



Income Tax Business Application (ITBA)

Human Resource Management System (HRMS)

Data Collection Portal User Manual for DDO

December - 2013, Version 1.0

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1. Introduction

Data Collection Application (DCA) is a web application meant for collecting the data of the employees of Income Tax Department (ITD). Through this application employee will be able to enter all their personal and service details.

Employee Information has been divided into various tabs. Each tab denotes a module. The users can navigate among these tabs to enter the details for each module. The employees will have the provision to enter, update, view and save the details entered. The employee will not be able to edit the details once the data is submitted to the concerned DDO for verification.

The DDO will verify the data entered by the employees. In case the data is incorrect, the DDO will update the data and send it to the HOD for approval.

2. Getting Started

All the users will be provided with a unique user name and password to log in to the system. Role based security will be implemented in the portal, i.e. the users will be able to view the screens as per the roles granted. In other words, the DDOs will not have the access to the screens meant for the employees and vice versa.

Note: Employee Id's with first digit as '2' have been temporarily provided to the employees.

2.1. Accessing Portal

The portal can be accessed by providing the navigation link in one of the browsers mentioned below

- a) Internet Explorer ()
- b) Mozilla Firefox ()
- c) Google Chrome ()

The step for accessing portal through internet explorer has been explained below.

Step 1 : Click the internet explorer icon () appearing on desktop screen . A browser window will appear as displayed in figure below

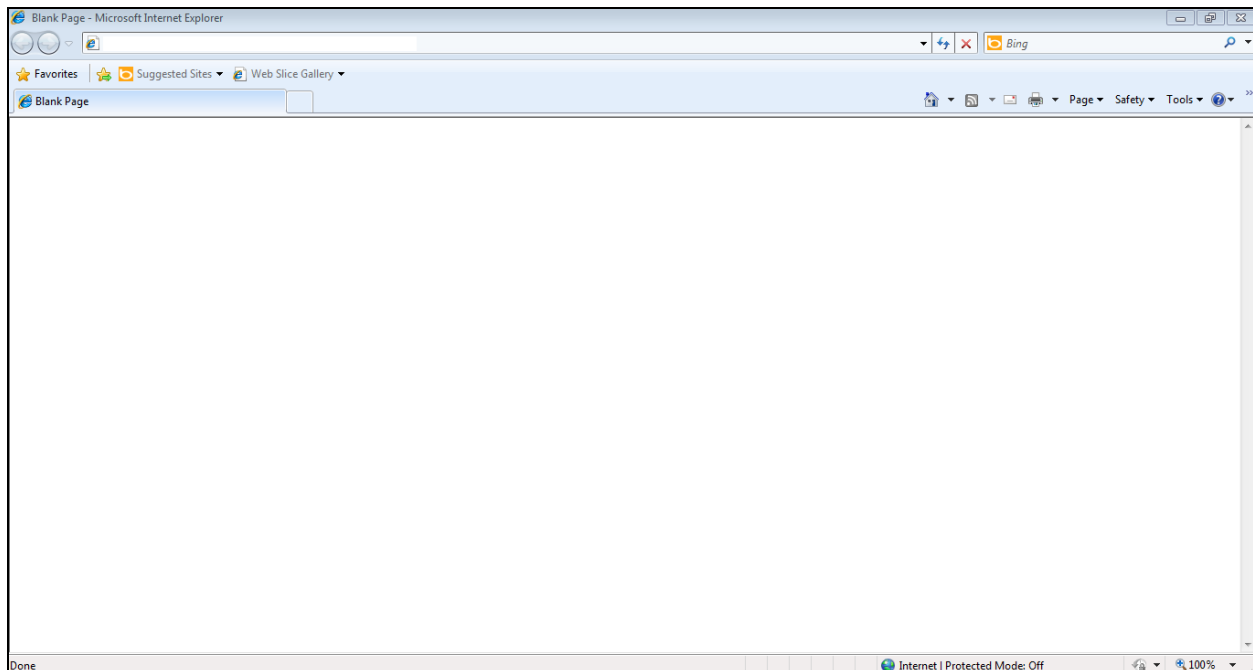


Figure 1: Browser Window

Navigation : <https://incometaxindiaefiling.gov.in/ITBADataCollectionPortal/>

Step 2: Enter the navigation link in the address bar as shown

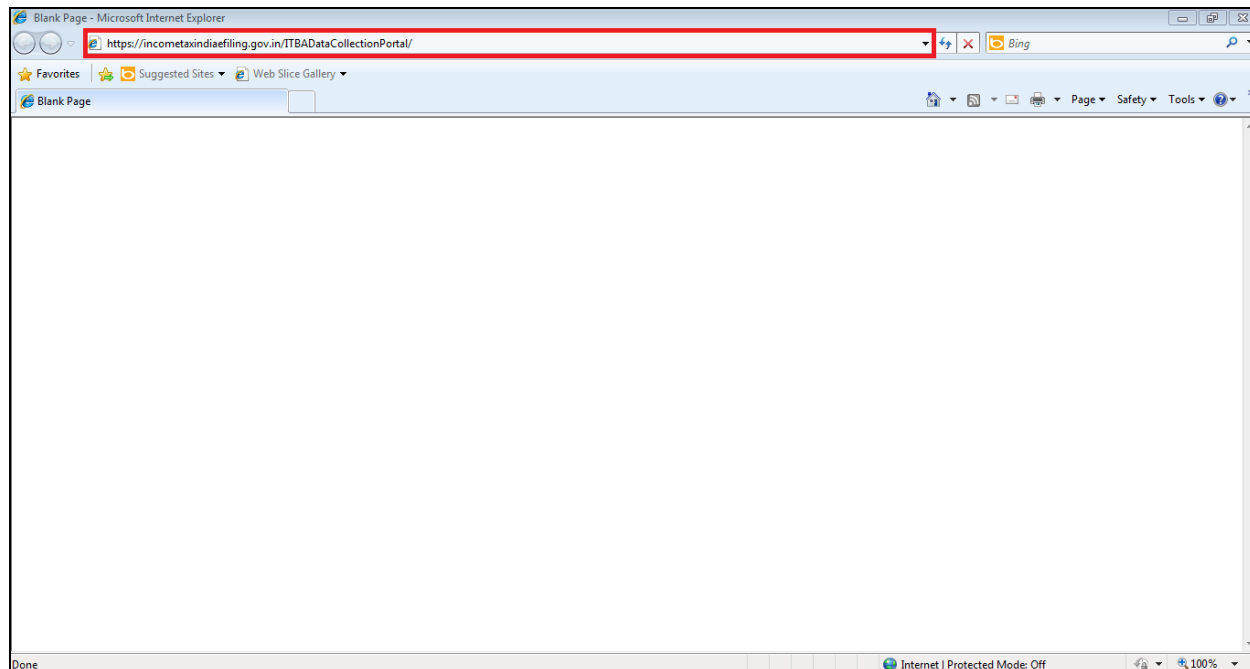


Figure 2: Browser Window with Portal Link

Step 3: Click **Enter** key through keyboard, following screen will be displayed

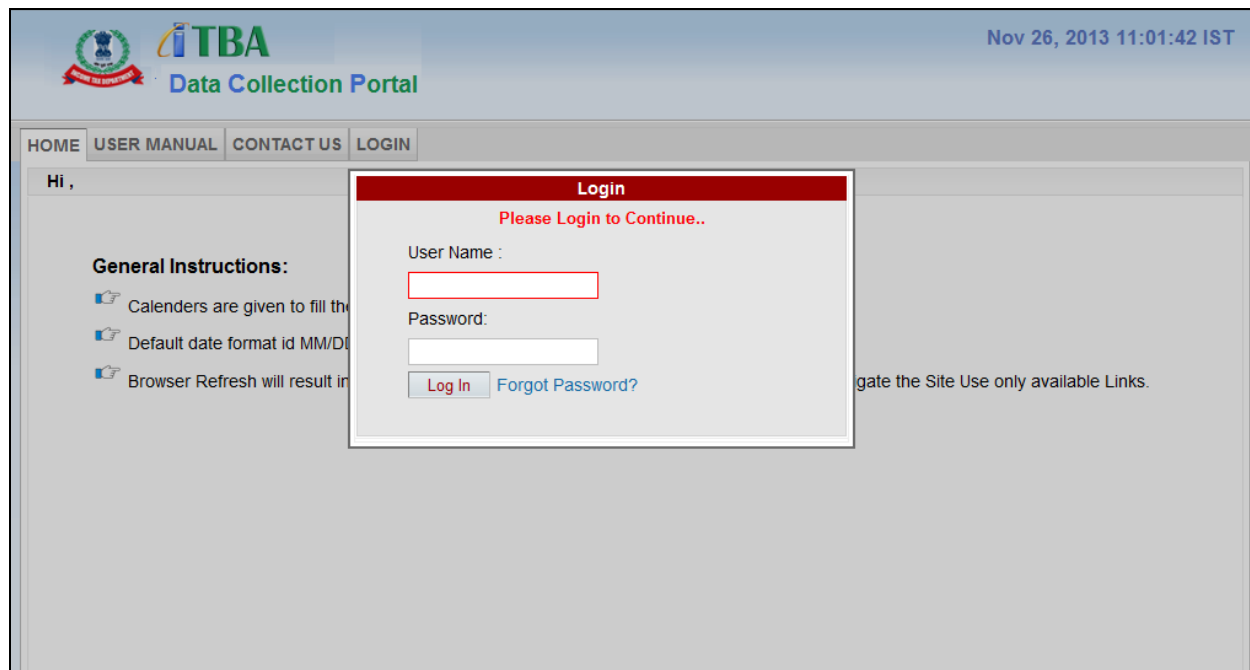


Figure 3: Login Screen

2.2. Logging In

On navigating to the link, the users will be able to access the portal with the unique user name and default password provided to them as shown in figure below:

