

भारतीय मानक ब्यूरो
(स्थापना विभाग)

संदर्भ: स्था-V/जी-2018(Vol.-II)

दिनांक : 24.01.2020

विषय: एचएफएमएस सॉफ्टवेयर में रिकार्ड का अद्यतन / **Updation of records in HFMS Software**

परिपत्र / CIRCULAR

The development of web based portal HFMS, to cater the activities of Human Resource Planning, Personal Information, Administration, Finance and Inventory Management of BIS is under process.

2. In this connection, all the HoDs are requested to upload the balance of regular leaves at the credit as on 31.12.2019 in respect of each of the employee working under them on the Leave Module of HFMS Software, as per the process prescribed in the Video available on the URL "<http://164.100.105.198:8098/BISBlog/leave-balance/>". HRD Department, vide their Circular Ref. No. HRD/HFMS/2020 dated 10.01.2020 on the captioned subject, had already informed all the officers to keep their leave balance updated upto 31.12.2019.

3. It is requested to ensure that the above information may be uploaded on the portal and Establishment Deptt./HRD Department may be informed accordingly latest by **31st January, 2020** through email so that the details of leaves in respect of each employee can be validated by Establishment Department/HRD Department.

4. Further, in order to update employee database in HFMS Software, all employees are required to login and update their personal records in the database like Qualification Details, Contact Details, Previous Experience, Experience Details, Family Member Details, Nominee Details, Languages Known, Identification Details and Official Details. To facilitate the same, Login Credentials have been generated for all employees which is mentioned below:

Login ID: **Employee No. of the employee beginning with 0**
Password: **123456**

Note: Employees who were provided credentials previously may login with their existing credentials. In case any employee has forgotten password, he/she may request ITSD to reset the same. Kindly mention your employee number for all communication related to HFMS.

Steps to be followed for updating personal record in HFMS:

- a) Log in to the system (<https://iconnect.manakonline.in>) using your credentials.
- b) On first time login, user will be prompted to change password. Change password and proceed.
- c) Step-wise procedure for updating personal records i.e. Qualification Details, Contact Details, Previous Experience, Experience Details, Family Member Details, Nominee Details, Languages Known, Identification Details and Official Details is given in Annexure-1. Upload Document feature has also been provided to upload the relevant documents related to personal records.

The above information needs to be furnished latest by 07th February, 2020.

5. It is informed that implementation of HFMS in BIS has been accorded highest priority. Therefore, the updation/furnishing of information should be completed in a time bound manner. In case of any further queries/complaints employees are required to contact ITS Deptt.

Remarks
24/01/2020
(रोमा रॉय)

उप महानिदेशक (प्रशासन)

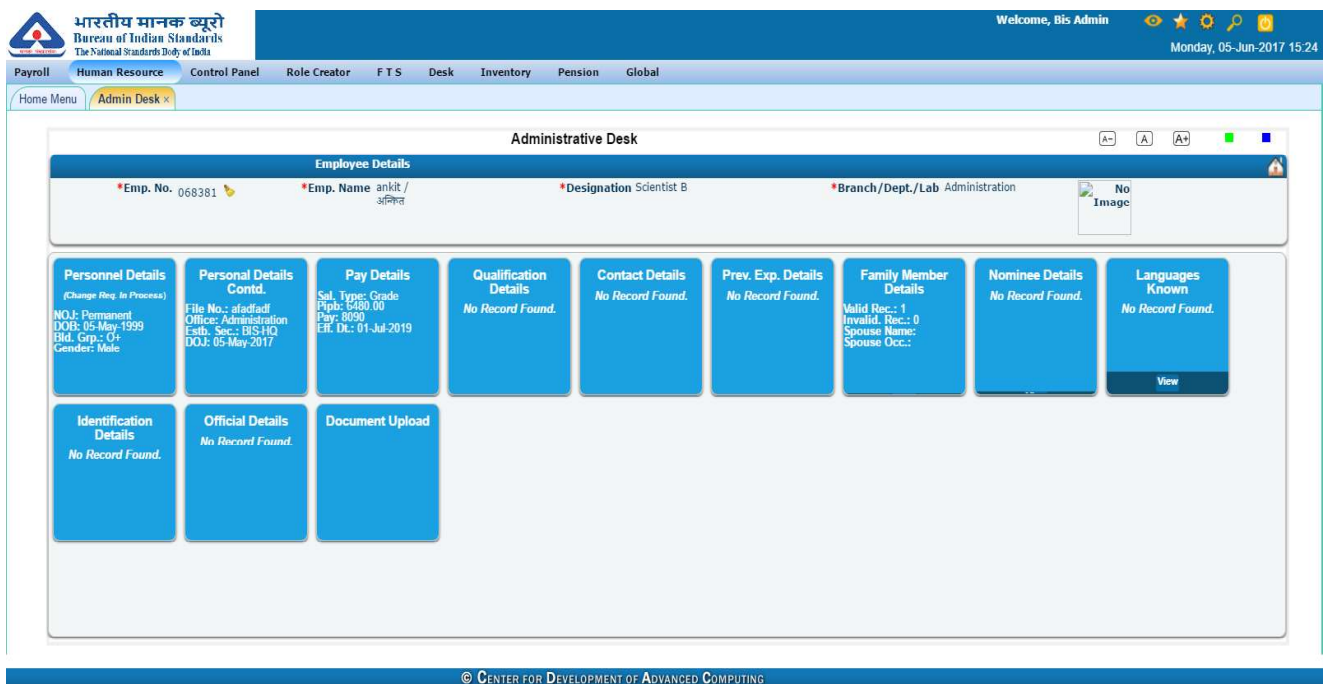
परिचालित: मुख्यालय के सभी विभागों/ प्रशिक्षण संस्थान/ क्षेत्रीय कार्यालय/ शाखा कार्यालय/ प्रयोगशालाएँ में बीआईएस इन्ट्रानेट द्वारा परिचालित। / All concerned at BIS HQs/ NITS/ ROs/ BOs/ Labs through BIS Intranet

2. Employee Desk

Path: Services→Human Resource→Employee Desk

Employee can see all his/her details updated by Admin.

1. Click on the **Employee Desk** sub menu under **Personnel Record** menu, a new screen will open, as shown below:



The screenshot displays the 'Employee Desk' interface. At the top, there is a header with the Bureau of Indian Standards logo and 'Welcome, Bis Admin'. Below the header is a navigation menu with 'Human Resource' selected. The main content area is titled 'Administrative Desk' and displays 'Employee Details' for an employee with Emp. No. 068381, Name ankit / अंकित, Designation Scientist B, and Branch/Dept./Lab Administration. Below this are several tiles for different categories: Personnel Details (with sub-tiles for Permanent, Contd., and Pay), Qualification Details, Contact Details, Prev. Exp. Details, Family Member Details, Nominee Details, and Languages Known. Most of these tiles show 'No Record Found'. There are also tiles for Identification Details and Official Details, both showing 'No Record Found', and a Document Upload tile.

Employee will login from his User ID and can edit and fill incomplete or missing information available in office record.

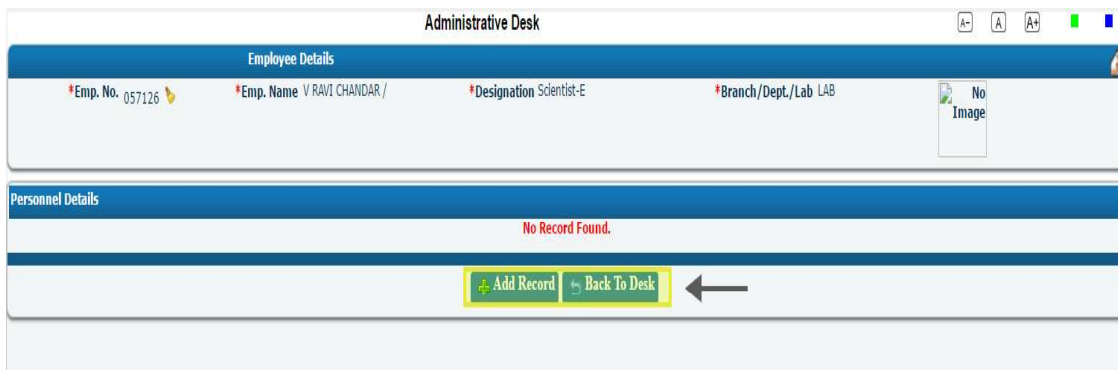
- This desk will consist of different tiles related to employee service book details, which are as follows:-

1. Personnel Details
2. Personal Details Contd.
3. Pay Details
4. Contact Details
5. Qualification Details
6. Prev. Exp. Details
7. Family Member Details
8. Nominee Details

9. Identification Details
10. Languages Known
11. Official Details
12. Document Upload

2.1. Personnel Details

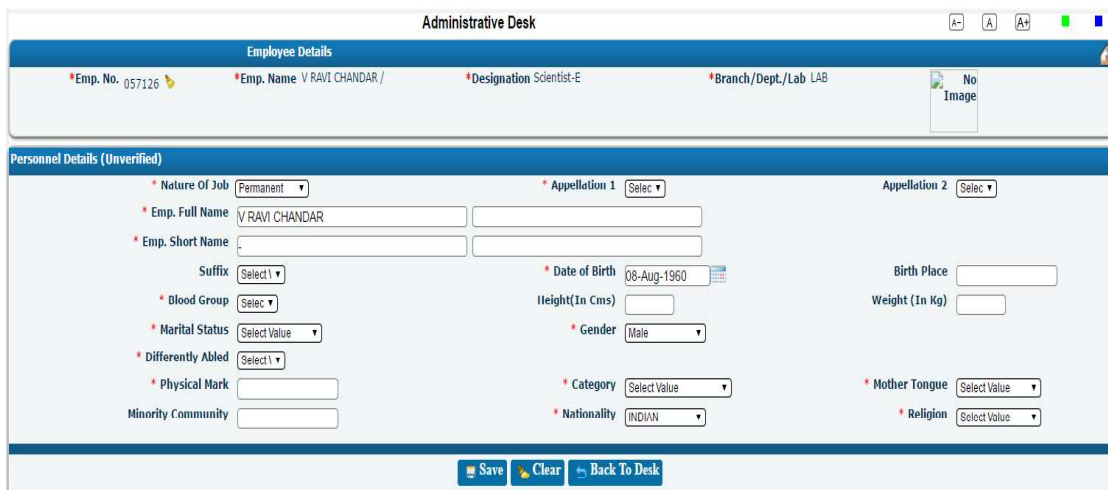
1. When user will hover mouse over Personnel Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



The screenshot shows a window titled 'Administrative Desk' with a sub-header 'Employee Details'. Below this, there are fields for Employee No. (057126), Employee Name (V RAVI CHANDAR /), Designation (Scientist-E), and Branch/Dept./Lab (LAB). A 'No Image' placeholder is visible. Below the Employee Details is a 'Personnel Details' section with a blue header and a red message 'No Record Found.'. At the bottom of this section are two buttons: 'Add Record' and 'Back To Desk', with an arrow pointing to the 'Back To Desk' button.

- **Add Record:** Click on **Add Record** button, to add details for the new employee.
- **Back To Desk:** This is used to go back to the employee desk.

2. This tile will contain personnel information related to employees.

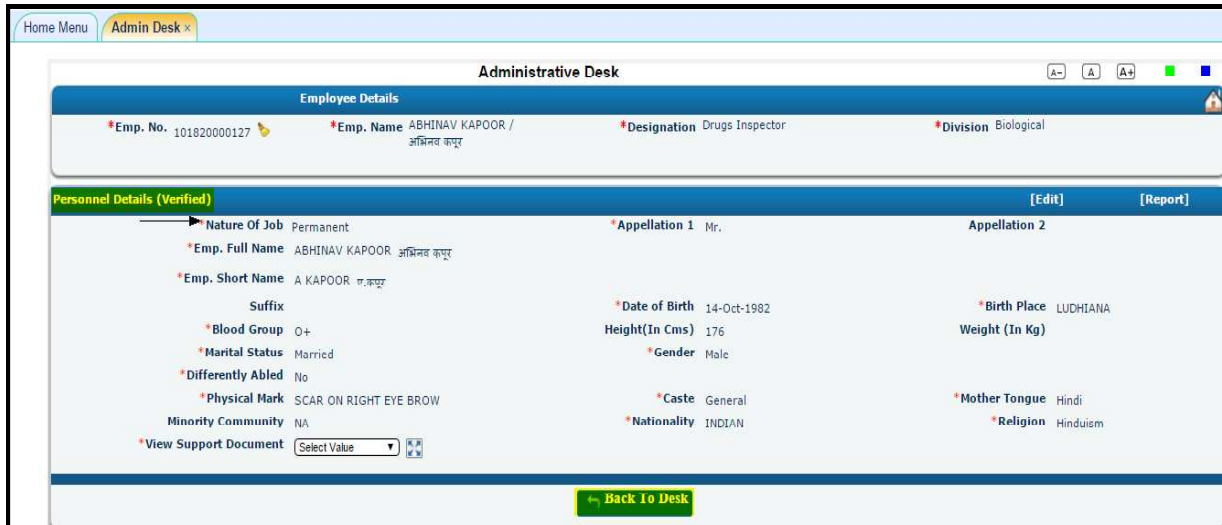


The screenshot shows a window titled 'Administrative Desk' with a sub-header 'Employee Details'. Below this, there are fields for Employee No. (057126), Employee Name (V RAVI CHANDAR /), Designation (Scientist-E), and Branch/Dept./Lab (LAB). A 'No Image' placeholder is visible. Below the Employee Details is a 'Personnel Details (Unverified)' section with a blue header. This section contains a form with the following fields: Nature Of Job (Permanent), Appellation 1 (Select), Appellation 2 (Select), Emp. Full Name (V RAVI CHANDAR), Emp. Short Name, Suffix (Select), Date of Birth (08-Aug-1960), Birth Place, Blood Group (Select), Height (In Cms), Weight (In Kg), Marital Status (Select Value), Gender (Male), Differently Abled (Select), Physical Mark, Category (Select Value), Mother Tongue (Select Value), Minority Community, Nationality (INDIAN), and Religion (Select Value). At the bottom of the form are three buttons: 'Save', 'Clear', and 'Back To Desk'.

