOC>> NOC to Leave Country

4.2.4.2 SLA

21 Days

4.2.4.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.2.9.1 to reach the NOC to Leave Country Landing Page as shown in Figure 4-128

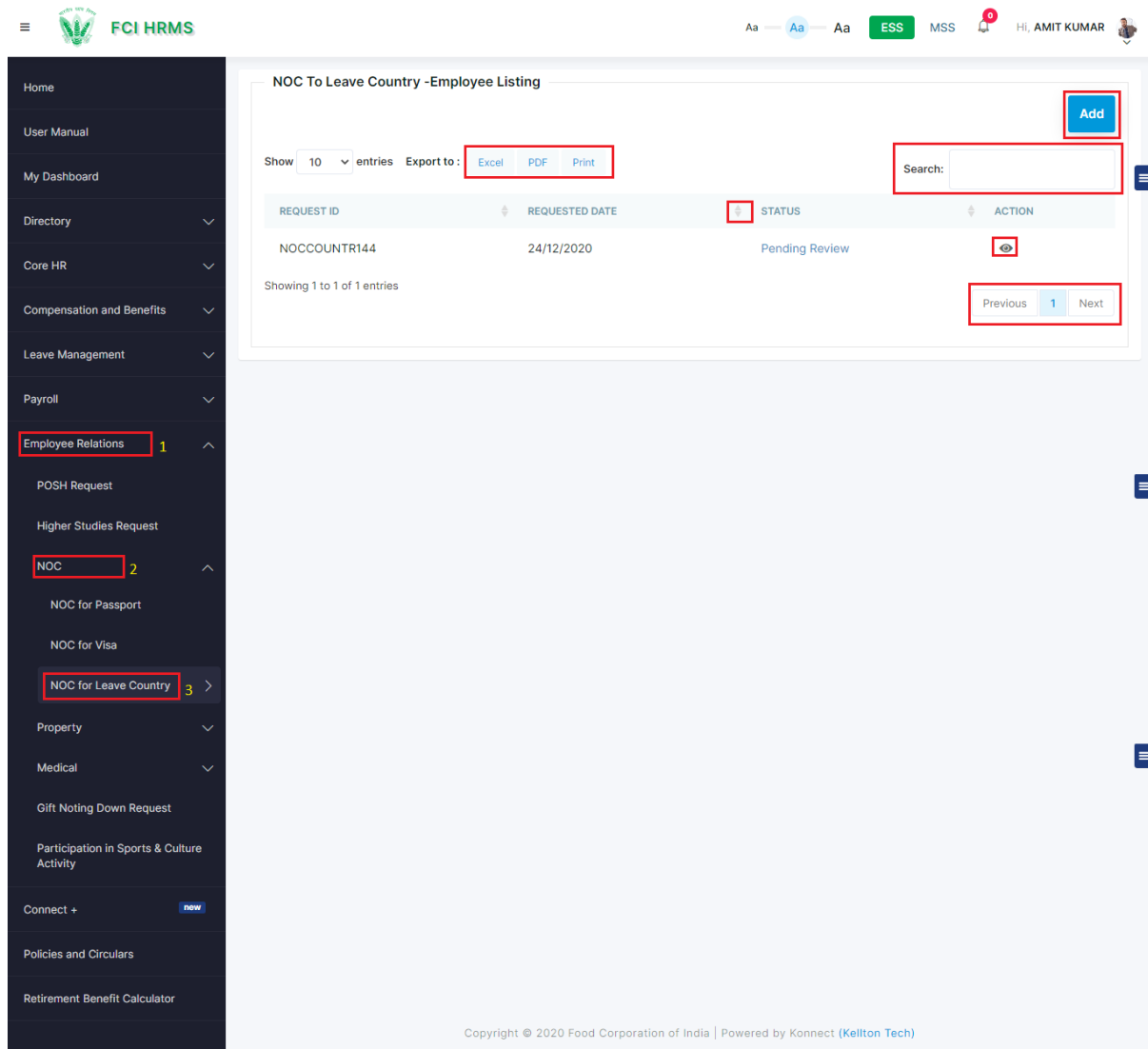


Figure 4-56: NOC to Leave Country

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records

Submit

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 4-130

The screenshot displays the 'NOC To Leave Country -Employee Listing' page. The table contains the following data:

| REQUEST ID | REQUESTED DATE | STATUS | ACTION |
|--------------|----------------|----------------|--------|
| NOCCOUNTR144 | 24/12/2020 | Pending Review | |
| NOCCOUNTR145 | 08/01/2021 | Pending Review | |

The page also features a sidebar menu with options like Home, User Manual, My Dashboard, Directory, Core HR, Compensation and Benefits, Leave Management, Payroll, Employee Relations, POSH Request, Higher Studies Request, NOC (with sub-options for Passport, Visa, and Leave Country), Property, Medical, Gift Noting Down Request, Participation in Sports & Culture Activity, Connect +, Policies and Circulars, and Retirement Benefit Calculator. The top navigation bar shows the user's name as 'Hi, AMIT KUMAR' and a notification bell icon.


Figure 4-58: NOC to Leave Country Request Added

4.2.4.5 NOC to Leave Country Reviewer Landing

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

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Figure 4-59 NOC to Leave Country Reviewer Landing

Click on  as shown in Figure 4-131, to land on NOC to Leave Country Review screen as shown in Figure 4-132.