The screenshot displays the TBA Data Collection Portal interface. At the top, there is a header with the TBA logo and the text 'Data Collection Portal'. The date and time 'Nov 26, 2013 11:01:42 IST' are shown in the top right corner. Below the header is a navigation bar with links: HOME, USER MANUAL, CONTACT US, and LOGIN. The main content area shows a 'Hi,' greeting and a 'General Instructions' section with three items: 'Calenders are given to fill the', 'Default date format is MM/DD', and 'Browser Refresh will result in'. A central 'Login' modal box is overlaid, prompting the user to 'Please Login to Continue..'. It contains two input fields: 'User Name' and 'Password', and two buttons: 'Log In' and 'Forgot Password?'. The background of the page is light gray.

Figure 4: Login Screen

The DDO can access the portal with the unique user name and default password provided.

User Name: Enter the unique user name provided.

Password: Enter the default password in this field.

Log In: After entering username and password, click **Login** button as shown in figure below

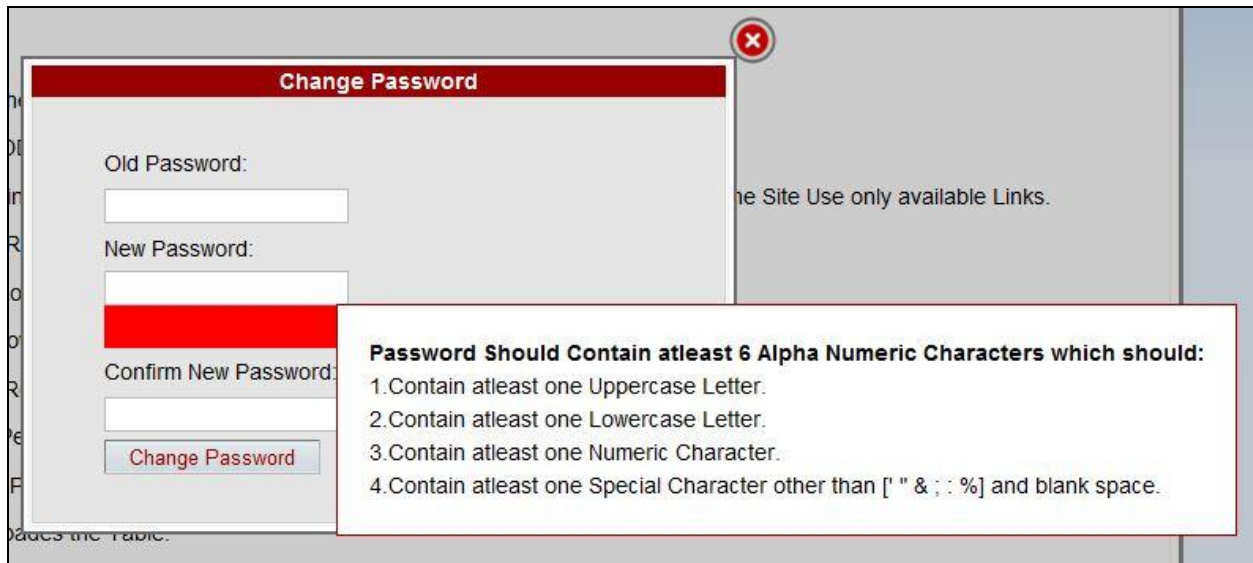
The screenshot displays the TBA - HRMS Data Collection Portal. A modal login window is open, prompting the user to enter their credentials. The modal includes a red header with the text "Login" and "Please Login to Continue..". The "User Name" field is populated with "DDO7021", and the "Password" field is masked with dots. Below the password field, there are two buttons: "Log In" and "Forgot Password?". The background of the portal shows a header with the TBA logo and navigation tabs: "Home", "User Manual", "Contact US", and "Login". On the left side, there is a "General Instructions" section with a list of items: "Calenders are g", "Default date for", and "Browser Refres".

Figure 5: Enter Credentials

As the DDO is logging-in for the first time, an option to change the default password is provided. After clicking **Login**, **Change Password** screen will appear. Change password process is described in the following section.

2.3. Changing Password

The DDO can change the password using **Change Password** option available on the login screen. Following screen is displayed:



The screenshot shows a web application window titled "Change Password". It contains three input fields: "Old Password:", "New Password:", and "Confirm New Password:". The "New Password:" field is highlighted with a red background. A red button labeled "Change Password" is at the bottom. A white popup box with a red border and a close button (X) in the top right corner is overlaid on the right side of the form. The popup contains the following text:

Password Should Contain atleast 6 Alpha Numeric Characters which should:

1. Contain atleast one Uppercase Letter.
2. Contain atleast one Lowercase Letter.
3. Contain atleast one Numeric Character.
4. Contain atleast one Special Character other than [' ' & ; : %] and blank space.

Figure 6: Change Password Screen

Here, the users will have to enter their old and new passwords. However, the new password will have to be confirmed once in **Confirm Password** field. In order to ensure portal security, new password will have a specific format. A prompt message will be displayed to help the users to enter the new password. The New password and confirm password should be same. After all the passwords are entered, the users will have to click on **Change Password** button, as shown in the screen below:



The screenshot shows the same "Change Password" screen as Figure 6, but now the input fields are filled with dots. The "Old Password:" field has 8 dots. The "New Password:" field has 8 dots and a green background. The "Confirm New Password:" field has 8 dots. The "Change Password" button is highlighted with a red border. The popup box from Figure 6 is no longer visible.

Figure 7: Change password Screen filled

On clicking **Change Password**, the system will update the passwords entered. Once the password is changed successfully, the users will be re-directed to **Login** screen for logging in with new password. The user will enter his user name and new password and then click **Login** button.

2.4. Using the Interface

After successfully logging in to the system, following screen appears:

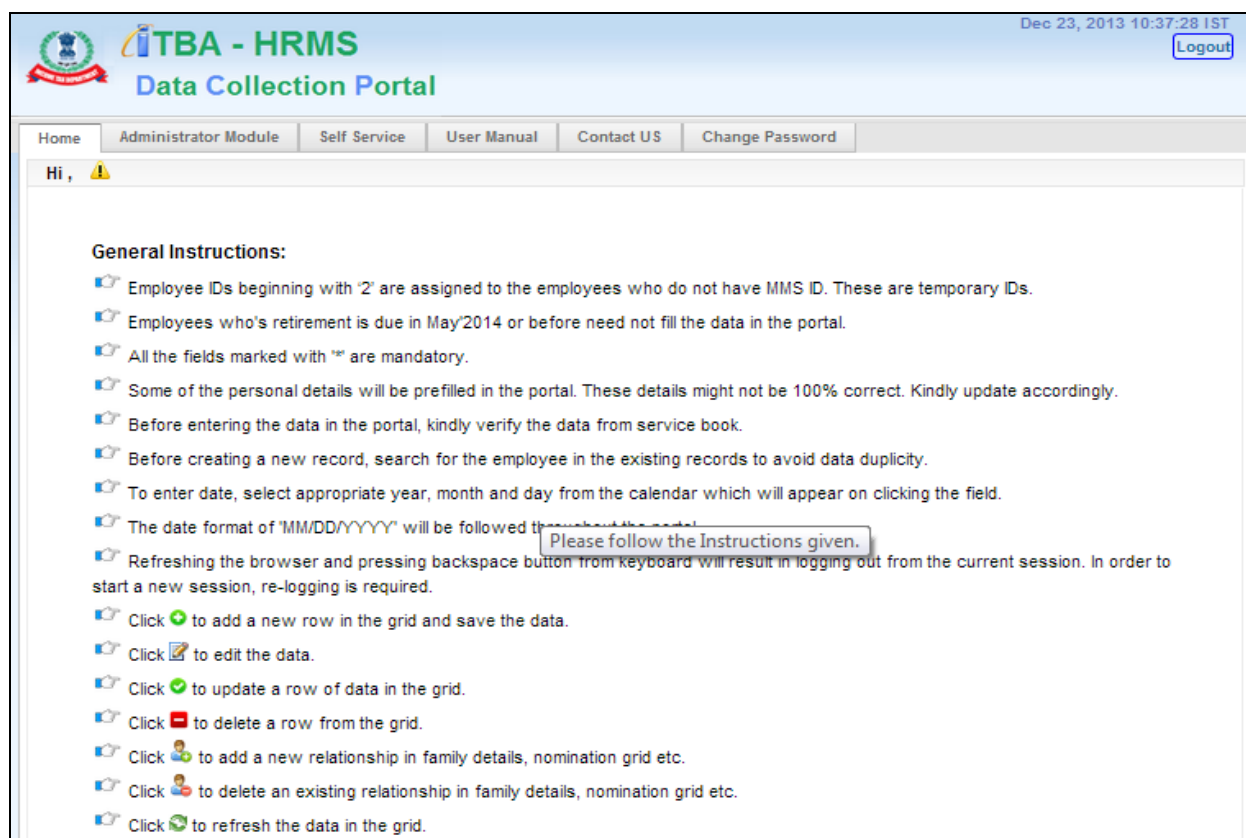


Figure 8 : Home Screen for DDO

The above screen contains **General Instructions** which will help the users to use the application with ease. Various tabs are also available on this screen. The same are described as follows

1. **Home:** At any point in time, the users can click this tab to navigate to the Home Page of the portal.
2. **Administrator Module:** This tab is used by the DDO to verify the data entered by the employee.