This form saves the personnel details for a new employee.

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
 - **Clear:** This is used to reset the form.
3. After saving the details for the first time, user will be able to **edit** the details, as shown below:



The screenshot displays the 'Administrative Desk' interface. At the top, there are tabs for 'Home Menu' and 'Admin Desk'. Below this, the 'Employee Details' section shows:

- *Emp. No. 10182000127
- *Emp. Name ABHINAV KAPOOR / अभिनव कपूर
- *Designation Drugs Inspector
- *Division Biological

The 'Personnel Details (Verified)' section is expanded, showing various fields:

- Nature Of Job: Permanent
- *Appellation 1: Mr.
- *Appellation 2: (Empty)
- *Emp. Full Name: ABHINAV KAPOOR अभिनव कपूर
- *Emp. Short Name: A KAPOOR अ.कपूर
- Suffix: (Empty)
- *Date of Birth: 14-Oct-1982
- *Birth Place: LUDHIANA
- *Blood Group: O+
- Height(In Cms): 176
- Weight (In Kg): (Empty)
- *Marital Status: Married
- *Gender: Male
- *Differently Abled: No
- *Physical Mark: SCAR ON RIGHT EYE BROW
- *Caste: General
- *Mother Tongue: Hindi
- Minority Community: NA
- *Nationality: INDIAN
- *Religion: Hinduism

At the bottom of the form, there is a 'View Support Document' dropdown menu and a green 'Back To Desk' button.

Click on Edit option to do changes:-

1. Nature Of Job
2. Appellation 1
3. Appellation 2
4. Emp. Full Name
5. Emp. Short Name
6. Suffix
7. Date of Birth
8. Birth Place
9. Blood Group
10. Height(In Cms)
11. Weight (In Kg)
12. Marital Status
13. Gender
14. Differently Able
15. Physical Mark
16. Caste

17. Mother Tongue
18. Minority Community
19. Nationality
20. Religion

Enter values and save.

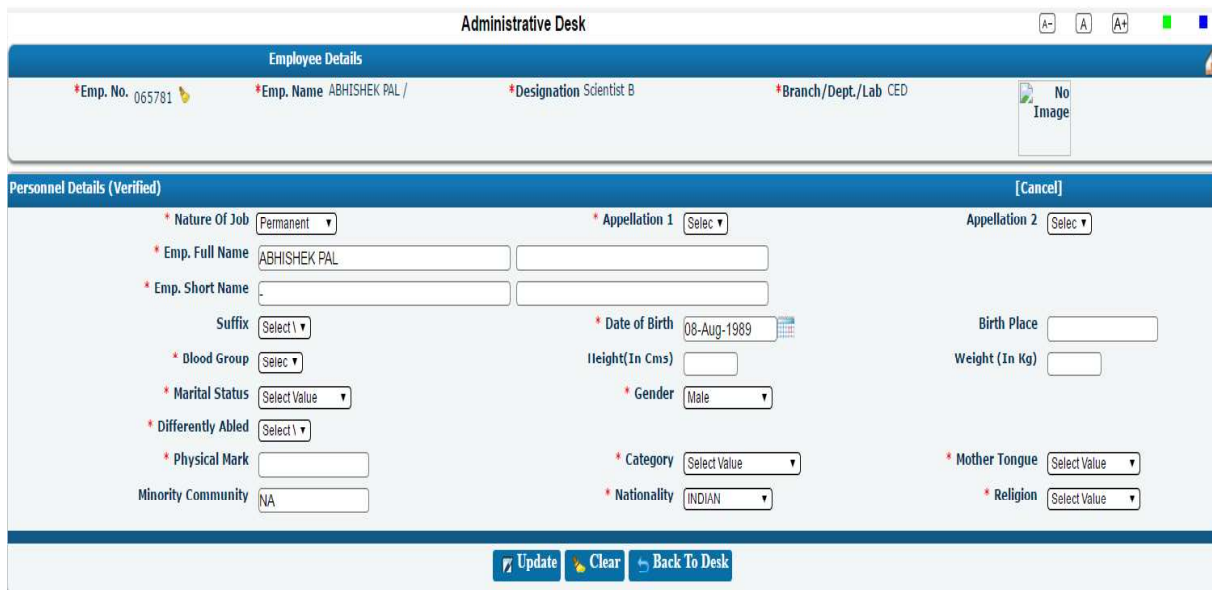
Links:-

- **Edit:** This is used to open the update page to update the employee details for the selected employee.
- **Report:** This is used to open the Personnel details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Edit** link, a new screen will open as shown below:

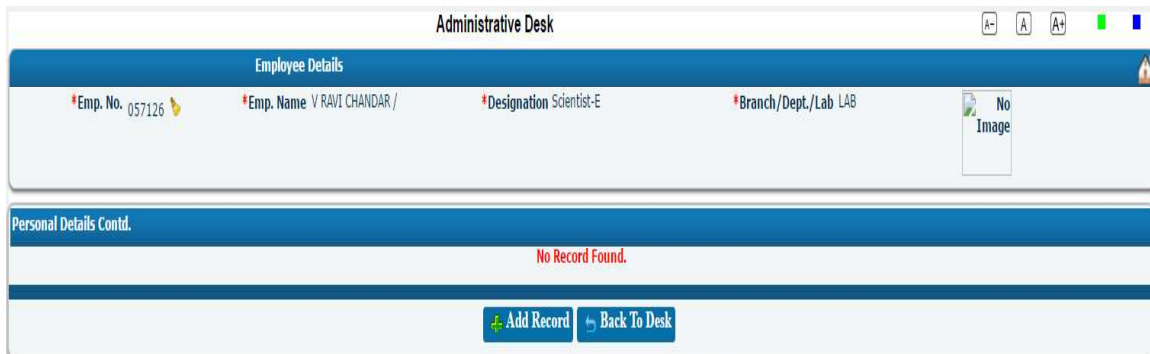


Buttons:-

- **Update :** This is used to update the personnel details of the employee.
- **Clear:** This is used to reset the form.
- **Back To Desk:** This is used to go back to the employee desk.

2.2. Personal Details Contd.

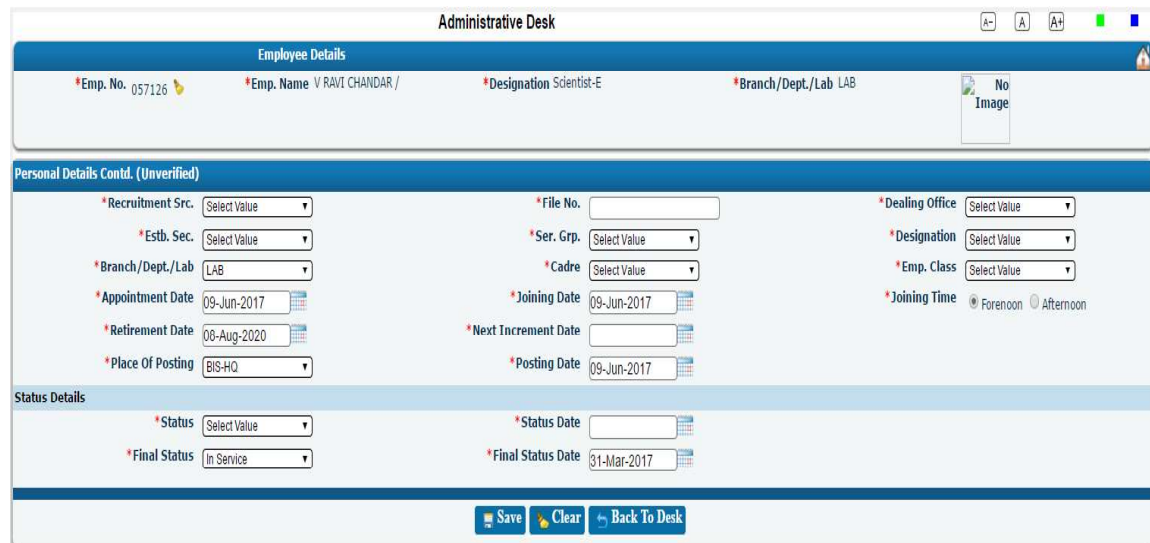
1. When user will hover mouse over Personal Details Contd. Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



The screenshot shows a window titled 'Administrative Desk'. At the top, there is a blue header bar with 'Employee Details'. Below this, there are four fields: '*Emp. No.' (057126), '*Emp. Name' (V RAVI CHANDAR /), '*Designation' (Scientist-E), and '*Branch/Dept./Lab' (LAB). To the right of these fields is a 'No Image' placeholder. Below the header bar is a section titled 'Personal Details Contd.' which contains the text 'No Record Found.' and two buttons: 'Add Record' and 'Back To Desk'.

- **Add Record:** Click on **Add Record** button, to add details for the new employee.
- **Back to Desk:** This is used to go back to the employee desk.

2. This tile will contain Posting information related to employees.



The screenshot shows a window titled 'Administrative Desk'. At the top, there is a blue header bar with 'Employee Details'. Below this, there are four fields: '*Emp. No.' (057126), '*Emp. Name' (V RAVI CHANDAR /), '*Designation' (Scientist-E), and '*Branch/Dept./Lab' (LAB). To the right of these fields is a 'No Image' placeholder. Below the header bar is a section titled 'Personal Details Contd. (Unverified)'. This section contains several form fields:

- *Recruitment Src. (Select Value)
- *Estb. Sec. (Select Value)
- *Branch/Dept./Lab (LAB)
- *Appointment Date (09-Jun-2017)
- *Retirement Date (08-Aug-2020)
- *Place Of Posting (BIS-HQ)
- *File No. (Text field)
- *Ser. Grp. (Select Value)
- *Cadre (Select Value)
- *Joining Date (09-Jun-2017)
- *Next Increment Date (Text field)
- *Posting Date (09-Jun-2017)
- *Dealing Office (Select Value)
- *Designation (Select Value)
- *Emp. Class (Select Value)
- *Joining Time (Forenoon, Afternoon)

 Below these fields is a section titled 'Status Details' which contains:

- *Status (Select Value)
- *Status Date (Text field)
- *Final Status (In Service)
- *Final Status Date (31-Mar-2017)

 At the bottom of the form are three buttons: 'Save', 'Clear', and 'Back To Desk'.

This form saves the posting details for a new employee.

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
 - **Clear:** This is used to reset the form.
 - **Back To Desk:** This is used to go back to the employee desk.
3. After saving the details for the first time, user will be able to **edit** the details, as shown below:

Administrative Desk			
Employee Details			
*Emp. No. 065781	*Emp. Name ABHISHEK PAL /	*Designation Scientist B	*Branch/Dept./Lab CED
			No Image
Personal Details Contd. (Verified) [Edit] [Report]			
*Recruitment Src. DIRECT	*File No. test	*Dealing Office Administration	
*Estb. Sec. BIS-HQ	*Ser. Grp. B(Gazetted)	*Designation Scientist B	
*Branch/Dept./Lab CED	*Cadre Central General Services	*Emp. Class MTS	
*Appointment Date 05-May-2017	*Joining Date 05-May-2017	*Joining Time Forenoon	
*Retirement Date 31-May-2017	*Next Increment Date 31-May-2018		
*Place Of Posting BIS-HQ	*Posting Date 05-May-2017		
Status Details			
*Status Confirmed	*Status Date 31-May-2017		
*Final Status In Service	*Final Status Date 31-Mar-2017		
← Back To Desk			

Click on Edit to do necessary changes:

1. Recruitment Src.
2. File No.
3. Dealing Office
4. Estb. Sec.
5. Ser. Grp
6. Designation
7. Department
8. Cadre
9. Emp. Class
10. Appointment Date
11. Joining Date
12. Joining Time
13. From Date
14. To Date
15. Retirement Date

16. Next Increment Date

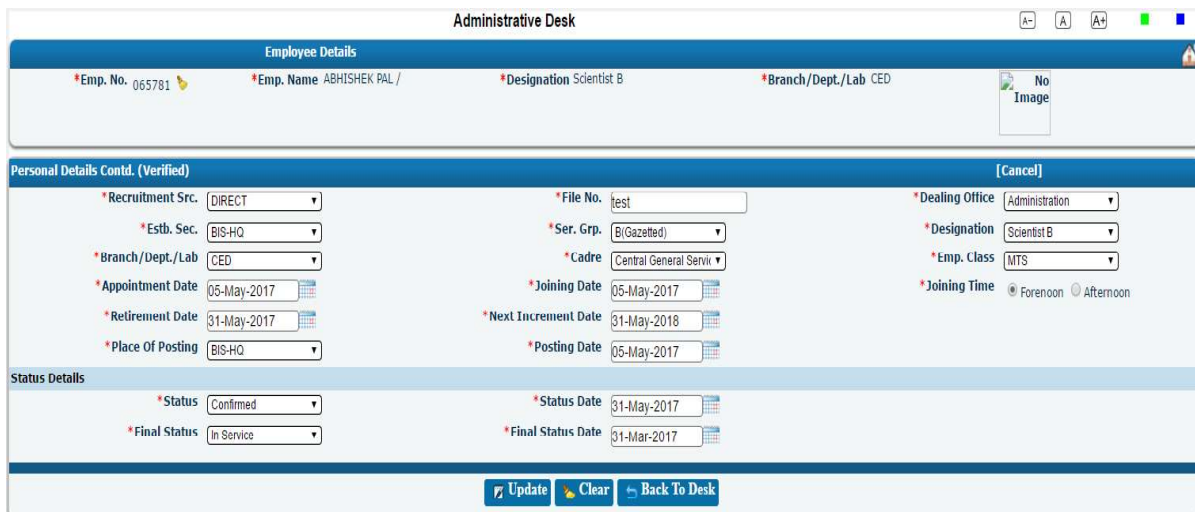
Links:-

- **Edit:** This is used to open the update page to update the employee details for the selected employee.
- **Report:** This is used to open the Personal Details Contd. report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Edit** link, a new screen will open as shown below:



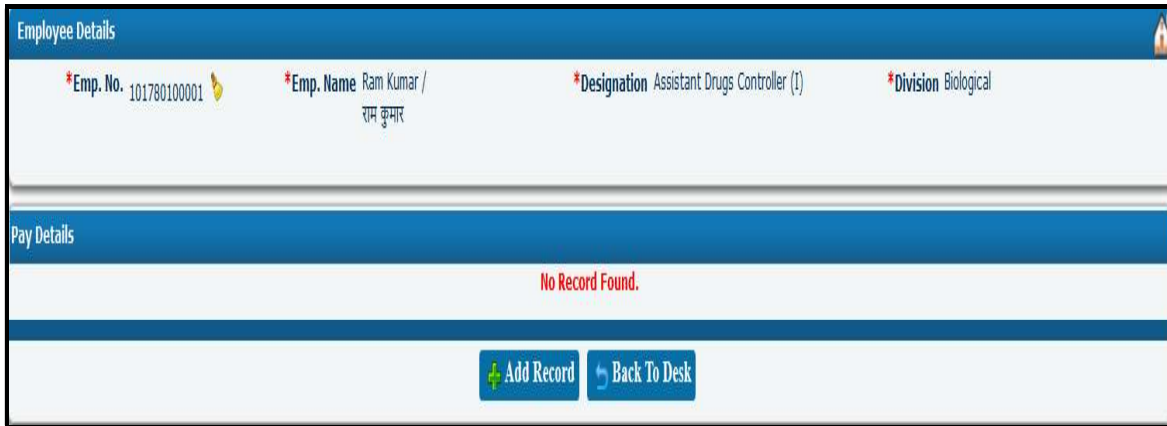
Employee Details			
*Emp. No.	065781	*Emp. Name	ABHISHEK PAL /
*Designation	Scientist B	*Branch/Dept./Lab	CED
No Image			
Personal Details Contd. (Verified)			
*Recruitment Src.	DIRECT	*File No.	test
*Estb. Sec.	BIS-HQ	*Ser. Grp.	B(Gazetted)
*Branch/Dept./Lab	CED	*Cadre	Central General Serviv
*Appointment Date	05-May-2017	*Dealing Office	Administration
*Retirement Date	31-May-2017	*Designation	Scientist B
*Place Of Posting	BIS-HQ	*Emp. Class	MTS
		*Joining Time	<input checked="" type="radio"/> Forenoon <input type="radio"/> Afternoon
		*Joining Date	05-May-2017
		*Next Increment Date	31-May-2018
		*Posting Date	05-May-2017
Status Details			
*Status	Confirmed	*Status Date	31-May-2017
*Final Status	In Service	*Final Status Date	31-Mar-2017
<input type="button" value="Update"/> <input type="button" value="Clear"/> <input type="button" value="Back To Desk"/>			

Buttons:-

- **Update :** This is used to update the personnel details of the employee.
- **Clear:** This is used to reset the form.
- **Back To Desk:** This is used to go back to the employee desk.

2.3. Pay Details

1. When user will hover mouse over Pay Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



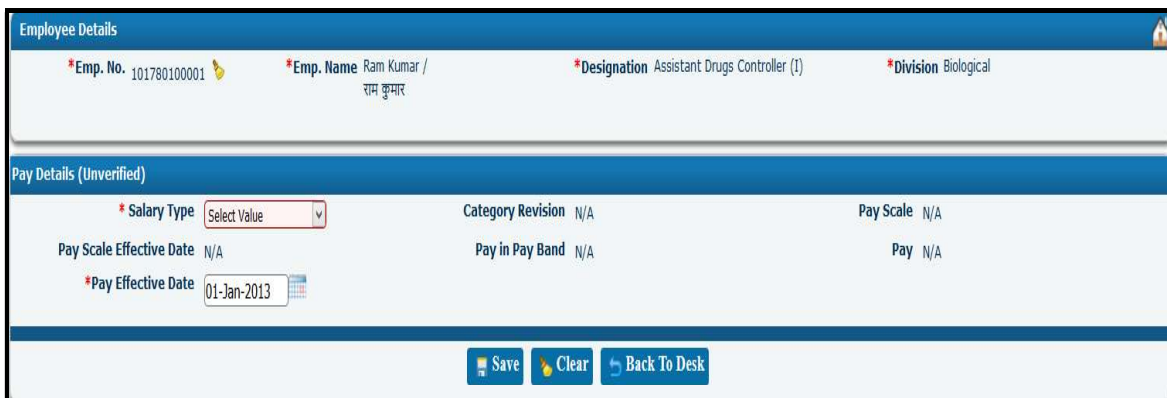
The screenshot shows a form titled "Employee Details" with the following information:

- *Emp. No. 101780100001
- *Emp. Name Ram Kumar / राम कुमार
- *Designation Assistant Drugs Controller (1)
- *Division Biological

Below this is a section titled "Pay Details" which displays "No Record Found." At the bottom of this section are two buttons: "Add Record" and "Back To Desk".

- **Add Record:** Click on **Add Record** button, to add details for the new employee.
- **Back To Desk:** This is used to go back to the employee desk.

2. This tile will contain Pay information related to employees.



The screenshot shows a form titled "Employee Details" with the same information as the previous screenshot. Below this is a section titled "Pay Details (Unverified)" with the following fields:

- *Salary Type: Select Value (dropdown menu)
- Category Revision: N/A
- Pay Scale: N/A
- Pay Scale Effective Date: N/A
- Pay in Pay Band: N/A
- Pay: N/A
- *Pay Effective Date: 01-Jan-2013 (calendar icon)

At the bottom of this section are three buttons: "Save", "Clear", and "Back To Desk".

This form saves the Pay details for a new employee.

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Clear:** This is used to reset the form.
- **Back To Desk:** This is used to go back to the employee desk.

3. After saving the details for the first time, user will be able to **edit** the details, as shown below:

Employee Details			
*Emp. No.	101780100001	*Emp. Name	Ram Kumar / राम कुमार
*Designation	Assistant Drugs Controller (1)	*Division	Biological
Pay Details (Unverified)			[Edit]
*Salary Type	Grade	*Category Revision	Central Government - 6th Pay Commission
*Pay Scale	37400-67000 + 8900	*Pay Scale Effective Date	05-Jan-2012
*Pay Effective Date	01-Jan-2013	*Pay in Pay Band	37400
		*Basic Pay	46300
Back To Desk			

Links:-

- **Edit:** This is used to open the update page to update the employee details for the selected employee.
- **Report:** This is used to open the Pay details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Edit** link, a new screen will open as shown below:

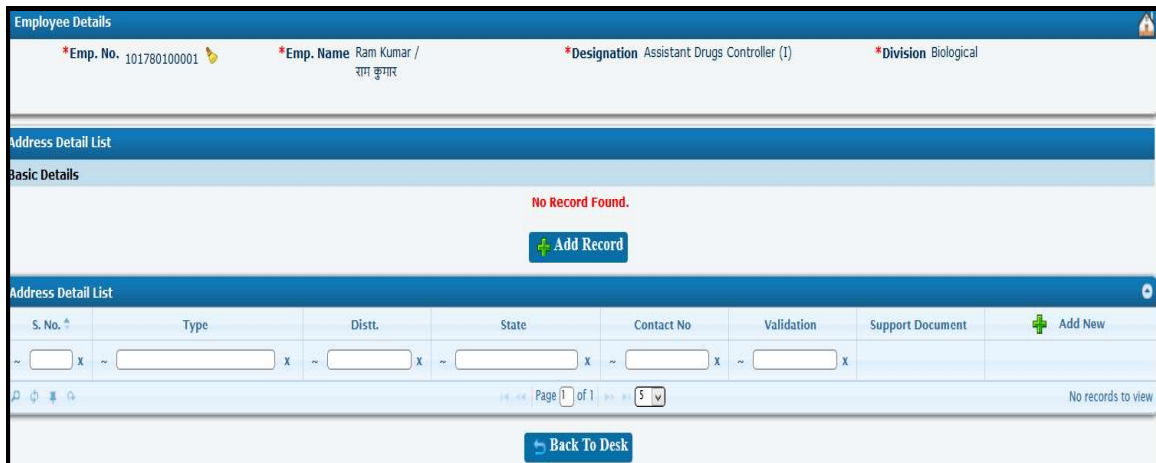
Employee Details			
*Emp. No.	101780100001	*Emp. Name	Ram Kumar / राम कुमार
*Designation	Assistant Drugs Controller (1)	*Division	Biological
Pay Details (Unverified)			[Cancel]
*Salary Type	Grade	*Category Revision	Central Government - 6
*Pay Scale	37400-67000 + 8900	*Pay Scale Effective Date	05-Jan-2012
*Pay Effective Date	01-Jan-2013	*Pay in Pay Band	37400
		*Basic Pay	46300
Update Clear Back To Desk			

Buttons:-

- **Update :** This is used to update the Pay details of the employee.
- **Clear:** This is used to reset the form.
- **Back To Desk:** This is used to go back to the employee desk.

2.4. Contact Details

1. When user will hover mouse over Contact Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



The screenshot displays the 'Employee Details' form. At the top, it shows fields for Emp. No. (101780100001), Emp. Name (Ram Kumar / राम कुमार), Designation (Assistant Drugs Controller (I)), and Division (Biological). Below this is the 'Address Detail List' section, which currently shows 'No Record Found.' and an 'Add Record' button. At the bottom of the form, there is a table with columns: S. No., Type, Distt., State, Contact No, Validation, Support Document, and Add New. The table is currently empty. Below the table, there is a 'Page 1 of 1' indicator and a 'Back To Desk' button.

Buttons:-

- **Add Record:** Click on **Add Record** button, to add details for the new employee.
- **Back To Desk:** This is used to go back to the employee desk.

2. This tile will contain Contact detail information related to employees.



Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (I) *Division Biological

Address Detail List

Basic Details (Unverified) [Edit] [Report]

* Email Id ram12kumar@gmail.com * Mobile No. 0507065590 Fax No 22236973

Office Ph. No. 23216367 Office Ext. No.

Address Detail List

S. No.	Type	Distt.	State	Contact No	Validation	Support Document	+	Add New
~ [] X	~ [] X	~ [] X	~ [] X	~ [] X	~ [] X			

Page 1 of 1 No records to view

[Back To Desk](#)

This form saves the contact details for a new employee.

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Clear:** This is used to reset the form.
- **Back To Desk:** This is used to go back to the employee desk.

3. After saving the details for the first time, user will be able to **edit** the details, as shown below:

Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (1) *Division Biological

Address Detail List

Basic Details (Unverified) [Edit] [Report]

*Email Id ram12kumar@gmail.com *Mobile No. 8587065598 Fax No 23236973

Office Ph. No. 23216367 Office Ext. No.

Address Detail List

S. No.	Type	Distt.	State	Contact No	Validation	Support Document	+ Add New
~	~	~	~	~	~		

Page 1 of 1 No records to view

[← Back To Desk](#)

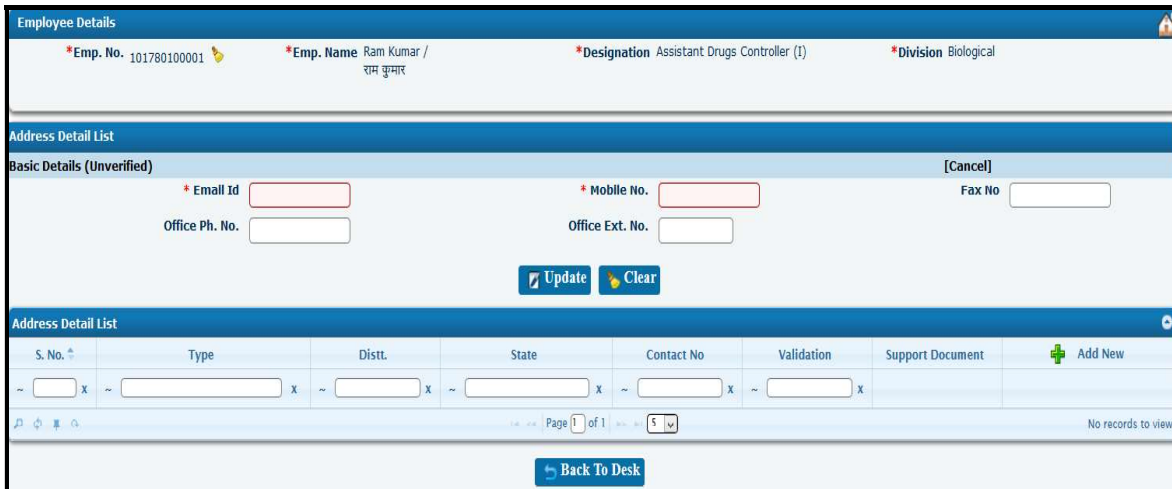
Links:-

- **Edit:** This is used to open the update page to update the employee details for the selected employee.
- **Report:** This is used to open the contact details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Edit** link, a new screen will open as shown below:



Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (I) *Division Biological

Address Detail List

Basic Details (Unverified) [Cancel]

* Email Id * Mobile No. Fax No

Office Ph. No. Office Ext. No.