4.2.4.6 NOC to Leave Country Review

NOC to Leave Country -Reviewer

Request ID: NOCCOUNTR144
 Request Date: 24/12/2020
 Employee Number: 290572
 Employee Name: AMIT KUMAR
 Father Name: MAHENDRA SINGH
 DOB: 04/04/1989
 DOJ FCI: 06/04/2015
 Designation: Manager
 Category: CAT-II
 Division: Personnel
 Office: HQ-Delhi
 Office Type: HQ

Passport Number: R1068594
 Passport Issued Date: 24/12/2020
 Passport Expiry Date: 31/01/2021
 Initiator Remarks: ok
 Attachment: Attachment

Leave Sanctioned

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

VISA Details

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

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

[View Action History](#)

Reviewer Remarks
 ok

Document Name
 Enter Document Name

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

| S.NO. | DOCUMENT NAME | SUPPORTIVE DOCUMENT | ACTION |
|-------|---------------|---------------------|--|
| | | | Review Revert Cancel |

[Add Reviewer](#) [Selective Revert](#)

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Figure 4-60: NOC to Leave Country Review

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

- Click on [View Action History](#) to view the action taken on the request as shown in Figure 4-132.
- Click on [Review](#) to review the request and a success message will be displayed as shown in Figure 4.133.
- Click on [Revert](#) to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

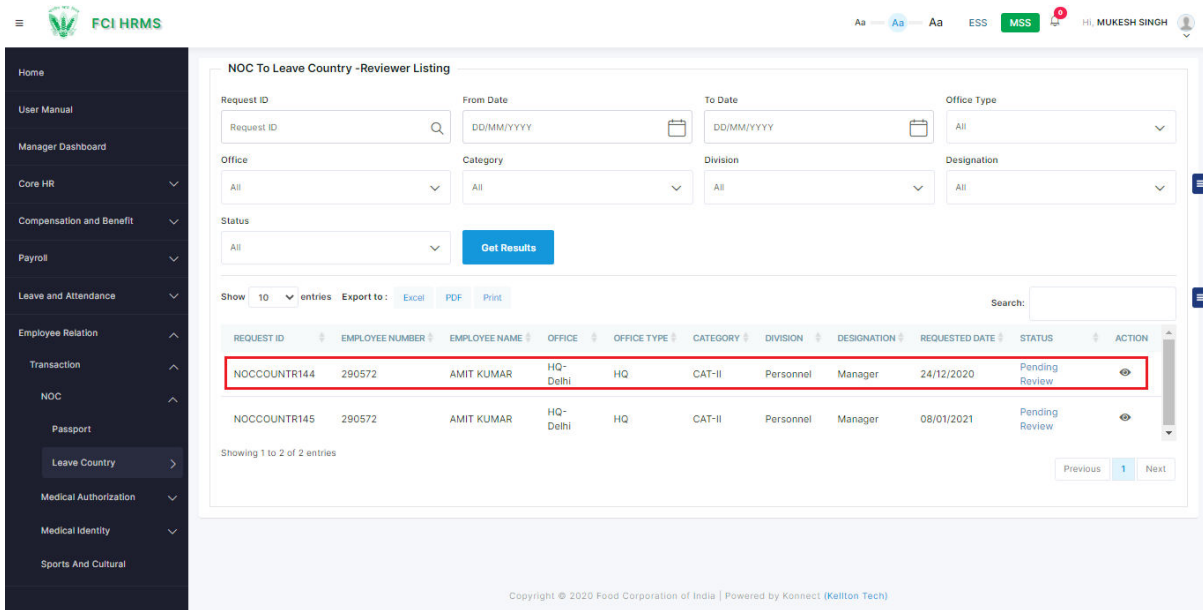


Figure 4-61: NOC to Leave Country Review successful

4.2.4.7 NOC to Leave Country Approver Landing

The request will be forwarded to the approver’s landing page as shown in Figure 4-134