3. **Self-Service:** This tab contains all the employee related data like Personal Data, LTC, Loans and Advances etc. Through this tab, the DDO selects the HOD for the respective location.
4. **User-Manual:** The users can download the user manuals through this tab in the portal.
5. **Contact Us:** The details of the support team are available on this tab.
6. **Change Password:** Users can change their passwords anytime by clicking this tab.

For details of icons and buttons, please refer Appendix for Frequently used Icons.

In case any employee's data is pending for verification by DDO, a message appears on home screen as shown below

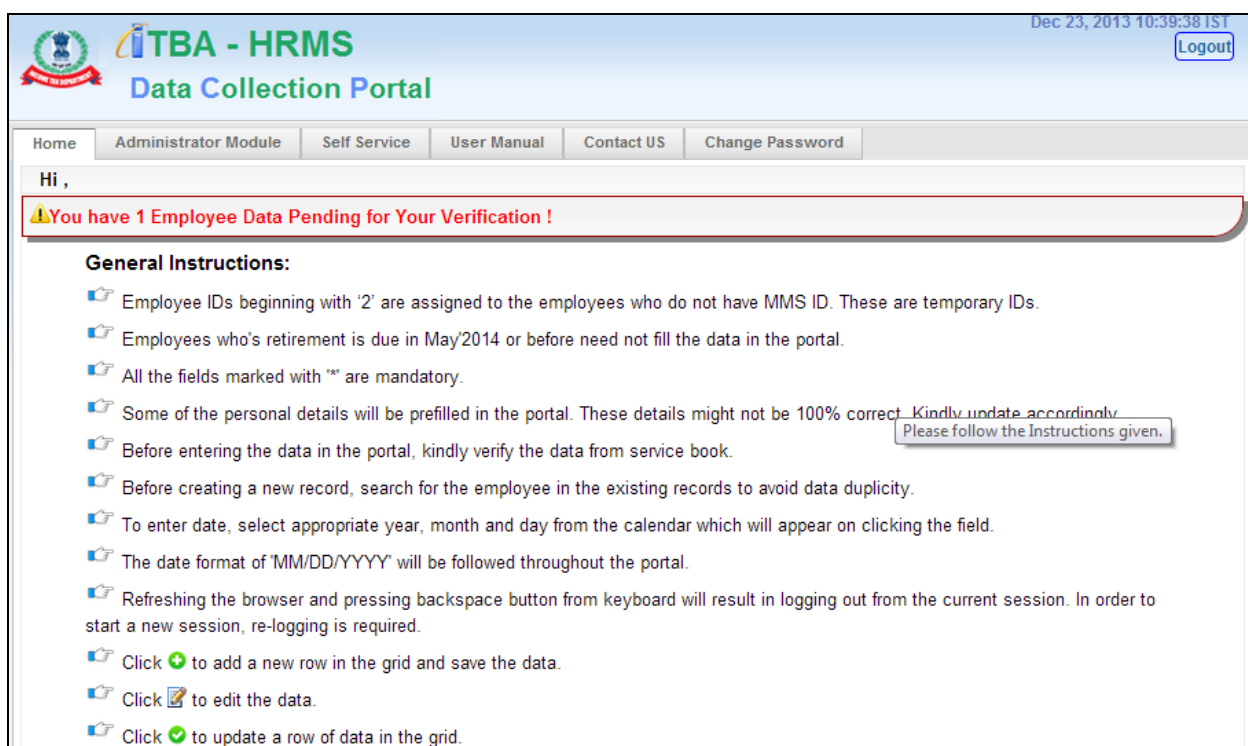


Figure 9: Employee Data Pending Message

2.4.1. Administrator Module

After updating details in **Self Service** tab, click **Administrator Module** tab, following screen will appear

Figure 10 : Administrator Module Tab - Search Employee Screen

The following search criteria are available:

Employee ID: Enter the employee ID of the employee whose data is to be verified.

Date of Birth: Enter the date of birth of the employee.

First Name: Enter the first name of the employee.

Last Name: Enter the last name of the employee.

DDO ID: This field is pre populated and read only. It displays the DDO ID of the DDO who has logged in.

Location: Select the location of the employee's office from the drop down menu.

Click **Search** button, following screen will be displayed

SL	Employee ID	DOB(MM/DD/YYYY)	First Name	Last Name	DDO ID	Location	Verification Status		
							Self	DDO	DO
1	557120	12/01/2013	Charu	Nathani	DDO7481	ABU	YES	NO	NO

Figure 11 : Search Results

The search result consists of all the employees matching the search criteria.

Click link in blue provided in **Employee ID** column of the search result, following screen is displayed

The screenshot shows the 'TBA - HRMS Data Collection Portal' interface. At the top, there's a header with the portal name and a 'Logout' button. Below the header is a navigation bar with tabs: Home, Administrator Module, Self Service, User Manual, Contact US, and Change Password. A secondary navigation bar contains twelve tabs: Biodata 1 (active), Biodata 2, Other Info., Prev Qualif., History & Verification, Leave, LTC, Nominations & CGHS, Training and Exam, Asset & Qua., Loan & Adv., and Verification. The main content area is titled 'Biodata Page 1 | Employee ID: 557120' and 'PART-1 BIODATA'. It contains a form with the following fields and values:

Employee ID: 557120	Date Of Birth *: 12/01/2013
Prefix: Miss	First Name: Charu
Middle Name:	Last Name: Nathani
Father's Name:	Mother's Name:
Marital Status: Single	Spouse's Name:
Gender *: Female	Nationality *: INDIAN
Category *: UNRESERVED	DDO/DO *: Test-DDO
Location : ABU	

Below the form is an 'Edit' button. At the bottom of the page are two buttons: 'Return to Search' and 'Next Tab'.

Figure 12 : Biodata Page 1

Twelve tabs will be displayed:

1. Biodata-1
2. Biodata-2
3. Other Information
4. Previous Qualifying Service and Deputation
5. History and Verification
6. Leave
7. LTC
8. Nominations and CGHS
9. Training and Examination
10. Asset and Quarter Details
11. Loan and Advances
12. Verification

All the details are pre-filled and in view only mode.

The DDO can update the data in case the data entered is incorrect.

Click **Edit** button to update the details, following screen appears.

The screenshot displays the 'TBA - HRMS Data Collection Portal' interface. At the top, there is a header with the portal's name and a 'Logout' button. Below the header is a navigation bar with links to 'Home', 'Administrator Module', 'Self Service', 'User Manual', 'Contact US', and 'Change Password'. The main content area is titled 'Biodata Page 1 | Employee ID: 557120'. It contains a form labeled 'PART-1 BIODATA' with various input fields and dropdown menus. The fields are organized into two columns. The left column includes 'Employee ID' (557120), 'Prefix' (Miss), 'Middle Name', 'Father's Name', 'Marital Status' (Single), 'Gender' (Female), 'Category' (UNRESERVED), and 'Location' (ABU). The right column includes 'Date Of Birth' (12/01/2013), 'First Name' (Charu), 'Last Name' (Nathani), 'Mother's Name', 'Spouse's Name', 'Nationality' (INDIAN), and 'DDO/DO' (Test-DDO). An 'Update' button is located at the bottom center of the form. At the very bottom of the page, there are 'Return to Search' and 'Next Tab' buttons.

PART-1 BIODATA	
Employee ID: 557120	Date Of Birth: 12/01/2013
Prefix: Miss	First Name: Charu
Middle Name:	Last Name: Nathani
Father's Name:	Mother's Name:
Marital Status: Single	Spouse's Name:
Gender: Female	Nationality: INDIAN
Category: UNRESERVED	DDO/DO: Test-DDO
Location: ABU	

Figure 13: Updating Details

1. Biodata Page 1

This screen contains the personal information about the employee.