[Update](#) [Clear](#)

Address Detail List

S. No.	Type	Distt.	State	Contact No	Validation	Support Document	Add New
~ <input type="text"/> X	~ <input type="text"/> X	~ <input type="text"/> X	~ <input type="text"/> X	~ <input type="text"/> X	~ <input type="text"/> X		

Page 1 of 1 No records to view

[Back To Desk](#)

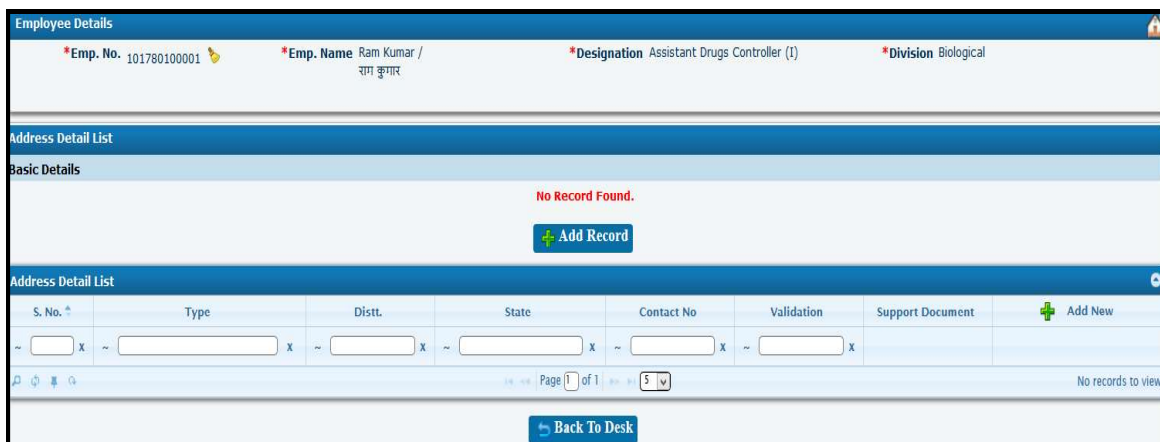
Buttons:-

- **Update** : This is used to update the contact details of the employee.
- **Clear**: This is used to reset the form.
- **Back To Desk**: This is used to go back to the employee desk.

Links:-

- **Cancel**: This is used to cancel the editing of record.

5. Click on **Add New** link under **Address Detail List** tab to add new address, as shown below:



Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (I) *Division Biological

Address Detail List

Basic Details

No Record Found.

[Add Record](#)

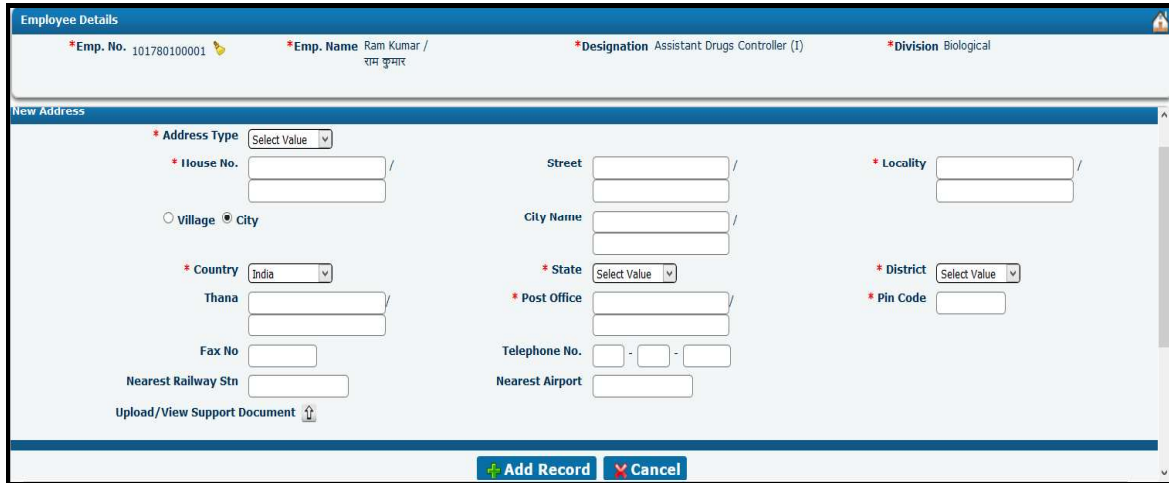
Address Detail List

S. No.	Type	Distt.	State	Contact No	Validation	Support Document	Add New
~ <input type="text"/> X	~ <input type="text"/> X	~ <input type="text"/> X	~ <input type="text"/> X	~ <input type="text"/> X	~ <input type="text"/> X		

Page 1 of 1 No records to view

[Back To Desk](#)

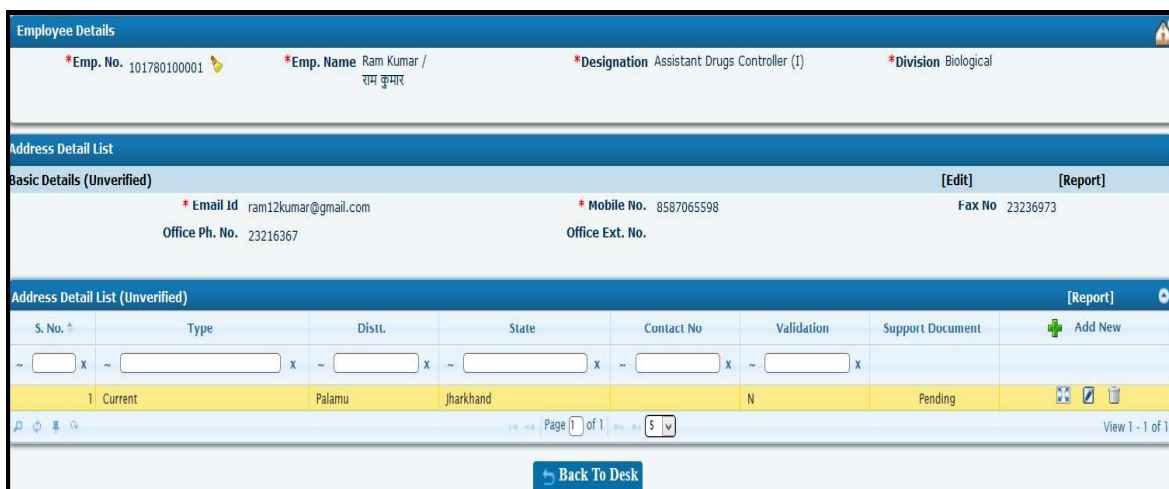
6. After clicking on **Add New** link, a new screen will open ,as shown below:



Buttons:-

- **Add Record:** Click on **Add Record** button, to add address details for the new employee.

7. After clicking on **Add Record**, a screen will open with record populated in the list, as shown below:

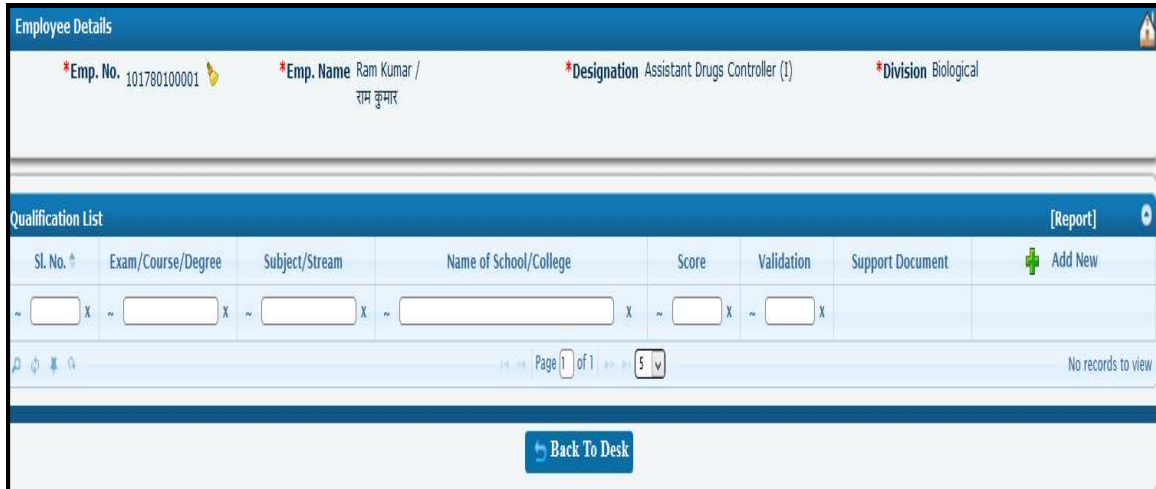


S. No.	Type	Distt.	State	Contact No	Validation	Support Document	Add New
1	Current	Palamu	Jharkhand		N	Pending	

- Multiple Addresses can be added by clicking on **Add New** link.
- User can view,edit and delete record by clicking on **view** icon, **edit** icon and **delete** icon.

2.5. Qualification Details

1. When user will hover mouse over Qualification Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (I) *Division Biological

Qualification List [Report]

Sl. No.	Exam/Course/Degree	Subject/Stream	Name of School/College	Score	Validation	Support Document	Add New
~ [] X	~ [] X	~ [] X	[] X	~ [] X	~ [] X		

Page 1 of 1 5 No records to view

[Back To Desk](#)

2. Click on **Add New** link under **Qualification List** tab to add new details, as shown below:



Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (I) *Division Biological

Qualification List [Report]

Sl. No.	Exam/Course/Degree	Subject/Stream	Name of School/College	Score	Validation	Support Document	Add New
~ [] X	~ [] X	~ [] X	[] X	~ [] X	~ [] X		

Page 1 of 1 5 No records to view

[Back To Desk](#)

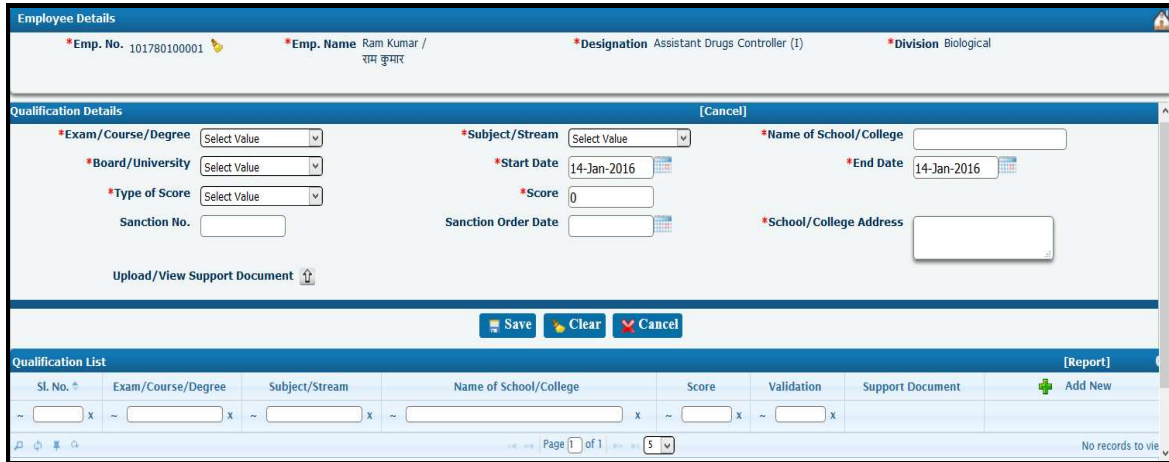
Links:-

- **Report:** This is used to open the Qualification details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

3. After clicking on **Add New** link, a new screen will open ,as shown below:



Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (I) *Division Biological

Qualification Details [Cancel]

*Exam/Course/Degree [Select Value] *Subject/Stream [Select Value] *Name of School/College [Text Box]

*Board/University [Select Value] *Start Date 14-Jan-2016 *End Date 14-Jan-2016

*Type of Score [Select Value] *Score 0

Sanction No. [Text Box] Sanction Order Date [Text Box] *School/College Address [Text Box]

Upload/View Support Document [Icon]

[Save] [Clear] [Cancel]

Qualification List [Report]

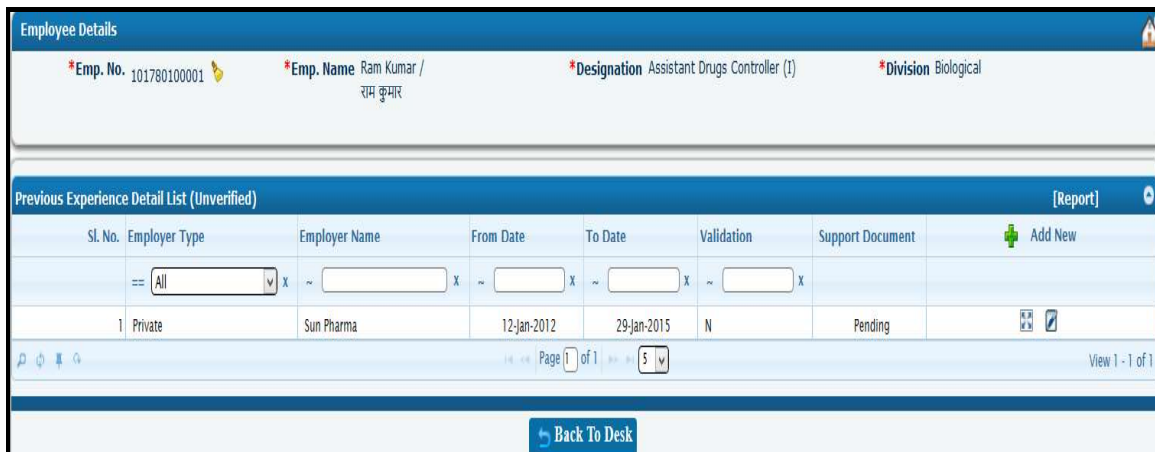
Sl. No.	Exam/Course/Degree	Subject/Stream	Name of School/College	Score	Validation	Support Document	Add New
~	~	~	~	~	~	~	[+]