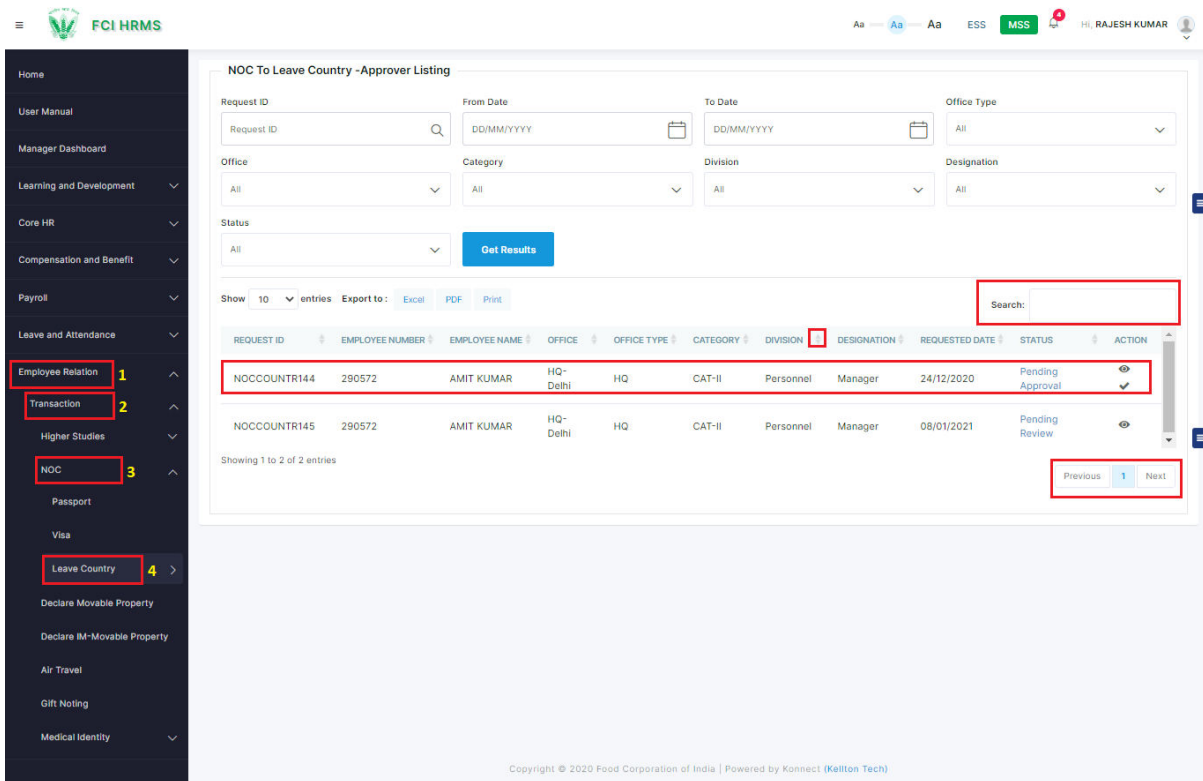



Figure 4-62: NOC to Leave Country Approver Landing

Click on  as shown in Figure 4-134, to land on Approve Request as shown in Figure 4-135.



4.2.4.8 NOC to Leave Country Approve

The screenshot displays the 'NOC to Leave Country - Approver' interface. On the left is a dark sidebar with navigation options like Home, User Manual, Manager Dashboard, Learning and Development, Core HR, Compensation and Benefit, Payroll, Leave and Attendance, Employee Relation, Transaction, Higher Studies, NOC, Passport, Visa, Leave Country, Declare Movable Property, Declare IM-Movable Property, Air Travel, Gift Noting, and Medical Identity. The main content area is titled 'NOC To Leave Country - Approver' and contains several sections:

- Request Details:** A table with fields for Request ID (NOCCOUNTRY144), Request Date (24/12/2020), Employee Number (290572), Employee Name (AMIT KUMAR), Father Name (MAHENDRA SINGH), DOB (04/04/1989), DOJ FCI (06/04/2015), Designation (Manager), Category (CAT-II), Division (Personnel), Office (HQ-Delhi), and Office Type (HQ).
- Passport Details:** A table with fields for Passport Number (R1058594), Passport Issued Date (24/12/2020), Passport Expiry Date (31/01/2021), Initiator Remarks (ok), and Attachment (Attachment).
- Leave Sanctioned:** A table with From Date (24/12/2020) and To Date (31/01/2021).
- VISA Details:** A table with columns for VISA NO., FROM COUNTRY, TO COUNTRY, VISA ISSUED DATE, VISA EXPIRY DATE, FROM DATE, and TO DATE. It shows one entry for VISA NO. 12323, FROM COUNTRY India, TO COUNTRY Burma, VISA ISSUED DATE 24/12/2020, VISA EXPIRY DATE 31/01/2021, FROM DATE 24/12/2020, and TO DATE 31/01/2021.
- Declaration:** A checkbox is checked, followed by a text block: "In this connection, I may also assure you that I would leave the country only with the prior approval of the competent authority in the food corporation of india. However, in case I proceed without the prior approval of the Management, the Management may treat that I have voluntarily abandoned my duties from the food corporation of india and it will be free to strike off my name from the rolls of the Corporation. I would have no claim or right on the service of this corporation thereafter."
- Approver Remarks:** A text area containing 'OK' and a green checkmark icon.
- Document Upload:** A section with 'Document Name' (input field), 'Supportive Document' (input field), and 'Upload' and 'Add' buttons.
- Approval Actions:** A table with columns for S.NO., DOCUMENT NAME, SUPPORTIVE DOCUMENT, and ACTION. Below the table are buttons for 'Add Reviewer', 'Selective Revert', 'Approve', 'Reject', and 'Cancel'. The 'Approve' and 'Reject' buttons are highlighted with a red box.

At the bottom of the page, there is a footer: "Copyright © 2020 Food Corporation of India | Powered by Konnect (Kellton Tech)"

Figure 4-63: NOC to Leave Country Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-135.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-136.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