The fields of this screen are described below:

- **Employee ID:** It displays the employee ID of the employee.
- **Date of Birth:** Select the Date of Birth in this field. A calendar will appear once users click on this field as shown below

TBA - HRMS
Data Collection Portal

Dec 23, 2013 11:02:48 IST [Logout](#)

Home Administrator Module Self Service User Manual Contact US Change Password

Biodata 1 Biodata 2 Other Info.. Prev Qualif.. History & Verification Leave LTC Nominations & CGHS Training and Exam Asset & Qua.. Loan & Adv..

Biodata Page 1 | Employee ID: 557120

PART-1 BIODATA

Employee ID: 557120

Prefix: Miss

Middle Name:

Father's Name:

Marital Status: Single

Gender: Female

Category: UNRESERVED

Location: ABU

Date Of Birth: 12/01/2013

First Name: Jun 1988

Last Name:

Mother's Name:

Spouse's Name:

Nationality:

DDO/DO:

[Update](#)

[Return to Search](#) [Next Tab](#)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

[Today](#) [Done](#)

Figure 14: Using Calendar

Select month and year from the dropdown provided in the calendar. Select the date from the calendar for the selected month and year. Calendar is provided across the portal to enter the dates.

- **Prefix:** This field displays the name prefix of the users like Mr, Mrs, Miss etc.
- **First Name:** This field displays the first name of the employee.
- **Middle Name:** This field displays the middle name of the employee.
- **Last Name:** This field displays the last name of the employee.
- **Father's Name:** The field displays the father's name of the employee.
- **Mother's Name:** The field displays the mother's name of the employee.
- **Gender:** The field displays the gender of the employee.
- **Marital Status:** The field displays the marital status of the employee.
- **Spouse Name:** The field displays the spouse name of the employee in case the marital status is married.
- **Nationality:** This field displays the nationality of the employee.
- **Category:** The field displays the category of the employee.
- **Location:** The field displays the current location
- **Reporting Officer/DDO/HOD:** This field displays the corresponding DDO.

The DDO will make changes as per the requirement and click **Update** button to update the details.

After updating the details, following screen is displayed

Biodata Page 1 | Employee ID: 557120

PART-1 BIODATA

Employee ID: 557120	Date Of Birth*: 12/01/2013
Prefix: Miss	First Name: Charu
Middle Name:	Last Name: Nathani
Father's Name:	Mother's Name:
Marital Status: Single	Spouse's Name:
Gender*: Female	Nationality*: INDIAN
Category*: UNRESERVED	
Location*: ABU	DDO/DO*: Test-DDO

[Return to Search](#) [Next Tab](#)

OK
Biodata Details Successfully Updated

Figure 15: After Updating Details

The DDO can click **Return to Search** button to verify the details of other employees. After clicking **Return to Search** button, search screen (Figure 10) will appear.

Click **Next Tab** to switch to the tabs and update details of other tabs as required.

2. Biodata 2

Click Biodata 2 tab, following screen will appear

The screenshot displays the 'Biodata Page 2 | Employee ID:557120' interface. It features a navigation bar at the top with tabs like 'Home', 'Administrator Module', 'Self Service', 'User Manual', 'Contact Us', and 'Change Password'. Below this is a sub-navigation bar with tabs such as 'Biodata 1', 'Biodata 2', 'Other Info...', 'Prev Qualif...', 'History & Verification', 'Leave', 'LTC', 'Nominations & CGHS', 'Training and Exam', 'Asset & Qua...', and 'Loan & Adv...'. The main content area is divided into several sections:

- Educational Details:** A table with columns 'SL', 'Degree', and 'Degree Description'. It contains two rows: Row 1 has '1' in SL, '12TH' in Degree, and 'ABC' in Degree Description. Row 2 has '2' in SL, a 'Select' dropdown in Degree, and an empty field in Degree Description. There are icons for adding, deleting, and refreshing data in this section.
- Personal Information:** Fields for Height(In CMS) : 123, Home State : KARNATAKA, Place of Birth : dgjs, Type of Disability : Select, Blood Group : B-, Identification Mark : //, Domicile State: Select, Disabled or Not : No, Percentage of Disability : Select, and Religion : Hindu.
- Job Details:** Fields for Date of Entry in Govt. Service : 12/08/2013, Entry of Cadre: GROUP D, Civil Code: 45613, GPF/CPF/PRAN Number : h8797, UPSC/SSC Reference No.: 79879, Pan Number : SSSS4567D, Current Cadre : E.D.P. CADRE, Category of Recruitment : Special Qualifying Exam, Type of Exam : UPSC, and UPSC/SSC Rank : 56.
- Passport Details:** Fields for Passport Number : gjyg/558, Date of Issue : , Place of Issue : gfvhj, and Date of Expiry: 12/09/2032.
- Union Details:** Fields for Union Name: ss, Union Position : swdw, Date of Joining Union: 12/15/2013, and Union Membership Fee(Only in Numbers) : 234.

An 'Edit' button is located at the bottom center of the form.

Figure 16: Biodata Page 2 Tab

The DDO can edit the information by clicking **Edit** button.

The fields on the above screen are described as follows:

Education Details: This grid captures the education qualifications of the employee. **Education Details** grid has the fields namely **Degree** and **Degree Description**.

- **Degree:** Select the appropriate degree from the dropdown provided. It will have values like BSc, B.Tech, and BA, MA etc. The employees can enter a short description in
- **Degree Description:** field. Click button to save the information as highlighted in the above screen. Click to refresh the data in the grid as shown above.

Other fields of Biodata 2 page are described below:

Personal Information

- **Height (C.M):** This field records the height of the employee. Enter the height in centimetres in this field.
- **Identification Mark:** In this field, identification mark is recorded. Enter the description of the identification mark in this field.
- **Home State:** Select the home state from the dropdown provided.
- **Domicile State:** Select the domicile state from the dropdown provided.
- **Place of Birth:** Select the place where the employee was born from the dropdown provided.
- **Disable or not:** This field records whether the employee is disabled or not. Select Yes or No from the dropdown.
- **Type of Disability:** In case the employee is disabled, select the type of disability from the dropdown.
- **Percentage of disability:** Depending upon the type of disability, enter the percentage of the disability in this field.
- **Blood Group:** Select the blood group from the dropdown which has values like O+, A+, B+ etc.
- **Religion:** Select the religion from the dropdown which has values like Hindu, Muslim, and Sikh etc.

Job Details

- **Date of Entry in Govt. Service:** Enter the date on which the employee joined Government service in this field with the help of calendar that will pop up when this field is clicked.
- **Entry of Cadre:** Select the cadre in which the employee joined his service from the dropdown provided.
- **PAN Number:** Enter the PAN number in this field.
- **Current Cadre:** This field captures the current cadre of employee. Select the current cadre from the dropdown provided. It contains values like IRS, Statistical cadre etc.
- **Civil Code:** Enter the civil code in this field.
- **Category of Recruitment:** Select the category for which the employee was recruited. It will have values like SC, ST etc.
- **CPF/GPF/PRAN Number:** Enter the CPF/GPF/PRAN number in this field.
- **Type of Exam:** Select the type of exam that the employee has passed to get entry in ITD through the dropdown provided.
- **UPSC/SSC Reference No.:** Enter the UPSC/SSC reference number in this field.
- **UPSC/SSC Rank:** Enter the UPSC/SSC rank in this field.

Passport Details

- **Passport Number:** Enter the passport number in this field.
- **Place of Issue:** Enter the name of the employee place in which passport was issued in this field.
- **Date of Issue:** Enter the date on which passport was issued in this field using the calendar which is displayed when the employee clicks this field.
- **Date of Expiry:** Enter the date on which passport will get expired in this field using the calendar which will be displayed when the employee clicks this field.

Union Details

- **Union Name:** Enter the union name in this field.
- **Date of joining Union:** This will capture date on which the employee joins the union. On clicking this field, a calendar will pop-up and employee will have to select date from it.
- **Union Position:** This field captures the union position.
- **Union Fee (Membership):** Enter the membership fee of the union.

Click **Update** button to update the details.

3. Other Information Tab

Click **Next Tab** to switch to **Other Information** tab. Following screen will be displayed

Other Information | Employee ID:557120

No Details Found, Please Enter the Details.

1 Select [] [] Select [] Select [] Select []

Address Details

Address Type *	Address 1 *	Address 2 *
Present	gfgf	swdswwf
Select []	[]	[]

Contact Details

Contact Type *	Contact Number *
Residential	+91 3333333333
Select []	+91 []

Email Details

Email Type *	Email ID *
Primary	fcsfc.fkd@sc.dkd
Select []	[]

Figure 17: Other Information Tab

The details of fields has been explained below

Family Details

- **Prefix:** Select the name prefix through this field. It will have values like Mr, Miss, Mrs etc
- **Full Name:** Enter the full name of the employee's family member in this field.
- **Date of birth:** Select the date of birth of employee's family member with the help of calendar in this field.
- **Relationship:** Select the relationship of the employee with the family member through the dropdown provided. It contains the values like Mother, Father, Spouse, Son etc
- **Whether in Govt. Service or not:** This field captures the information that whether the family member of the employee works in govt. sector or not. This is a dropdown with values yes/no.
- **Whether in Income tax department or not:** This field captures the information that whether the family member of the employee works in ITD or not. This is a dropdown with values yes/no.