Page 1 of 1 No records to view

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Clear:** This is used to reset the form.
- **Cancel:** This is used to go back to the previous page.
- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Add Record**, a screen will open with record populated in the list, as shown below:



Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (I) *Division Biological

Previous Experience Detail List (Unverified) [Report]

Sl. No.	Employer Type	Employer Name	From Date	To Date	Validation	Support Document	Add New
1	Private	Sun Pharma	12-Jan-2012	29-Jan-2015	N	Pending	[+]

Page 1 of 1 View 1 - 1 of 1

[Back To Desk]

- Multiple previous experience details can be added by clicking on **Add New** link.
- User can view and edit record by clicking on **view** icon, **edit** icon.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

2.6.Prev. Exp. Details

1. When user will hover mouse over Prev. Exp. Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:

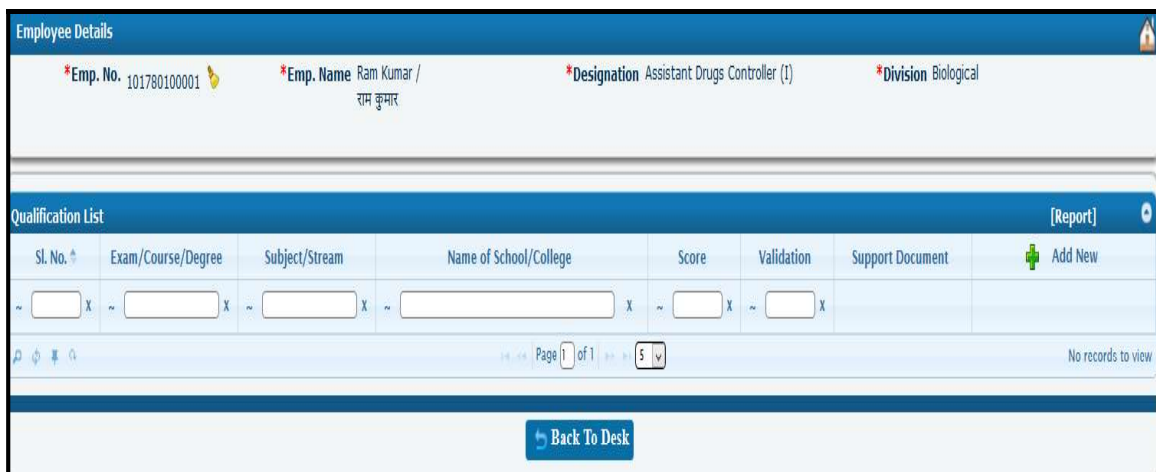


The screenshot shows a window titled "Employee Details" with the following information:

- *Emp. No. 101780100001
- *Emp. Name Ram Kumar / राम कुमार
- *Designation Assistant Drugs Controller (I)
- *Division Biological

Below this is a "Qualification List" table with the following columns: Sl. No., Exam/Course/Degree, Subject/Stream, Name of School/College, Score, Validation, Support Document, and Add New. The table is currently empty, and the "Add New" button is visible in the rightmost column. At the bottom of the window, there is a "Back To Desk" button.

2. Click on **Add New** link under Previous **Experience Details List** tab to add new details, as shown below:



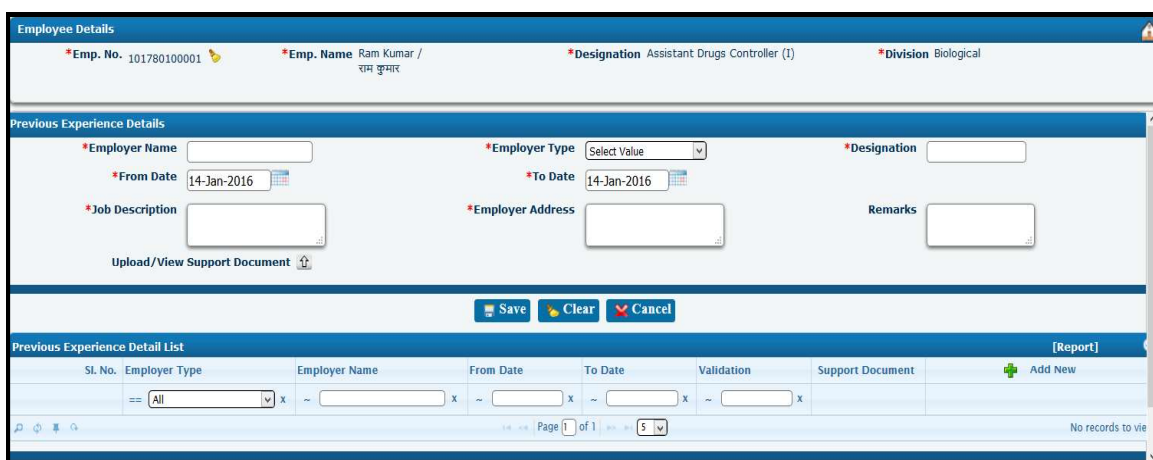
This screenshot is identical to the previous one, showing the "Employee Details" window with the "Qualification List" table. The "Add New" button in the rightmost column of the table is highlighted with a green plus sign, indicating it is the focus of the instruction.

Links:-

- **Report:** This is used to open the previous experience details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.
3. After clicking on **Add New** link, a new screen will open ,as shown below:



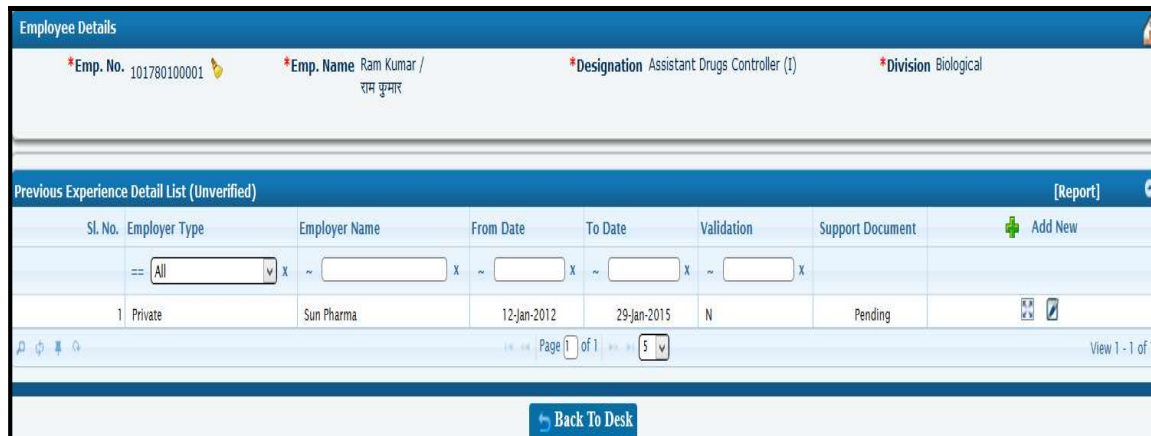
The screenshot shows the 'Employee Details' form. At the top, it displays employee information: Emp. No. 101780100001, Emp. Name Ram Kumar / राम कुमार, Designation Assistant Drugs Controller (I), and Division Biological. Below this is the 'Previous Experience Details' section with fields for Employer Name, Employer Type (dropdown), Designation, From Date (14-Jan-2016), To Date (14-Jan-2016), Job Description, Employer Address, and Remarks. There is an 'Upload/View Support Document' button. Below the form are 'Save', 'Clear', and 'Cancel' buttons. At the bottom is a 'Previous Experience Detail List' table with columns: Sl. No., Employer Type, Employer Name, From Date, To Date, Validation, Support Document, and an 'Add New' button. The table currently shows no records.



1. Employer Type
2. Employer Name
3. From Date
4. To Date
5. Support document
6. Add New – Use this to add more employers in this form.

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Clear:** This is used to reset the form.
- **Cancel:** This is used to go back to the previous page.
- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Add Record**, a screen will open with record populated in the list, as shown below:

The screenshot shows a web application interface. At the top, there is a header 'Employee Details' with fields for Emp. No. (101780100001), Emp. Name (Ram Kumar / राम कुमार), Designation (Assistant Drugs Controller (I)), and Division (Biological). Below this is a section titled 'Previous Experience Detail List (Unverified)' with a '[Report]' link. It contains a table with columns: Sl. No., Employer Type, Employer Name, From Date, To Date, Validation, Support Document, and an 'Add New' link. A single record is shown for Sl. No. 1, Employer Type Private, Employer Name Sun Pharma, From Date 12-Jan-2012, To Date 29-Jan-2015, Validation N, and Support Document Pending. At the bottom of the table, there is a 'Back To Desk' button.

Sl. No.	Employer Type	Employer Name	From Date	To Date	Validation	Support Document	Add New
1	Private	Sun Pharma	12-Jan-2012	29-Jan-2015	N	Pending	 

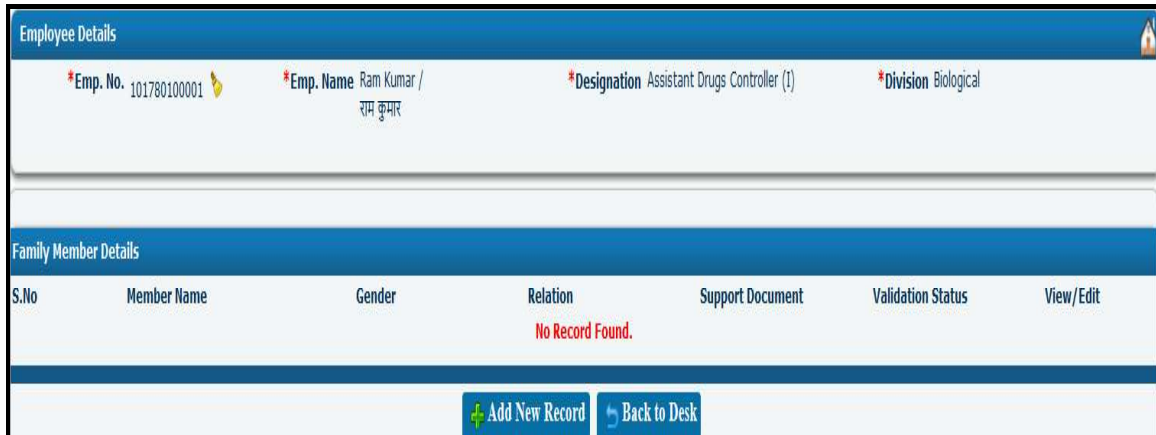
- Multiple Qualification details can be added by clicking on **Add New** link.
- User can view,edit record by clicking on **view** icon, **edit** icon.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

2.7. Family Member Details

1. When user will hover mouse over Family Member Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:

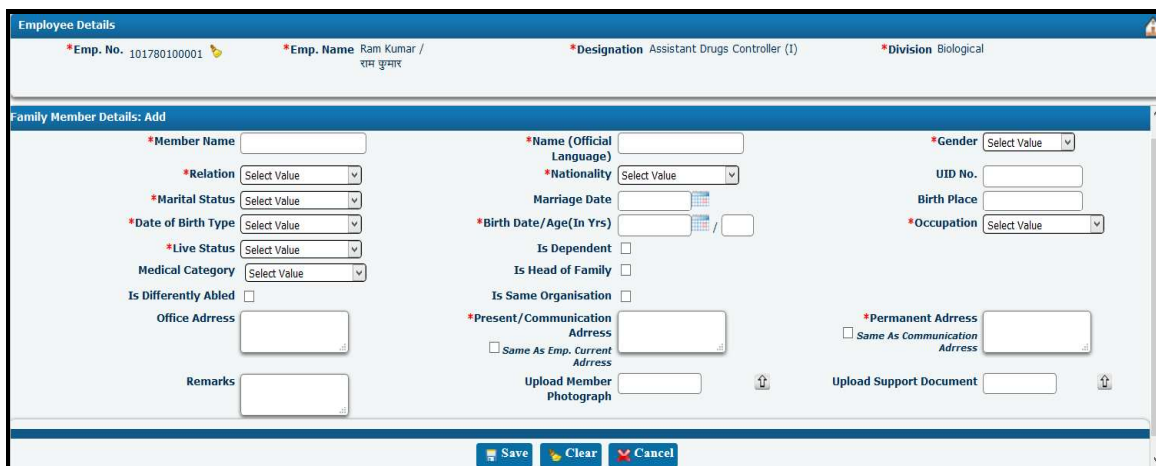


The screenshot shows a window titled "Employee Details" with the following information:

- *Emp. No. 101780100001
- *Emp. Name Ram Kumar / राम कुमार
- *Designation Assistant Drugs Controller (I)
- *Division Biological

Below this is a section titled "Family Member Details" which contains a table with the following columns: S.No, Member Name, Gender, Relation, Support Document, Validation Status, and View/Edit. The table is currently empty, displaying the message "No Record Found." At the bottom of the window, there are two buttons: "Add New Record" and "Back to Desk".