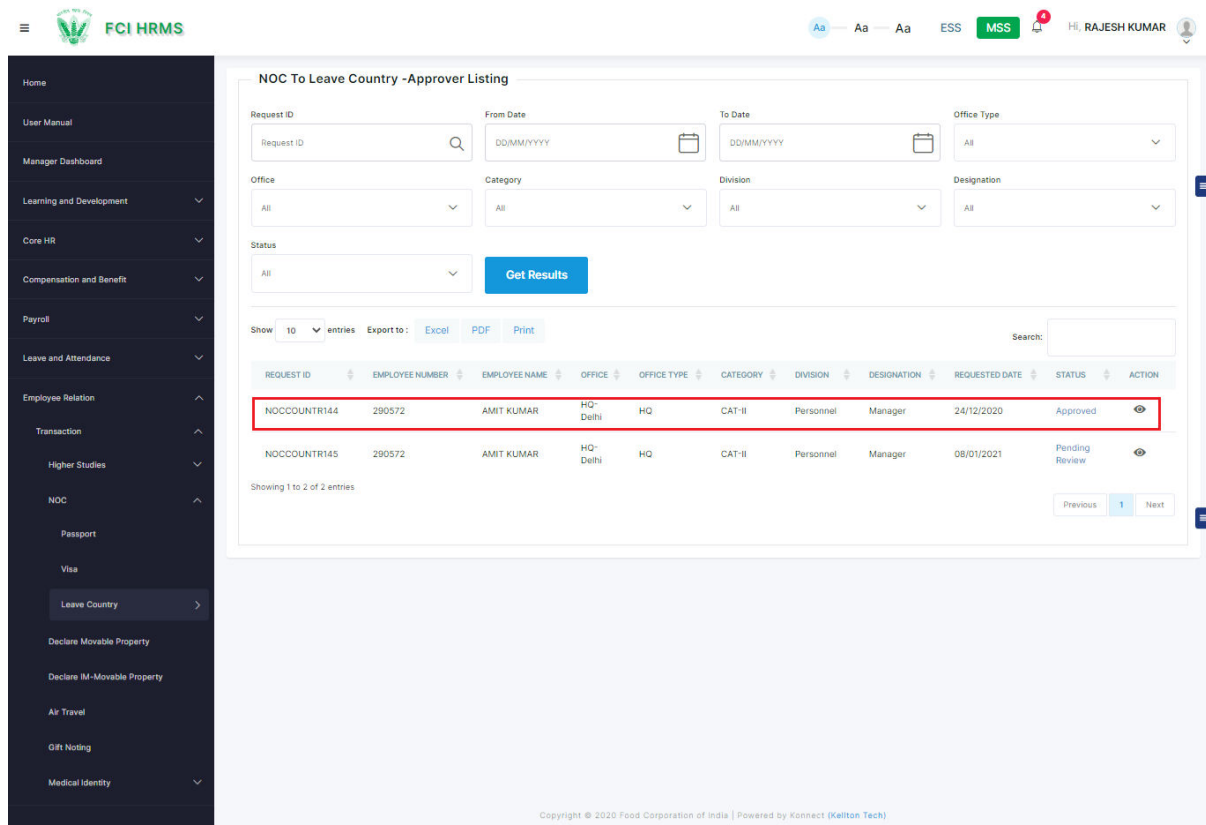


Figure 4-64: NOC to Leave Country Approve successful

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 >> Transactions >> Property>> Movable Property Request

4.2.5.2 SLA

21 Days

4.2.5.3 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.2.4.1 to reach the Declare Movable Property Landing Page as shown in Figure 4-72

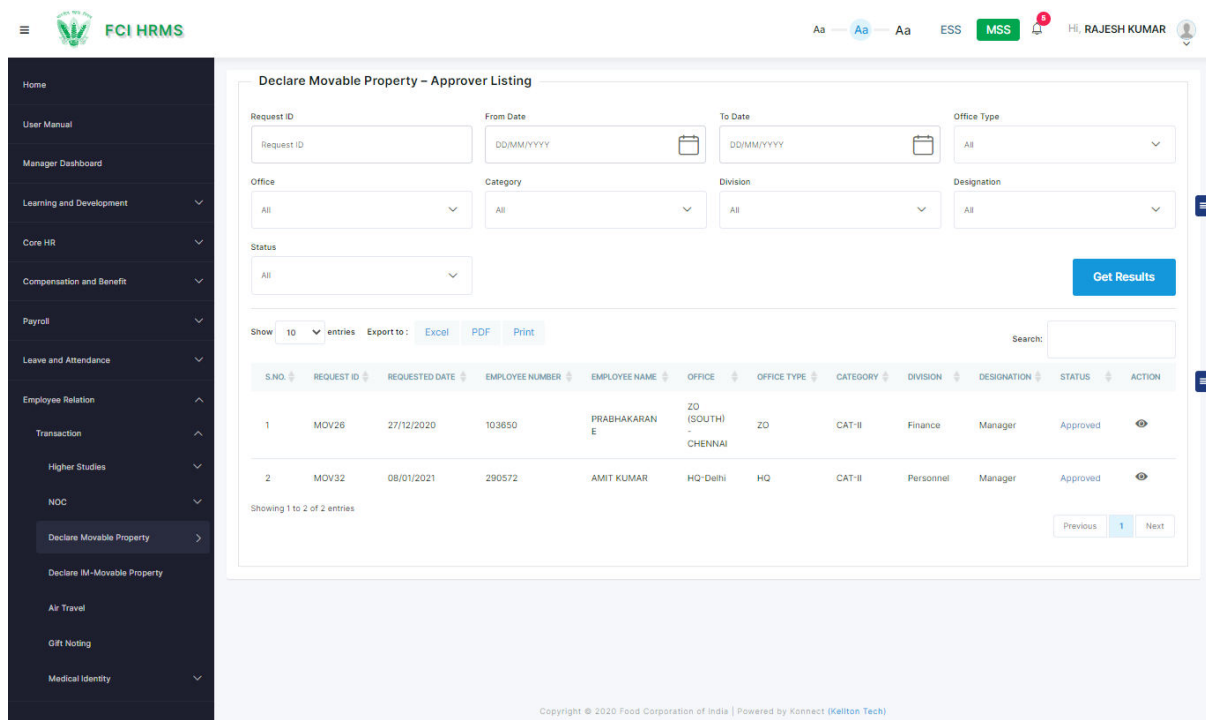











Figure 4-65: Movable Property Declaration

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

- Click on  to apply the available filters.