Address Details

- **Address Type:** Select the type of address that you want to enter. It contains values like Present, Permanent etc
- **House No.:** Enter the house number in this field.
- **Building:** Enter the building name and number in this field.
- **Street Name:** Enter the name of the street in this field.
- **Village / Tehsil / District:** Enter the name of village or Tehsil or district in this field.
- **Landmark:** Enter landmark in this field
- **City:** This captures the name of the city where the employee resides. Enter the city in the field provided.
- **State:** This captures the name of the state where the employee resides. Select the state from the dropdown.
- **Pin code:** This captures the Pin no. of the city where employee resides. Enter 6-digit number in this field.

Contact Details

- **Contact Type:** This captures the type of contact no. (Home/ office / personal no.). Select the appropriate type from the dropdown.
- **Contact No. :** This field captures the contact number corresponding to the Contact Type selected. Enter the Tarang number in this field if provided by the department.

Email Details

- **Email Type:** This field captures the type of email account (office / personal). Select the appropriate type from the dropdown.
- **Email Id:** This field captures the email id corresponding to the Email Type selected.

To save the information of the grid, click  .

4. Previous Qualifying service and Deputation

Click **Next Tab** in Figure 17 above, following screen will be displayed

[Biodata 1](#)
[Biodata 2](#)
[Other Info...](#)
[Prev Qualif...](#)
[History & Verification](#)
[Leave](#)
[LTC](#)
[Nominations & CGHS](#)
[Training and Exam](#)
[Asset & Qua...](#)
[Loan & Adv...](#)

Verification

Previous Qualifying and Foreign Service | Employee ID:557120

Previous Qualifying Service(prior to join Income Tax Department)

SL	From Date(MM/DD/YYYY) *	To Date(MM/DD/YYYY) *	Post Held *	Whether It Is Qualifying *	
1	12/02/2013	12/20/2013	dscds dvdd	No	 
2				Select ▼	

Deputation History

SL	From Date(MM/DD/YYYY) *	To Date(MM/DD/YYYY) *	Post Held *	Name of the Employer *	Deputation Type	Leave & Pension Contribution Payable By	Am L ac re
No Details Found, Please Enter the Details.							
1					Select ▼	Select ▼	

[Prev Tab](#)
[Return to Search](#)
[Next Tab](#)

Figure 18: Previous Qualifying Service and Deputation Tab

This screen has the following fields

Previous Qualifying Service (Prior to joining Income Tax Department)

- **From Date:** Enter the date from which the previous service was started with the help of calendar available for this field.
- **To Date:** Enter the date to which the previous service ended with the help of calendar available for this field.
- **Post Held:** Enter the designation on which the employee was working during his qualifying service period.
- **Whether he is qualifying:** Select value from the drop down to indicate whether this service is qualifying or not.

Deputation History

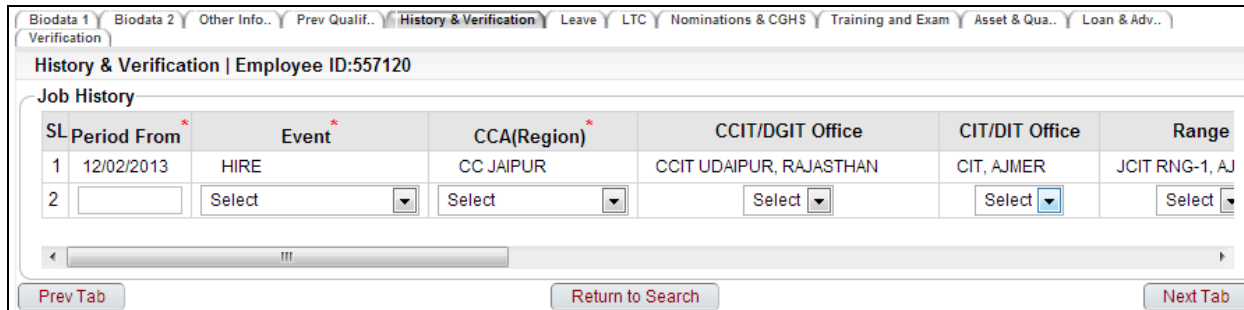
- **From Date:** Enter the date from which the Deputation was started with the help of calendar available for this field.
- **To Date:** Enter the date to which the Deputation was ended with the help of calendar available for this field.

- **Post Held:** Enter the designation on which the employee was working during his deputation period.
- **Name of the Employer:** Enter the name of the employer with which the employee was involved during his deputation.
- **Deputation Type:** Select a particular deputation type from the dropdown provided. It will have values like In India or Outside India.
- **Leave & Pension Contribution payable by:** This field will capture as who has paid the Leave & Pension contribution. It will have values like employee or employer.
- **Amount of Leave Contribution actually received:** Enter the amount of leave contribution which was contributed by the employer.
- **Amount of Pension contribution actually received:** Enter the amount of pension contribution which was contributed by the employer.

To save the information of the grid, click  .

5. History and Verification

Click **Next Tab** or **History and Verification** tab, following screen is displayed



SL	Period From	Event	CCA(Region)	CCIT/DGIT Office	CIT/DIT Office	Range
1	12/02/2013	HIRE	CC JAIPUR	CCIT UDAIPUR, RAJASTHAN	CIT, AJMER	JCIT RNG-1, AJ
2		Select	Select	Select	Select	Select

Figure 19: History and Verification Tab

History & Verification | Employee ID:557120

Job History

Post from CMS	Salary Plan(5th/6th Pay)	Pay Band	Grade Pay	Band Pay
Test Post2	6th Pay commission	S13	21345	54502
Select	Select	Select		

Prev Tab Return to Search Next Tab

Figure 20: History and Verification Tab - Other Fields

The fields under Job History are described as follows

- **Period from:** This field records the date from which that particular action is valid. Select the date in this field with the help of calendar.
- **Event:** Event field captures the reason for which the employee is adding a new row, it could be transfer, increment etc. It is dropdown field and employee will select the appropriate event from the dropdown.
- **Date To:** This field captures the end date of event.
- **CCA (Region):** This field captures one of the 19 CCA regions. Select the appropriate CCA from the dropdown provided.
- **CCIT/DGIT Office:** This field will be enabled only if **CCA (Region)** field is selected. It is dropdown field that contains all the CCIT/DGIT offices that fall under the selected CCA. Select the CCIT/DGIT Office from the dropdown values.
- **CIT/DIT Office:** This field will be enabled only if a value has been selected in **CCIT/DGIT Office** field. It is dropdown field that contains all the CIT/DIT offices that fall under the selected **CCIT/DGIT Office**. Select the CIT/DIT Office from the dropdown values.
- **Range:** This field will be enabled only if a value has been selected in **CIT/DIT Office** field. It is dropdown field that contains all the Ranges fall under the selected **CIT/DIT Office**. Select the Range Office from the dropdown values.
- **Assessing Office/HQ:** This field will be enabled only if a value has been selected in **Range** field. It is dropdown field that contains all the Assessing Office/HQ fall under the selected **Range**. Select the Office from the dropdown values.
- **Post from CMS:** Select the post from the dropdown values.
- **Salary Plan (5th/6th Pay):** This field captures the salary plan. Select the value of salary plan from the dropdown which contains the values like 6th Pay Commission , 5th Pay Commission etc
- **Pay Band:** This field records that pay band in which the salary of the employee lies. It contains values like PB1, PB2, PB3 etc. Select the appropriate value from the dropdown.
- **Grade Pay:** This field contains the set of Grade pays depending upon the Pay Band selected by the user. For Instance for PB1, it will have values like 1900, 2000, 2400 etc

- **Band Pay:** Enter the band pay in this field

To save the information of the grid, click .