- **Add Record:** Click on **Add Record** button, to add details for the new family member.
 - **Back To Desk:** This is used to go back to the employee desk
2. This tile will contain family member information related to employees.



The screenshot shows a window titled "Employee Details" with the same employee information as above. Below it is a form titled "Family Member Details: Add" with the following fields:

- *Member Name (Text input)
- *Name (Official Language) (Text input)
- *Gender (Select Value dropdown)
- *Relation (Select Value dropdown)
- *Nationality (Select Value dropdown)
- UID No. (Text input)
- *Marital Status (Select Value dropdown)
- Marriage Date (Date picker)
- Birth Place (Text input)
- *Date of Birth Type (Select Value dropdown)
- *Birth Date/Age (In Yrs) (Text input)
- *Occupation (Select Value dropdown)
- *Live Status (Select Value dropdown)
- Is Dependent (checkbox)
- Medical Category (Select Value dropdown)
- Is Head of Family (checkbox)
- Is Differently Abled (checkbox)
- Is Same Organisation (checkbox)
- Office Address (Text input)
- *Present/Communication Address (Text input)
- *Permanent Address (Text input)
- Same As Communication Address (checkbox)
- Remarks (Text input)
- Upload Member Photograph (Image upload)
- Upload Support Document (Image upload)

At the bottom of the form, there are three buttons: "Save", "Clear", and "Cancel".

This form saves the family member details for a new employee.


1. Member Name
2. Gender

3. Relation
4. Live Status
5. Is Dependent
6. Address (Present/Permanent)
7. Upload Photograph
8. Support document

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Clear:** This is used to reset the form.
- **Cancel:** This is used to go back to the previous screen.

3. After saving the details for the first time, user will be able to **edit and view** the details, as shown below:

Employee Details							
*Emp. No.	101780100001	*Emp. Name	Ram Kumar / राम कुमार	*Designation	Assistant Drugs Controller (1)	*Division	Biological
Family Member Details			(Unverified)	[Report]			
S.No	Member Name	Gender	Relation	Support Document	Validation Status	View/Edit	
1	Riya	Female	Daughter	Pending	Pending		
+ Add New Record				Back to Desk			

Note:

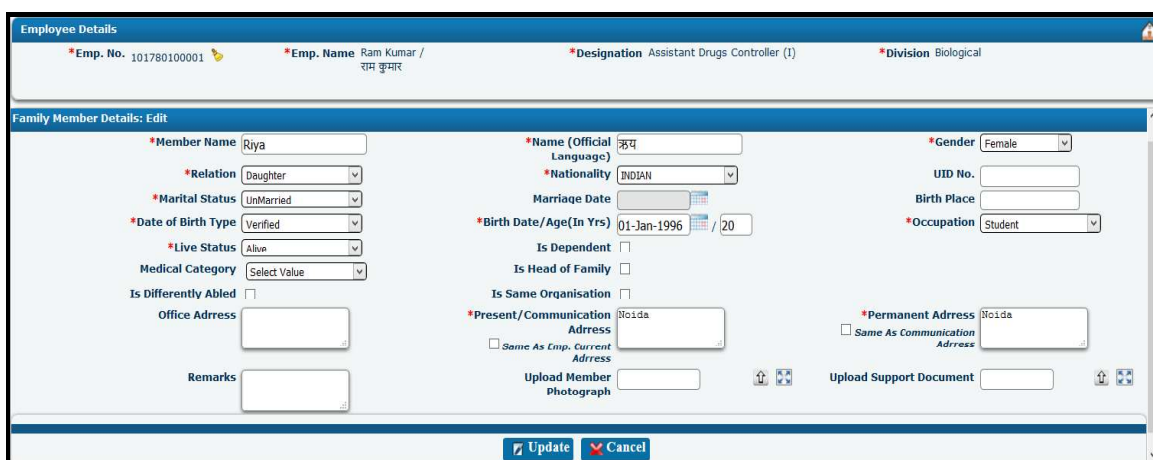
- Multiple family member details can be added by clicking on **Add Record** Button.

Links:-

- **View:** This is used to view the employee family member details.
- **Edit:** This is used to open the update page to update the family member details for the selected employee.
- **Report:** This is used to open the family member details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.
4. After clicking on **Edit** icon, a new screen will open as shown below:



The screenshot displays the 'Employee Details' form with the 'Family Member Details: Edit' section active. The form contains the following fields and options:

- Employee Details:** Emp. No. 101780100001, Emp. Name Ram Kumar / राम कुमार, Designation Assistant Drugs Controller (1), Division Biological.
- Family Member Details:**
 - Member Name: Riya
 - Relation: Daughter
 - Marital Status: UnMarried
 - Date of Birth Type: Verified
 - Live Status: Alive
 - Medical Category: Select Value
 - Is Differently Abled:
 - Office Address: [Text Field]
 - Remarks: [Text Field]
 - Name (Official Language): रिया
 - Nationality: INDIAN
 - Marriage Date: [Date Picker]
 - Birth Date/Age(In Yrs): 01-Jan-1996 / 20
 - Is Dependent:
 - Is Head of Family:
 - Is Same Organisation:
 - Present/Communication Address: Noida
 - Permanent Address: Noida
 - Upload Member Photograph: [Image Upload]
 - Upload Support Document: [Document Upload]

Buttons:

Buttons:-

- **Update :** This is used to update the family member details of the employee.
- **Cancel:** This is used to cancel the update process.

2.8. Nominee Details

1. When user will hover mouse over Nominee Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



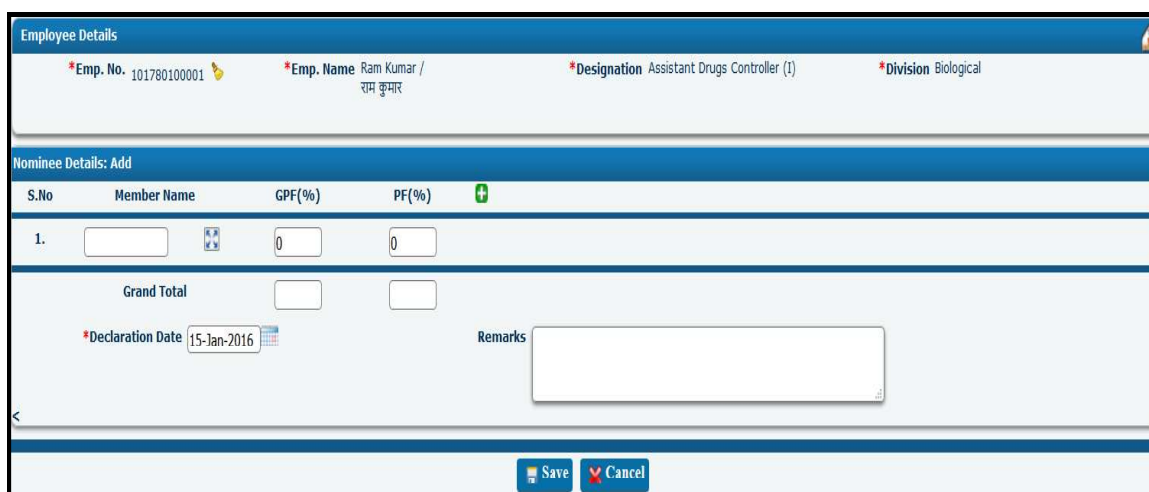
The screenshot shows a window titled "Employee Details" with the following information:

- *Emp. No. 101780100001
- *Emp. Name Ram Kumar / राम कुमार
- *Designation Assistant Drugs Controller (1)
- *Division Biological

Below this is a section titled "Nominee Details" which displays the message "No Record Found." At the bottom of the window are two buttons: "Add Record" and "Back To Desk".

- **Add Record:** Click on **Add Record** button, to add details for the new employee.
- **Back To Desk:** This is used to go back to the employee desk

2. This tile will contain Nominee member details related to employees.



The screenshot shows a window titled "Employee Details" with the same employee information as above. Below it is a form titled "Nominee Details: Add" with the following fields:

S.No	Member Name	GPF(%)	PF(%)	
1.	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="+"/>
Grand Total		<input type="text"/>	<input type="text"/>	

Below the table are the following fields:

- *Declaration Date:
- Remarks:

At the bottom of the form are two buttons: "Save" and "Cancel".

1. Member Name
2. GPF(%)
3. PF(%)

This form saves the nominee member details for a new employee.

Note:

- Nominee details will contain only those members, whose information is entered in family member details tile.

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Cancel:** This is used to go back to the previous screen.

3. After saving the details for the first time, user will be able to **edit and view** the details, as shown below:

Employee Details			
*Emp. No.	101780100001	*Emp. Name	Ram Kumar / राम कुमार
*Designation	Assistant Drugs Controller (I)	*Division	Biological
Nominee Details [Unverified]			[Edit] [Report]
S.No	Member Name	GPF(%)	PF(%)
1	DEVI	100	100
Grand Total		100	100
*Declaration Date	01-Jan-2015		Remarks Nominated
Back To Desk			

Links:-

- **Edit:** This is used to open the update page to update the nominee details for the selected employee.
- **Report:** This is used to open the nominee details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Edit** link, a new screen will open as shown below:

Employee Details							
*Emp. No.	101780100001	*Emp. Name	Ram Kumar / राम कुमार	*Designation	Assistant Drugs Controller (I)	*Division	Biological
Nominee Details [Unverified]					[Cancel]		
S.No	Member Name	GPF(%)	PF(%)				
1	DEVI	100	100	+			
2		0	0	+			
Grand Total		100	100				
*Declaration Date	01-Jan-2015	Remarks		Nominated			
<input type="button" value="Update"/>							

Note:

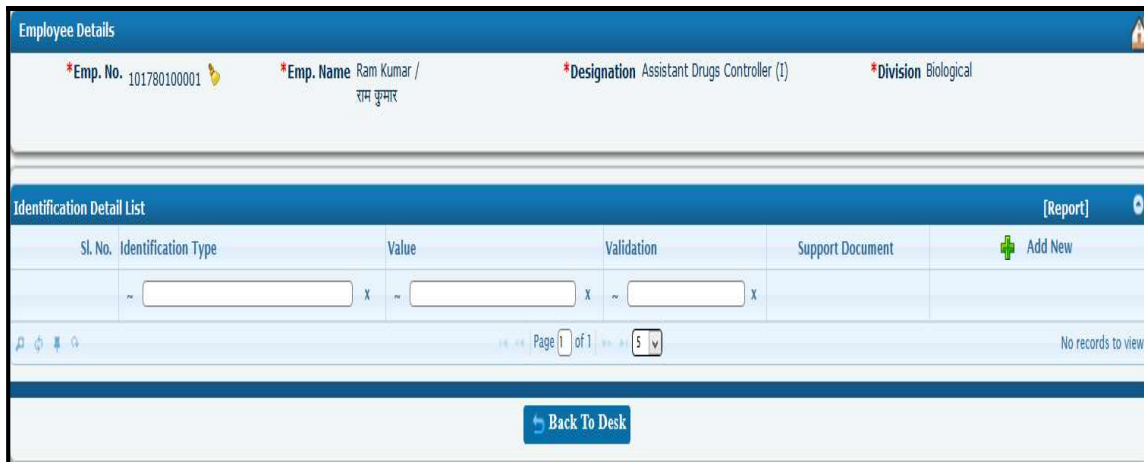
- Multiple nominee details can be added by clicking on **Highlighted plus sign**.

Buttons:-

- **Update** : This is used to update the nominee details of the employee.
- **Cancel**: This is used to cancel the update process.

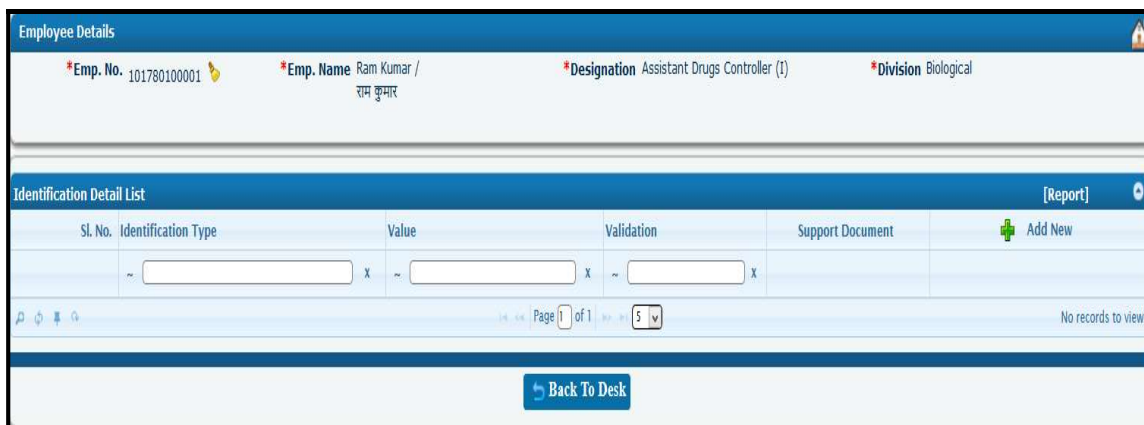
2.9. Identification Details

1. When user will hover mouse over Identification Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



The screenshot shows the 'Employee Details' window. At the top, there are fields for *Emp. No. (101780100001), *Emp. Name (Ram Kumar / राम कुमार), *Designation (Assistant Drugs Controller (1)), and *Division (Biological). Below this is the 'Identification Detail List' tab, which contains a table with columns: Sl. No., Identification Type, Value, Validation, Support Document, and Add New. The table is currently empty. At the bottom of the window, there is a 'Back To Desk' button.

2. Click on **Add New** link under **Identification Details List** tab to add new details, as shown below:



This screenshot is identical to the previous one, but the 'Add New' link in the 'Identification Detail List' tab is highlighted with a green plus sign, indicating it is the focus of the instruction.