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

4.2.5.4 Add

Click on  to open the Movable Property request form as shown in Figure 4-73



FCI HRMS

- Home
- User Manual
- My Dashboard
- Directory
- Core HR
- Compensation and Benefits
- Leave Management
- Payroll
- Employee Relations
- Connect +
- Policies and Circulars
- Retirement Benefit Calculator

Aa Aa Aa **ESS** MSS HI, AMIT KUMAR

Declare Movable Property – Employee

| | | | |
|-------------------------------------|-------------------------------|---------------------------------------|---------------------------|
| 1. Request Type Movable Property | 2. Request Date 08/01/2021 | 3. Name of the Employee AMIT KUMAR | 4. Designation Manager |
| 5. Scale of Pay 50000-160000 | 6. Present Pay 52480 | | |

7. Purpose of application sanction for transaction/prior intimation of transaction
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

8. Whether property is being acquired or disposed off?
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

8. (a) Probable date of acquisition/disposal of property.
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

8. (b) If the property is already acquired/ disposal of actual date of transaction?
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

9. (a) Description of property (Car/Scooter/ M. Cycle/Refrigerator/ Radiogram/ Jewelry/ Loans/ Ins.)
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

9. (b) Model of acquisition/disposal (purchase/ sale/gift, mortgage lease or otherwise)
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

10 Sale/Purchase price of the property (Market value in the case of gift).
TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

11. In case of acquisition /source or sources from which financed /proposed to be financed:
Personal savings
11. b) Other sources giving details.
 TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

12. In the case of disposal of property, was requisite sanction/intimation obtained /given for its acquisition. (A copy of the sanction/ ack. should be attached).
 TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

12. a) Name & address of the party with whom transaction is proposed to be made/has been made.
 12. b) Is the party related to the applicant, if so, State the relationship?
 12. c) Did the applicant have any dealings with the party in his official capacity or is the applicant likely to have dealings with him in the near future.
 12. d) Nature 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. Full particulars to be given)
 TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

13. In case of acquisition of gift whether sanction is also required under regulation 48(IV) of FCI (Staff) Regulations, 1971
 TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

14. Any other relevant fact which the applicant may like to mention.
 TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

15. Remarks
 TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

NOTE:
 1. In the above form, different portions may be used according to requirement.
 2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction

DECLARATION

I [AMIT KUMAR] S/D/W/O. [MAHENDRA SINGH] hereby intimate the proposes acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

OR

I [AMIT KUMAR] S/D/W/O. [MAHENDRA SINGH] hereby intimate the proposed aquisition/disposal of property by me as detailed above declare that the particulars given above are true

Supportive Document *
 test.pdf **Upload**

Submit Cancel

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Figure 4-66: Movable Property Declaration Request

Submit

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 4-74

The screenshot displays the 'Declare Movable Property - Employee Listing' interface. On the left is a dark sidebar with a menu including 'Home', 'User Manual', 'My Dashboard', 'Directory', 'Core HR', 'Compensation and Benefits', 'Leave Management', 'Payroll', 'Employee Relations', 'POSH Request', 'Higher Studies Request', 'NOC', 'Property', 'Movable Property Request' (highlighted), 'Immovable Property Request', 'Medical', 'Gift Noting Down Request', 'Participation in Sports & Culture Activity', 'Connect +', 'Policies and Circulars', and 'Retirement Benefit Calculator'. The main content area has a title 'Declare Movable Property - Employee Listing' and an 'Add' button. Below the title are controls for 'Show 10 entries', 'Export to: Excel PDF Print', and a search box. A table with columns 'REQUEST ID', 'REQUEST DATE', 'STATUS', and 'ACTION' contains one row: 'MOV32', '08/01/2021', 'Pending Review', and an eye icon. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous 1 Next' navigation buttons.