6. Leave

On clicking **Leave** tab, following screen is displayed:

Verification

Leave | Employee ID:557120

SL	Earned Leave* (No of Days) (1)	Half Pay Leave* (No of Days) (2)	Commuted Leave on Medical Certificate on full pay (No. of Days) (3)	Commuted Leave without M.C. for studies certified to be in public interest (limited to 180 days half pay leave converted into 90 days commuted leave in entire service) (No. of Days) (4)	Leave not due on Medical Certificate (No of days) (5)	Leave Not Due Otherwise than on Medical Certificates limited to 180 days (No of days) (6)	Extra Ordinary Leave (No of days) (7)
1	3	33					

Leave Consumed(No. of Days)

SL	Maternity Leave	Paternity Leave	Child Care Leave (Child 1)	Child Care Leave (Child 2)	Study Leave	Special Casual Leave
1	Select	Select				

[Edit](#)

[Prev Tab](#)
[Return to Search](#)
[Next Tab](#)

Figure 21: Leave Tab

Click **Edit** button to update the details of the employee. Following screen will be displayed

[Biodata 1](#) | [Biodata 2](#) | [Other Info..](#) | [Prev Qualif..](#) | [History & Verification](#) | **Leave** | [LTC](#) | [Nominations & CGHS](#) | [Training and Exam](#) | [Asset & Qua..](#) | [Loan & Adv..](#) | [Verification](#)

Leave | Employee ID:557120

Leave Detail							
SL	Earned Leave (No of Days) (1)	Half Pay Leave (No of Days) (2)	Commuted Leave on Medical Certificate on full pay (No. of Days) (3)	Commuted Leave without M.C. for studies certified to be in public interest (limited to 180 days half pay leave converted into 90 days commuted leave in entire service) (No. of Days) (4)	Leave not due on Medical Certificate (No of days) (5)	Leave Not Due Otherwise than on Medical Certificates limited to 180 days (No of days) (6)	Extra Ordinary Leave (No of days) (7)
1	3	33					

Leave Consumed(No. of Days)

SL	Maternity Leave	Paternity Leave	Child Care Leave (Child 1)	Child Care Leave (Child 2)	Study Leave	Special Casual Leave
1	Select ▼	Select ▼				

Figure 22: Leave Tab - Update Details

All the textboxes which record the number of leaves accept the whole number maximum up to three digits. Dropdown fields are described as:

- **Earned Leave (No of Days):** Enter the number of earned leaves which are available with the employee in this field.
- **Half Pay Leave (No of Days):** Enter the number of half pay leaves which are available with the employee in this field.
- **Commuted Leave on Medical Certificate on full pay (No. of Days):** Enter the number of commuted leave on Medical Certificate which the employee has availed in this field.
- **Commuted Leave without M.C. for studies certified to be in public interest (Limited to 180 days half pay leave converted into 90 days commuted leave in entire service) (No. of Days):** Enter the number of leaves availed by the employee in this field.
- **Leave not due on Medical Certificate (NO. of Days):** Enter the number of leaves availed by the employee in this field.
- **Leave not due otherwise on Medical Certificates limited to 180 days (NO. of Days):** Enter the number of leaves availed by the employee in this field.

- **Extra Ordinary Leaves (NO. of Days):** Enter the number of leaves availed by the employee in this field.
- **Maternity Leave:** DDO will select value from the given dropdown.
- **Paternity Leave:** DDO will select value from the given dropdown.
- **Child Care Leave (Child 1):** Enter here the number of days availed in digits. Any whole number up to three digits is acceptable.
- **Child Care Leave (Child 2):** Enter here the number of days availed in digits. Any whole number up to three digits is acceptable.
- **Study Leave:** Enter here the number of days availed in digits. Any whole number up to three digits is acceptable.
- **Special Casual Leave:** Enter here the number of days availed in digits. Any whole number up to three digits is acceptable.

After updating the information, click **Update**.

7. LTC

On clicking **LTC** tab, below screen is displayed:

The screenshot displays the 'LTC' tab interface. At the top, there's a navigation bar with tabs like 'Biodata 1', 'Biodata 2', 'Other Info..', 'Prev Qualif..', 'History & Verification', 'Leave', 'LTC', 'Nominations & CGHS', 'Training and Exam', 'Asset & Qua..', and 'Loan & Adv..'. Below this, the 'LTC | Employee ID:557120' header is shown. The main section is titled 'LTC Claim' and contains a table with the following data:

SL	Block Year *	LTC Type *	No. of Leave Encashed *	
1	2006-2009	Anywhere in India	8	
2	Select	Select		

At the bottom of the form, there are three buttons: 'Prev Tab', 'Return to Search', and 'Next Tab'.

Figure 23: LTC Tab

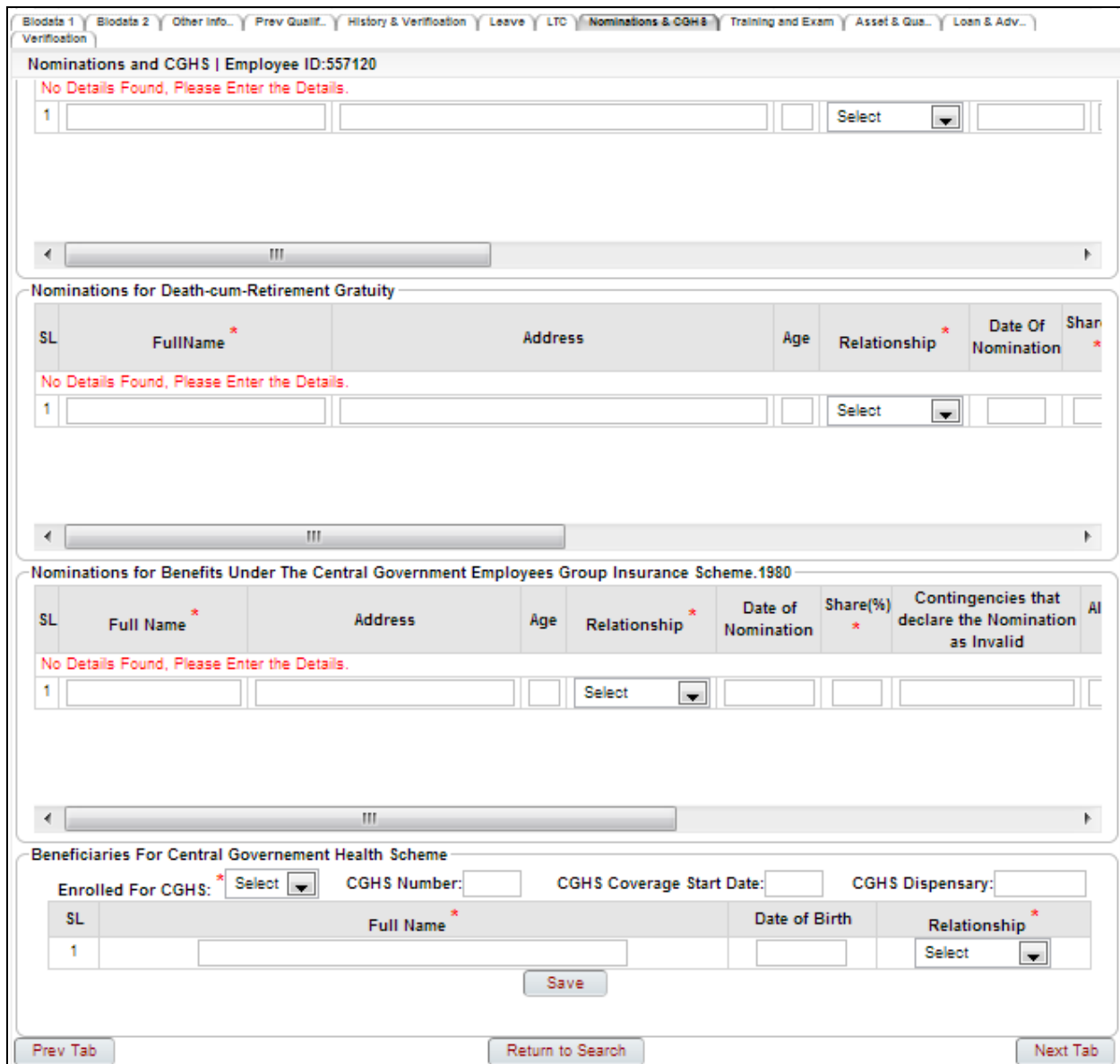
LTC screen has three fields:

- **Block Year:** This field captures the beginning year of the block period in which the employee has availed LTC. Select the appropriate year from the dropdown provided.
- **LTC Type:** This field captures the type of LTC availed whether hometown or anywhere in India.
- **No. of Leave Encashed:** This field captures the number of leaves encashed by the employee. Enter the total number of leaves encashed by the employee in his entire career in this field. Enter number up to three digits in this field.

To save the information of the grid, click .

8. Nomination and CGHS

On clicking **Nomination and CGHS** tab, following screen is displayed:



Nominations and CGHS | Employee ID:557120

No Details Found, Please Enter the Details.