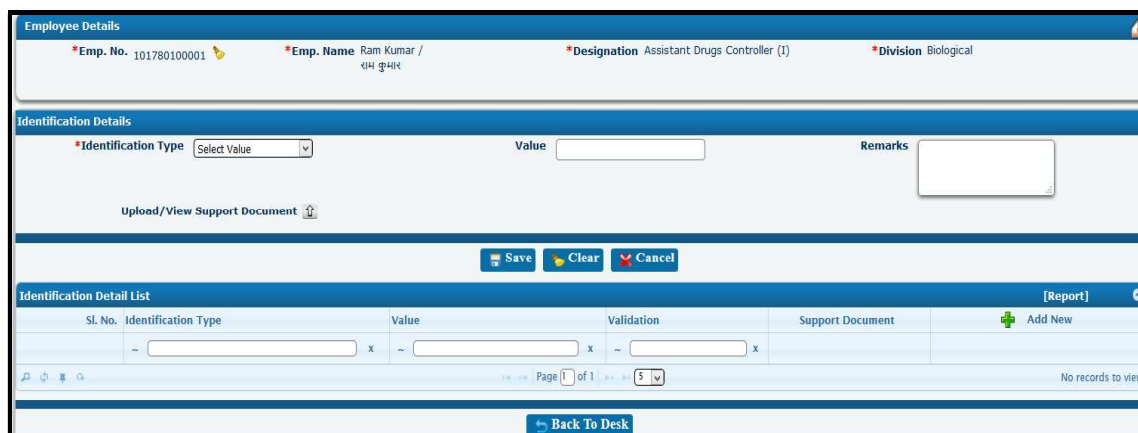
Links:-

- **Report:** This is used to open the identification details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

3. After clicking on **Add New** link, a new screen will open ,as shown below:



The screenshot displays the 'Employee Details' and 'Identification Details' form. The 'Employee Details' section includes fields for Emp. No. (101780100001), Emp. Name (Ram Kumar / रम कुमार), Designation (Assistant Drugs Controller (1)), and Division (Biological). The 'Identification Details' section has a dropdown for Identification Type (Select Value), a text field for Value, and a text area for Remarks. Below this is an 'Upload/View Support Document' link and buttons for Save, Clear, and Cancel. The 'Identification Detail List' table has columns for Sl. No., Identification Type, Value, Validation, Support Document, and Add New. The table is currently empty, showing 'Page 1 of 1' and 'No records to view'. A 'Back To Desk' button is located at the bottom of the form.

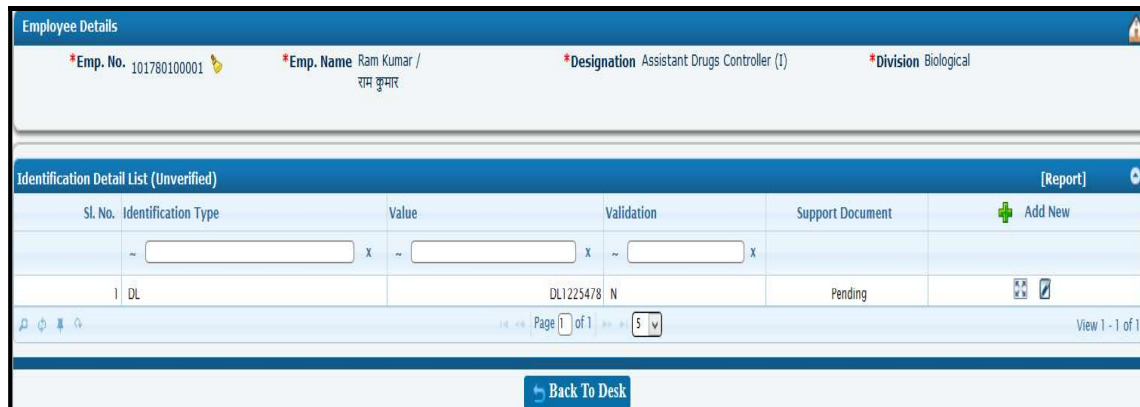
Enter values and save.

1. Identification Type
2. Value
3. Validation (Status will be validated if details have been validated)
4. Support document
5. Add new (Use this to add more identifications).

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Clear:** This is used to reset the form.
- **Cancel:** This is used to go back to the previous page.
- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Save** button, a screen will open with record populated in the list, as shown below:

The screenshot shows a web application interface. At the top, there is a blue header bar with the text 'Employee Details'. Below this, there are four fields: '*Emp. No.' with value '101780100001', '*Emp. Name' with value 'Ram Kumar / राम कुमार', '*Designation' with value 'Assistant Drugs Controller (I)', and '*Division' with value 'Biological'. Below this is another blue header bar with the text 'Identification Detail List (Unverified)' and a '[Report]' link. The main content is a table with columns: 'Sl. No.', 'Identification Type', 'Value', 'Validation', 'Support Document', and 'Add New'. The table has one row with the following data: '1', 'DL', 'DL1225478', 'N', 'Pending', and an 'Add New' link. At the bottom of the table, there is a 'Back To Desk' button.

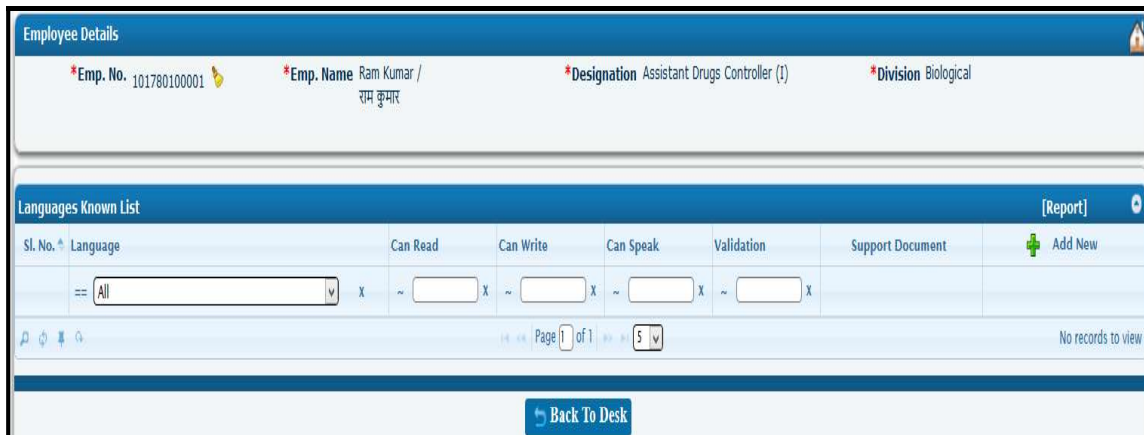
- Multiple identification details can be added by clicking on **Add New** link.
- User can view, edit record by clicking on **view** icon, **edit** icon.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

2.10. Languages Known Details

1. When user will hover mouse over Languages Known Details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



The screenshot shows the 'Employee Details' section with the following information:

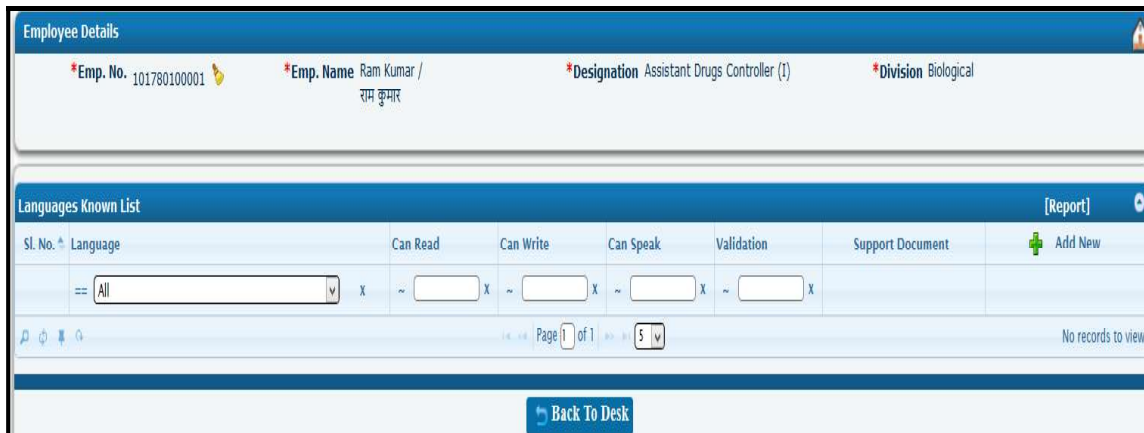
- *Emp. No. 101780100001
- *Emp. Name Ram Kumar / राम कुमार
- *Designation Assistant Drugs Controller (I)
- *Division Biological

Below this is the 'Languages Known List' table:

Sl. No.	Language	Can Read	Can Write	Can Speak	Validation	Support Document	+
==	All	X	~	~	~	~	+

At the bottom of the table, there is a 'Back To Desk' button and a 'No records to view' message.

2. Click on **Add New** link under **Languages Known Details List** tab to add new details, as shown below:



This screenshot is identical to the one above, showing the 'Employee Details' and 'Languages Known List' sections. The 'Add New' link is visible in the table header.

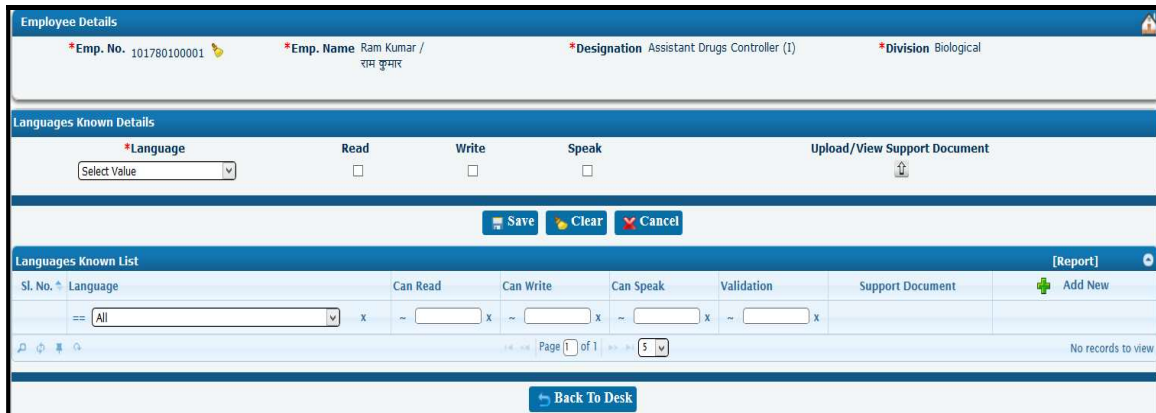
Links:-

- **Report:** This is used to open the languages known details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

3. After clicking on **Add New** link, a new screen will open ,as shown below:



Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (1) *Division Biological

Languages Known Details

*Language Read Write Speak Upload/View Support Document

Languages Known List [Report]

Sl. No.	Language	Can Read	Can Write	Can Speak	Validation	Support Document	Add New
==	All	x	~	x	~	x	

Page 1 of 1 5

No records to view

Enter values and save.

1. Language
2. Can Read
3. Can Write
4. Can Speak
5. Validation (Status will be validated if details have been validated)
6. Support document
7. Add new (Use this to add more languages)

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Clear:** This is used to reset the form.
- **Cancel:** This is used to go back to the previous page.
- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Save** button, a screen will open with record populated in the list, as shown below:

Employee Details

*Emp. No. 101780100001 *Emp. Name Ram Kumar / राम कुमार *Designation Assistant Drugs Controller (1) *Division Biological

Languages Known List (Unverified) [Report]

Sl. No. ↑	Language	Can Read	Can Write	Can Speak	Validation	Support Document	+ Add New
	== All ▾	X	~ <input type="checkbox"/> X	~ <input type="checkbox"/> X	~ <input type="checkbox"/> X		
1	English	Y	Y	Y	N	Pending	

Page 1 of 1 5 W View 1 - 1 of 1

[← Back To Desk](#)

- Multiple languages details can be added by clicking on **Add New** link.
- User can view, edit record by clicking on **view** icon, **edit** icon.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

2.11. Official Details

1. When user will hover mouse over official details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:

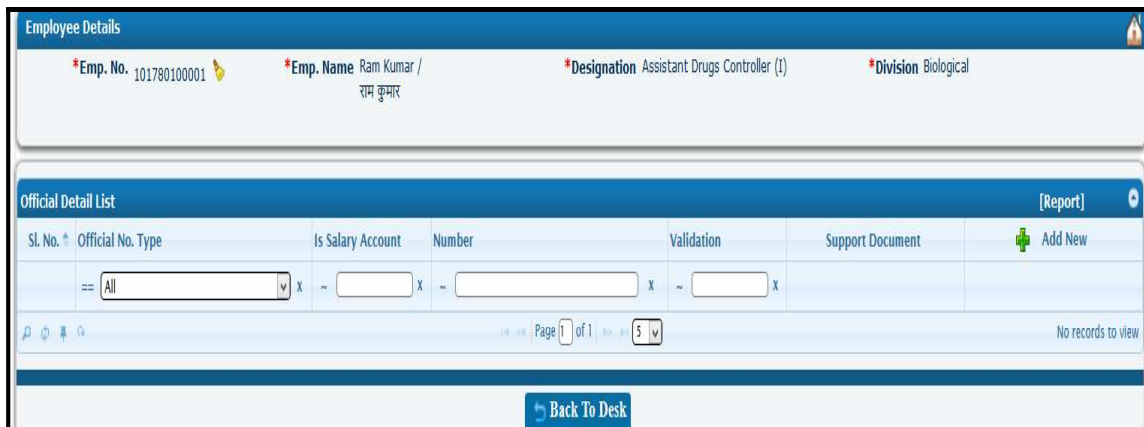


The screenshot shows a window titled "Employee Details" with the following information:

- *Emp. No. 101780100001
- *Emp. Name Ram Kumar / राम कुमार
- *Designation Assistant Drugs Controller (1)
- *Division Biological

Below this is the "Official Detail List" tab, which contains a table with the following columns: Sl. No., Official No. Type, Is Salary Account, Number, Validation, Support Document, and Add New. The table is currently empty, and the "Add New" link is visible. The page number is 1 of 1, and there are no records to view. A "Back To Desk" button is located at the bottom of the window.