Figure 4-67: Movable Property Declaration Request Added

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 4-75

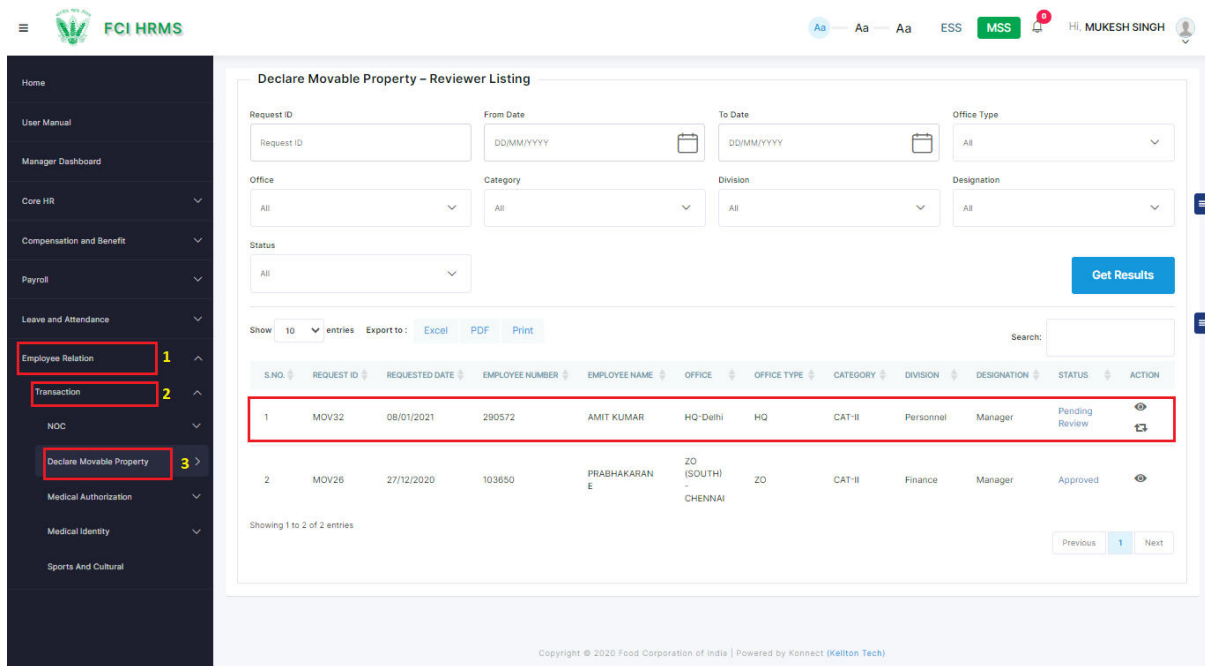



Figure 4-68: Movable Property Declaration Reviewer Landing

Click on  as shown in Figure 4-75, to land on Review Movable Property Declaration request screen as shown in Figure 4-76.



Declare Movable Property – Reviewer Listing

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

Office: Category: Division: Designation:

Status:

Get Results

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

| S.NO. | REQUEST ID | REQUESTED DATE | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | STATUS | ACTION |
|-------|------------|----------------|-----------------|---------------|----------------------|-------------|----------|-----------|-------------|----------------|--------|
| 1 | MOV32 | 08/01/2021 | 290572 | AMIT KUMAR | HQ-Delhi | HO | CAT-II | Personnel | Manager | Pending Review | |
| 2 | MOV26 | 27/12/2020 | 103650 | PRABHAKARAN E | ZO (SOUTH) - CHENNAI | ZO | CAT-II | Finance | Manager | Approved | |

Showing 1 to 2 of 2 entries

Previous 1 Next

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Figure 4-70: Movable Property Declaration Review successful

4.2.5.7 Movable Property Declaration Request Approver Landing

The request will be forwarded to the approver’s landing page as shown in Figure 4-78

Declare Movable Property – Approver Listing

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

Office: Category: Division: Designation:

Status:

Get Results

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| S.NO. | REQUEST ID | REQUESTED DATE | EMPLOYEE NUMBER | EMPLOYEE NAME | OFFICE | OFFICE TYPE | CATEGORY | DIVISION | DESIGNATION | STATUS | ACTION |
|-------|------------|----------------|-----------------|---------------|----------------------|-------------|----------|-----------|-------------|------------------|--------|
| 1 | MOV26 | 27/12/2020 | 103650 | PRABHAKARAN E | ZO (SOUTH) - CHENNAI | ZO | CAT-II | Finance | Manager | Approved | |
| 2 | MOV32 | 08/01/2021 | 290572 | AMIT KUMAR | HQ-Delhi | HO | CAT-II | Personnel | Manager | Pending Approval | |

Showing 1 to 2 of 2 entries

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Figure 4-71: Movable Property Declaration Approver Landing

Click on  as shown in Figure 4-78, to land on Approve Request as shown in Figure 4-79.

4.2.5.8 Movable Property Declaration Approve

Figure 4-72: Movable Property Declaration Approve

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

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-79.
- Click on **Approve** to approve the request, and a success message will be shown in the Approver Landing Screen for approving the record as shown in Figure 4-80
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