SL	Full Name *	Address	Age	Relationship *	Date Of Nomination	Share (%)
1				Select		

Nominations for Death-cum-Retirement Gratuity

SL	Full Name *	Address	Age	Relationship *	Date Of Nomination	Share (%)
1				Select		

Nominations for Benefits Under The Central Government Employees Group Insurance Scheme.1980

SL	Full Name *	Address	Age	Relationship *	Date of Nomination	Share (%) *	Contingencies that declare the Nomination as Invalid	AI
1				Select				

Beneficiaries For Central Government Health Scheme

Enrolled For CGHS: * Select CGHS Number: CGHS Coverage Start Date: CGHS Dispensary:

SL	Full Name *	Date of Birth	Relationship *
1			Select

Save

Prev Tab Return to Search Next Tab

Figure 24: Nomination and CGHS Tab – Part 1

Scroll to view all fields of the grids, following screen will be displayed

[Biodata 1](#)
[Biodata 2](#)
[Other Info...](#)
[Prev Qualif...](#)
[History & Verification](#)
[Leave](#)
[LTD](#)
[Nominations & CGHS](#)
[Training and Exam](#)
[Asset & Que...](#)
[Loan & Adv...](#)
[Verification](#)

Nominations and CGHS | Employee ID:557120

Nominations for GPF & Family Pension

Relationship *	Date Of Nomination	Share *	Contingencies that declare the nomination as invalid	Alternate Nominee Full Name	Alternate Nominee
Select ▼					

Nominations for Death-cum-Retirement Gratuity

Age	Relationship *	Date Of Nomination	Share(%) *	Alternate Nominee Full Name	Alternate Nominee
	Select ▼				

Nominations for Benefits Under The Central Government Employees Group Insurance Scheme.1980

Address	Age	Relationship *	Date of Nomination	Share(%) *	Contingencies that declare the Nomination as Invalid	Alternate Nominee Full Name	Alternate Non
		Select ▼					

Beneficiaries For Central Government Health Scheme

Enrolled For CGHS: * Select ▼ CGHS Number: CGHS Coverage Start Date: CGHS Dispensary:

SL	Full Name *	Date of Birth	Relationship *
1			Select ▼

[Save](#)

Figure 25: Nomination and CGHS Part 2

Biodata 1 | Biodata 2 | Other Info... | Prev Qualif... | History & Verification | Leave | LTC | **Nominations & CGHS** | Training and Exam | Asset & Gus... | Loan & Adv... | Verification

Nominations and CGHS | Employee ID:557120

Nominations for GPF & Family Pension

me	Alternate Nominee Address	Alternate Nominee Age	Alternate Nominee Relationship	If the nominee is not a member of the family please state the reasons	
			Select ▼		

← ||| →

Nominations for Death-cum-Retirement Gratuity

Alternate Nominee Full Name	Alternate Nominee Address	Alternate Nominee Age	Alternate Nominee Relationship	Share(%)	
			Select ▼		

← ||| →

Nominations for Benefits Under The Central Government Employees Group Insurance Scheme.1980

Date of nomination	Share(%) *	Contingencies that declare the Nomination as Invalid	Alternate Nominee Full Name	Alternate Nominee Address	Age	Alternate Nominee Relationship	
						Select ▼	

← ||| →

Beneficiaries For Central Government Health Scheme

Enrolled For CGHS: * Select ▼ CGHS Number: CGHS Coverage Start Date: CGHS Dispensary:

SL	Full Name *	Date of Birth	Relationship *
1			Select ▼

Figure 26: Nomination and CGHS Part 3

The description of the fields has been explained below:

Nomination for GPF and Family Pension

- **Full Name:** Enter full name of the nominee in this field.
- **Address:** Enter the address of the nominee in this field.
- **Age:** Enter the age of the nominee in this field.
- **Relationship:** Enter the relationship with the nominee.

- **Date of Nomination:** Enter the date of the nomination. On clicking on text box, a calendar will pop-up and employee will select date from it.
- **Share:** Enter the share of nominee in GPF and Family Pension.
- **Contingencies that Declare Nomination as Invalid:** Enter the contingencies that declare nomination as invalid.
- **Alternative Nominee Full Name:** Enter the name of the alternative nominee.
- **Alternative Nominee Address:** Enter the address of the alternative nominee.
- **Alternative Nominee Age:** Enter the age of the alternative nominee.
- **Alternative Nominee Relationship:** Enter the relationship of the alternative nominee.
- **If the Nominee is not the member of the family please state the reason:** Enter the reason if the nominee is not a family member.

It is the first grid in nomination screen as shown in figure. Enter the values in all fields and then click



button to save the information.

Nomination Death cum Retirement Gratuity

- **Full Name:** Enter the full name of nominee.
- **Address:** Enter the address of nominee.
- **Age:** Enter the age of nominee.
- **Relationship:** Select the relationship of the nominee through the dropdown provided. It has values like Spouse, Father, and Mother etc.
- **Date of Nomination:** Enter the date on which the nominee was nominated for Nomination Death cum Retirement Gratuity. On clicking on text box a calendar will pop-up and employee will select date from it as shown in Figure 14
- **Share:** Enter the share (in percentage) of nominee in Nomination Death cum Retirement Gratuity
- **Contingencies that Declare Nomination as Invalid:** In case the nominee is declared as invalid, enter the detailed reasons in this field to record contingencies that declare nomination as invalid.
- **Alternative Nominee Full Name:** Enter the name of the alternative nominee.
- **Alternative Nominee Address:** Enter the address of the alternative nominee.
- **Alternative Nominee Age:** Enter the age of the alternative nominee.
- **Alternative Nominee Relationship:** Select the relationship of the alternative nominee through the values provided in the dropdown.

- **If the Nominee is not the member of the family please state the reason:** In case the person who is being nominated is not a family member, enter the reason for declaring him/her as a nominee.

Click  button to save the details.

Nomination Benefits under CGEGIS 1980

- **Full Name:** Enter the full name of nominee.
- **Address:** Enter the address of nominee.
- **Age:** The employee will enter the age of nominee.
- **Relationship:** The employee will enter the relationship with the nominee.
- **Date of Nomination:** The employee will enter the date of the nomination for Nomination Benefits under CGEGIS 1980. On clicking on text box a calendar will pop-up and employee will select date from it as shown in Figure 14
- **Share:** The employee will enter the share of nominee in Nomination Benefits under CGEGIS 1980
- **Contingencies that Declare Nomination as Invalid:** The employee will enter the contingencies that declare nomination as invalid.
- **Alternative Nominee Full Name:** The employee will enter the name of the alternative nominee.
- **Alternative Nominee Address:** The employee will enter the address of the alternative nominee.
- **Alternative Nominee Age:** The employee will enter the age of the alternative nominee.
- **Alternative Nominee Relationship:** The employee will enter the relationship of the alternative nominee.
- **If the Nominee is not the member of the family please state the reason:** The employee will enter the reason if the nominee is not a family member.

Click  button to save the details.

CGHS

- **Enrolled for CGHS:** Select the value from the dropdown i.e. enrolled for CGHS or not in current station.
- **CGHS Number:** Enter the CGHS number.

- **CGHS Coverage Start Date:** Enter the start date of CGHS coverage. On clicking on text box, a calendar will pop-up and employee will select date from it.
- **CGHS Dispensary:** Enter the name of the CGHS Dispensary.
- **Full Name:** Enter the name of the person covered in CGHS benefits.
- **Date of Birth:** Enter the date of birth of the person covered in CGHS benefits. On clicking on text box a calendar will pop-up and employee will select date from it.
- **Relationship:** Enter the relationship with the person covered in CGHS benefits.

Central Government Health Scheme (CGHS) section as shown in screen is divided into two parts: a grid and the common part. Before adding any row in a grid, enter common information (i.e. four fields given just above the CGHS grid). Enter the information in various fields and then click **ADD** button to save the value.

9. Training and Examination

On clicking **Training and Examination** tab, following screen is displayed:

Training and Examination | Employee ID:557120

Training Details

SL	Institute *	Training *	Place	Period(Days) *	From Date	To Date
1	ABC	ABC	Delhi	5	12/02/2013 00:00	12/10/2013 00:00
2						

Examination Details

SL	Examination Name *	Date Of Examination	Examination Passed or No
1	ABC	12/01/2013	Yes
2			Select ▼

Prev Tab Return to Search Next Tab

Figure 27: Training and Examination – Part 1

Training and Examination | Employee ID:557120

Training Details

Place	Period(Days) *	From Date	To Date	Remarks
Delhi	5	12/02/2013 00:00	12/10/2013 00:00	

Examination Details

Examination Name *	Date Of Examination	Examination Passed or Not *
ABC	12/01/2013	Yes
		Select ▼

Prev Tab Return to Search Next Tab

Figure 28: Training and Examination – Part 2

This Screen has the following fields which are detailed as follows:

Training Details

- **Institute:** Enter the name of the institute where the training was carried out in this field.
- **Training:** Enter the name of the training course/session attended in this field
- **Place:** Enter the name of the place where the training session was held
- **Period:** Enter the duration of the training (in days) in this field. It is a textbox that accepts decimal value up to one place e.g. 3.5 represents three and half days. In Decimal it will take only 0.5 e.g. 0.5, 2.5 or 11.5.
- **From Date:** Enter the training start date in this field
- **To Date:** Enter the training end date in this field
- **Remarks:** Enter the comments (if any) in this field.