2. Click on **Add New** link under **Official Details List** tab to add new details, as shown below:



This screenshot is identical to the one above, showing the "Employee Details" window with the same information and the "Official Detail List" tab. The "Add New" link is visible, and the "Back To Desk" button is at the bottom.

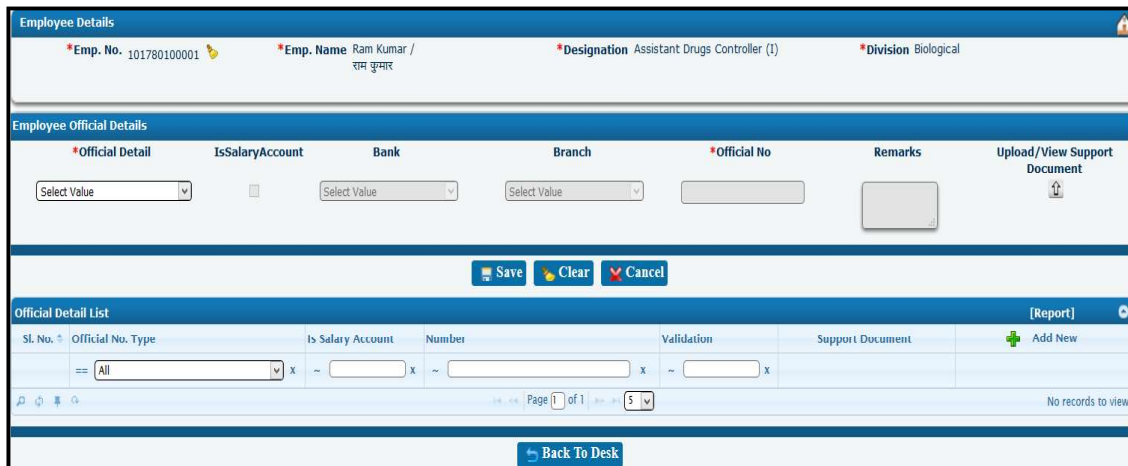
Links:-

- **Report:** This is used to open the official details report for the selected employee.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

3. After clicking on **Add New** link, a new screen will open ,as shown below:



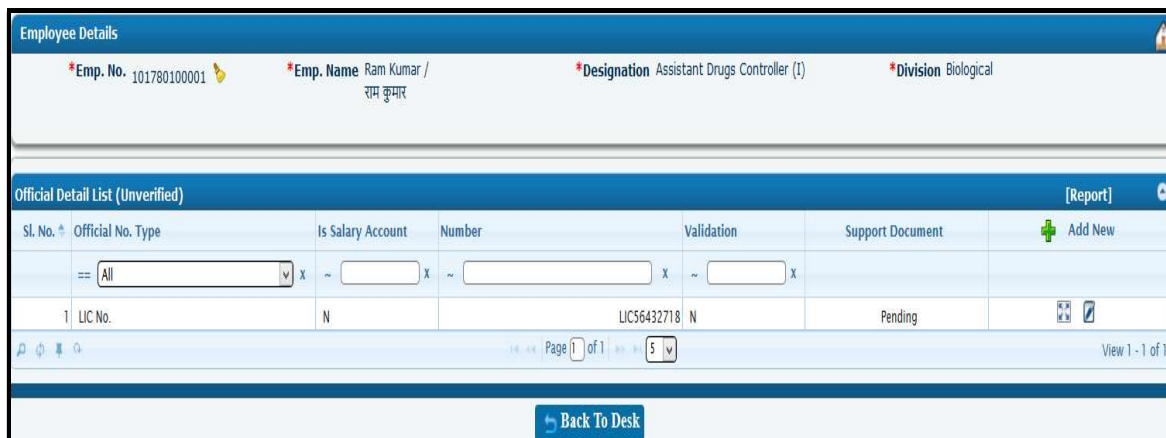
Enter values and save.



1. Official No. Type
2. Is Salary account
3. Number
4. Validation
5. Support document

Buttons:-

- **Save:** When save is clicked, all the data gets saved for the employee, if all the mandatory fields have been entered.
- **Clear:** This is used to reset the form.
- **Cancel:** This is used to go back to the previous page.
- **Back To Desk:** This is used to go back to the employee desk.

4. After clicking on **Save** button, a screen will open with record populated in the list, as shown below:

A screenshot of the 'Employee Details' web application. The top section shows fields for 'Emp. No.' (101780100001), 'Emp. Name' (Ram Kumar / राम कुमार), 'Designation' (Assistant Drugs Controller (I)), and 'Division' (Biological). Below this is a table titled 'Official Detail List (Unverified)' with columns for 'Sl. No.', 'Official No. Type', 'Is Salary Account', 'Number', 'Validation', 'Support Document', and 'Add New'. A single record is shown with 'LIC No.' as the official number, 'N' for salary account, 'LIC56432718' as the number, and 'N' for validation. The status is 'Pending'. A 'Back To Desk' button is at the bottom.

Sl. No.	Official No. Type	Is Salary Account	Number	Validation	Support Document	Add New
1	LIC No.	N	LIC56432718	N	Pending	 

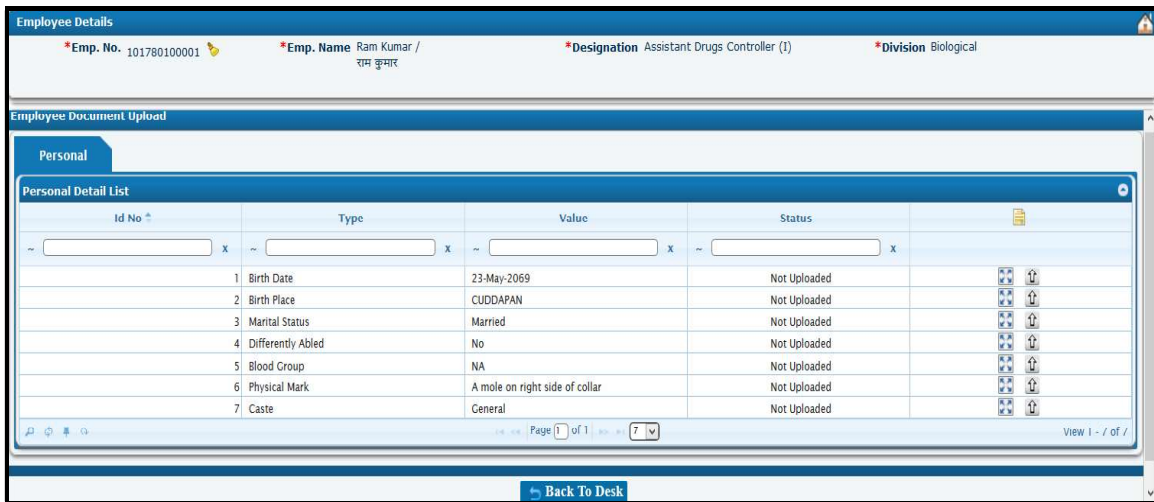
- Multiple official details can be added by clicking on **Add New** link.
- User can view ,edit record by clicking on **view** icon, **edit** icon.

Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.

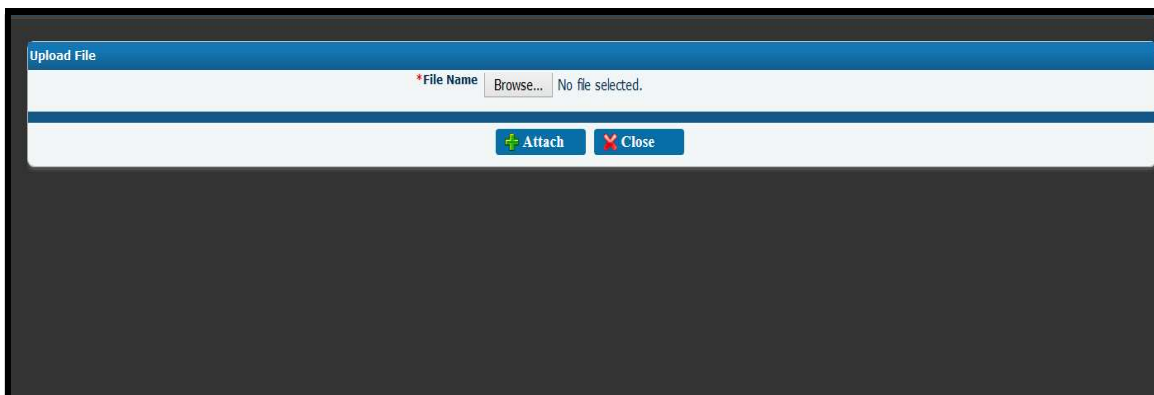
2.12. Document Upload Details

1. When user will hover mouse over document upload details Tile, **view** link will become visible ,click on that **view** link ,a new window will open as shown below:



Buttons:-

- **Back To Desk:** This is used to go back to the employee desk.
 - Click on **view icon** to view the uploaded document.
 - Click on **upload icon** to upload the document
2. Click on **upload icon**, a new screen will open to upload documents as shown below:



- Click on **Browse** Button and select the path where document is stored, and then click on **Attach** button.

- Click on **Close** button to close the opened window.
- If there is no document uploaded, then **file not uploaded** message will appear.

Note:

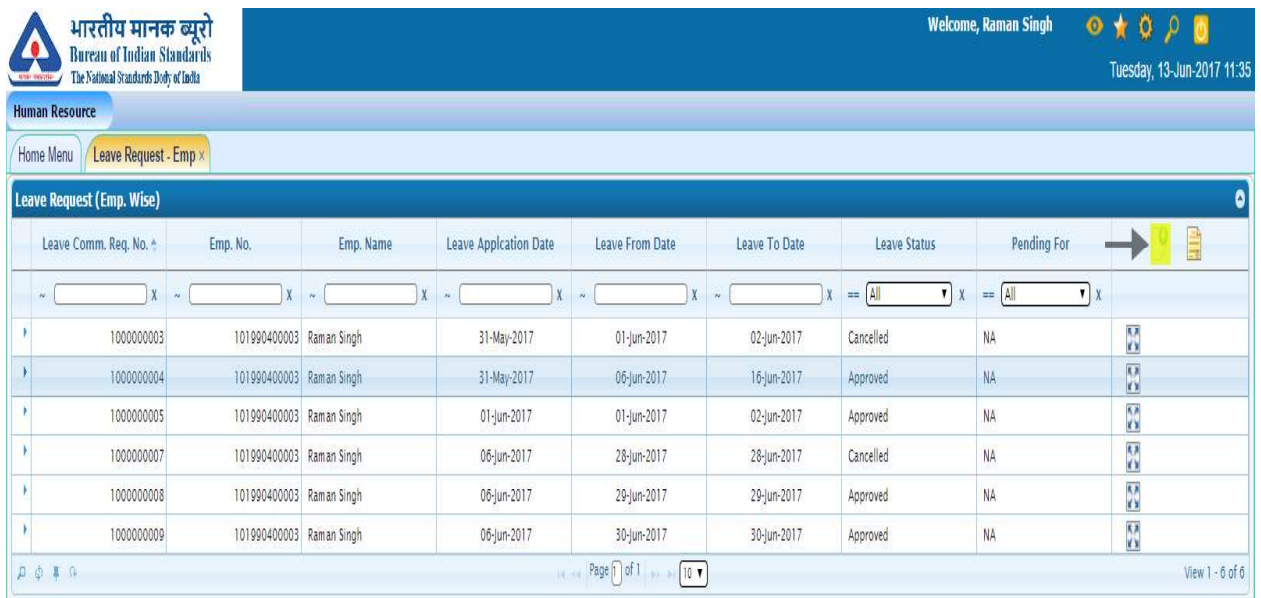
- Only **GIF/JPG/JPEG/PDF** file formats are supported.

3. Leave

➤ Leave Request - Emp:

Path: BIS-HFMS Services→Leave→Leave Request - Emp

1. Click on Leave Request - Emp, a new screen will open ,as shown below:



Leave Comm. Req. No.	Emp. No.	Emp. Name	Leave Application Date	Leave From Date	Leave To Date	Leave Status	Pending For
1000000003	101990400003	Raman Singh	31-May-2017	01-Jun-2017	02-Jun-2017	Cancelled	NA
1000000004	101990400003	Raman Singh	31-May-2017	06-Jun-2017	16-Jun-2017	Approved	NA
1000000005	101990400003	Raman Singh	01-Jun-2017	01-Jun-2017	02-Jun-2017	Approved	NA
1000000007	101990400003	Raman Singh	06-Jun-2017	28-Jun-2017	28-Jun-2017	Cancelled	NA
1000000008	101990400003	Raman Singh	06-Jun-2017	29-Jun-2017	29-Jun-2017	Approved	NA
1000000009	101990400003	Raman Singh	06-Jun-2017	30-Jun-2017	30-Jun-2017	Approved	NA

Note:

- This screen displays Requested Leaves.