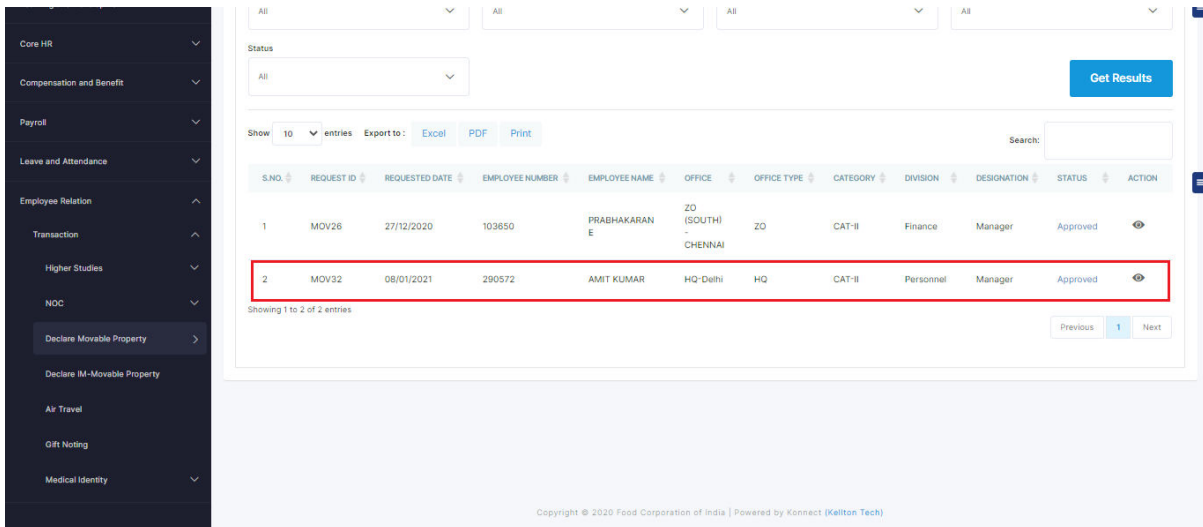


Figure 4-73: Immovable Property Declaration Approve successful

5 Troubleshooting and Support

5.1.1 Error Messages

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

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

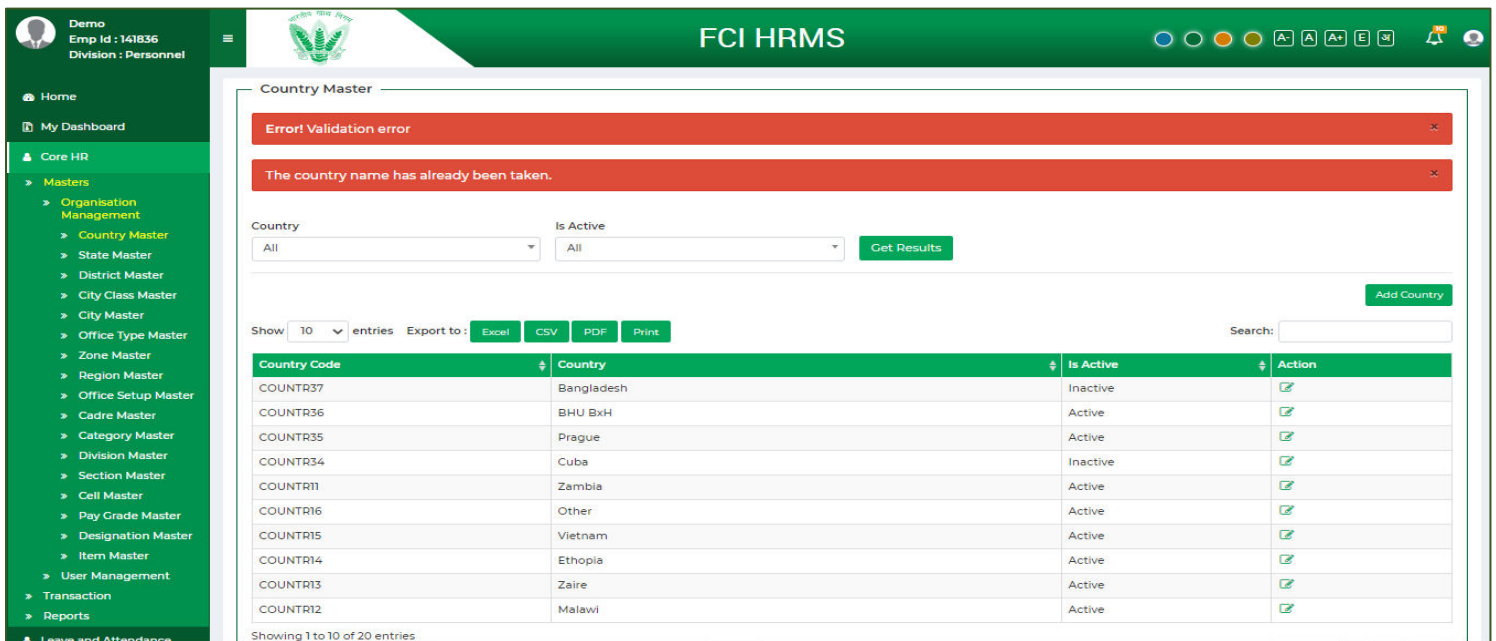


Figure 5-1: Validation Error: Duplicate Record

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

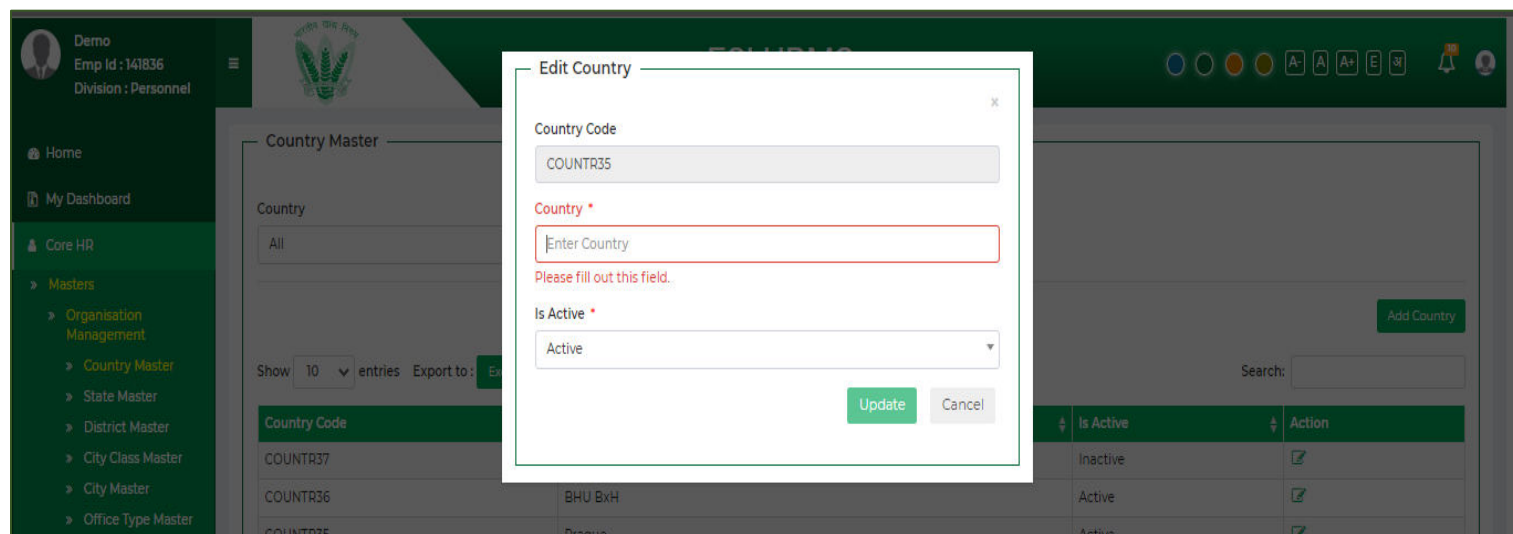


Figure 5-2: Validation Error: Mandatory Field Empty

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

| S.No. | Status Code | Description |
|-------|-----------------------------------|---|
| 1 | 100 Continue | Only a part of the request has been received by the server, but as long as it has not been rejected, the client should continue with the request. |
| 2 | 200 OK | The request is OK. |
| 3 | 201 Created | The request is complete, and a new resource is created |
| 4 | 202 Accepted | The request is accepted for processing, but the processing is not complete. |
| 5 | 203 Non-authoritative Information | The information in the entity header is from a local or third-party copy, not from the original server. |
| 6 | 204 No Content | A status code and a header are given in the response, but there is no entity-body in the reply. |
| 7 | 205 Reset Content | The browser should clear the form used for this transaction for additional input. |
| 8 | 206 Partial Content | The server is returning partial data of the size requested |
| 9 | 301 Moved Permanently | The requested page has moved to a new url. |
| 10 | 307 Temporary Redirect | The requested page has moved temporarily to a new url. |
| 11 | 400 Bad Request | The server did not understand the request. |



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

Table 5-1: HTTP Status Error Codes

5.1.2 Frequently Asked Question

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

| S.No | Circumstance | Next Step |
|------|---|--|
| 1 | Unable to Login to HRMS application | Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 2 | I am able to access the HRMS application but unable to access respective menu links | Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an |



| | | |
|---|--|---|
| | | email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 3 | I am unable to see my profile information in HRMS application | Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 4 | I am unable to submit a request due to "Bad API Error" | Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 5 | I am unable to submit a request due to "Unauthorized Access Error" | Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 6 | I am unable to open the HRMS application in my web browser | Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 7 | I am unable to upload the documents in the HRMS application | Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 8 | I am a competent authority but unable to see the review or approval icon in my listing | Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 9 | Unable to open HRMS application in web browser | Please note that the HRMS application is compatible with the following browsers only: <ul style="list-style-type: none"> • Internet Explorer 11 and above • Google Chrome ver. 44 and above • Mozilla Firefox ver. 48 and above • Safari Browser ver. 5.1.7 and above 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 | <p>Please note that the HRMS application is compatible with the following mobile OS versions:</p> <ul style="list-style-type: none"> • Android KitKat (Ver. 4.4) and above • IOS 12 and above <p>In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p> |
| 11 | I am unable to see the required information in the dropdowns and filters of HRMS application | <p>The issue that the intended information is not available for data entry might be because:</p> <ul style="list-style-type: none"> • Permission or Role not assigned for the employee. • Information has not been migrated into the HRMS application • Information has been modified after scheduled maintenance of HRMS application <p>Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p> |
| 12 | Information visibility as per organization hierarchy | <p>Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself.</p> <p>Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in</p> |
| 13 | I am unable to generate an eSign or apply digital signature as a competent authority | Please send an email along with the employee number, employee name and office to hrmssupport.fci@gov.in as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed. |
| 14 | Unable to export or print the information in the HRMS Application | Please ensure that MS Office with latest updates is installed in the system and print settings are set to "Default". In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 15 | Biometric device is unable to recognize employee fingerprint. | To ensure that the employee does not lose any attendance, the HRMS application provides the "Attendance Regularization" feature via which attendance can be modified to "Present Status" based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint |



| | | |
|----|---|--|
| | | registration using the biometric device w.r.t. the employee number. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 16 | The leave details in the HRMS application is incorrect | There can be circumstances that the migrated information from Service Book to HRMS application might be incorrect or undefined under rare circumstances. However, in such cases the “Leave Updation” process provided by the HRMS application shall allow the Personnel Division to update the Leave balance of the employee. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 17 | Unable to generate MPIN for HRMS Mobile Application | Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number, employee name, mobile number and office to hrmssupport.fci@gov.in |
| 18 | Unable to view my scanned service book in HRMS application | There can be circumstances that the migrated information and the scanned service book have not been linked in the HRMS during data migration. If so then kindly drop an email along with the employee number, employee name, mobile number and office to hrmssupport.fci@gov.in |
| 19 | I have setup a new DOP, but it is not reflecting in the system. | Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in |
| 20 | I have lost/damaged my mobile or PC. | In the event an employee has lost his mobile or damaged the PC, then the event is to be immediately informed to hrmssupport.fci@gov.in , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures. |

Table 5-2: Troubleshooting and Next Steps

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

6 Helpdesk

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