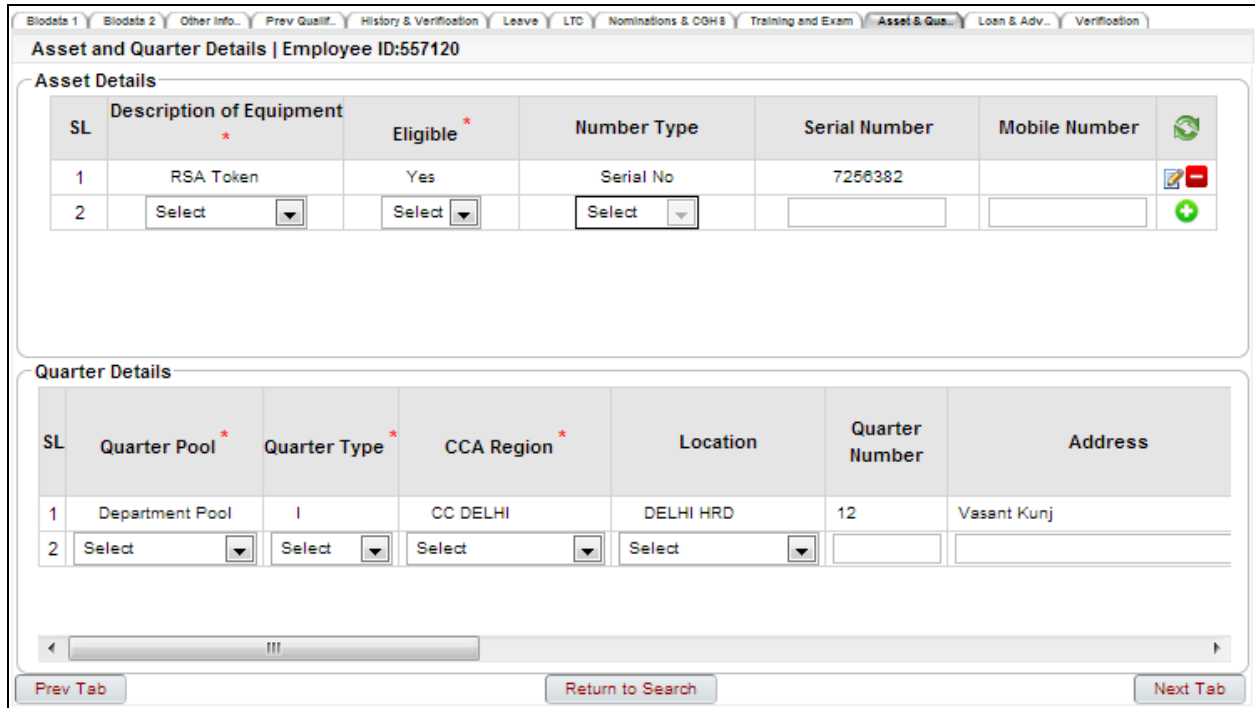
Examination Details

- **Exam Name:** Enter name of the examination.
- **Date of Exam Passed:** Enter the date on which employee passed the examination in this field with the help of the calendar.
- **Exam passed or Not:** Select Yes or No from the dropdown to indicate whether the exam was passed or not.

Click  button to add the row in the grid.

10. Asset and Quarter Details

Click **Asset and Quarter Details** tab, following screen will be displayed



Asset and Quarter Details | Employee ID:557120

Asset Details

SL	Description of Equipment *	Eligible *	Number Type	Serial Number	Mobile Number
1	RSA Token	Yes	Serial No	7256382	
2	Select	Select	Select		

Quarter Details

SL	Quarter Pool *	Quarter Type *	CCA Region *	Location	Quarter Number	Address
1	Department Pool	I	CC DELHI	DELHI HRD	12	Vasant Kunj
2	Select	Select	Select	Select		

Prev Tab Return to Search Next Tab

Figure 29: Asset and Quarter Details Tab

This screen has the following fields which are detailed as:

Asset Details

- **Description of Equipment:** This will capture the information that what type of equipment is used by the employee. This field will be a drop down.
- **Eligible (Y/N):** This will capture the information that the employee will be eligible for this or not.
- **Number Type:** This will capture the information that what type of number is used by the employee.
- **Number:** This field will capture the number of the equipment.
- **Mobile Number (if Sim):** This will capture the mobile number if sim is selected as equipment by the employee. It is textbox field that will store exact ten digit integer.

Quarter Details

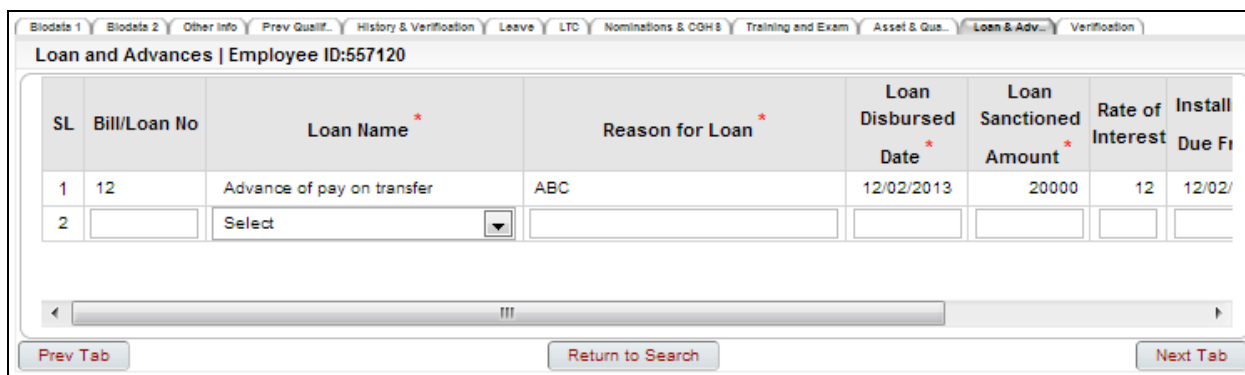
- **Quarter Pool:** Select the type of quarter pool being used by the employee from the drop down.

- **Quarter type:** Select the type of quarter in which the employee is living.
- **CCA Region:** Select the name of the CCA Region from the drop down menu.
- **Location:** Select the name of the location.
- **Quarter Number:** Enter the quarter number.
- **Address:** Enter the address of the employee.
- **City:** Enter the name of the city of the employee.
- **State:** Select the name of the state of the employee.
- **Postal code:** Enter the six digit Postal code of the city of the employee.
- **License Fee:** Enter the amount of License fee paid by the employee.
- **Water Charges:** Enter the amount paid for water.
- **Retention Applied:** Select Yes or No in case the employee has applied for retention or not
- **Reason for Retention:** Enter the reason for retention.
- **Retention Allowed till:** Enter the date till which retention will be allowed.
- **Debarment From:** Enter the date from which debarment starts.
- **Debarment to:** Enter the date to which debarment end.
- **Debarment Reason:** Enter the reason of debarment.

After entering all the information, click the  button to save the data.

11. Loans and Advances

Once the employee clicks **Loan and Advance** tab, following screen is displayed:



SL	Bill/Loan No	Loan Name *	Reason for Loan *	Loan Disbursed Date *	Loan Sanctioned Amount *	Rate of Interest	Install Due Fi
1	12	Advance of pay on transfer	ABC	12/02/2013	20000	12	12/02/
2		Select					

Prev Tab Return to Search Next Tab

Figure 30: Loans and Advances Tab

Loan and Advances | Employee ID:557120

Reason for Loan *	Loan Disbursed Date *	Loan Sanctioned Amount *	Rate of Interest	Installment Due From *	Installment Due To *	Loan/Advance Details
Transfer	12/02/2013	20000	12	12/02/2013	12/25/2013	Details
						Details

Loan/Advances Details

Bill/Loan No:12 Loan Name:

Principal Details			
Principal Amount	234	Total EMI	4
Total Principal Recovered	123	Total EMI Paid till Date	123

Interest Details			
Interest Amount	123	Total EMI	23
Total Principal Recovered	1234	Total EMI Paid till Date	345

[Edit](#)

Double Click to Maximize or Restore Size.

[Prev Tab](#) [Return to Search](#) [Next Tab](#)

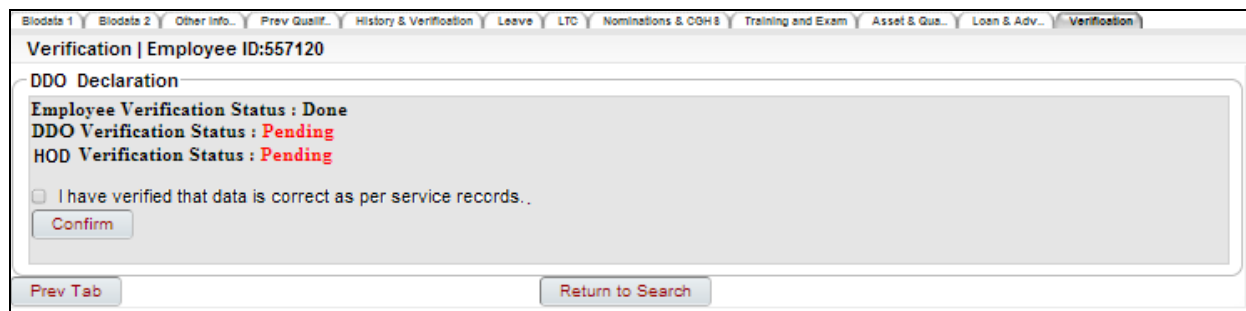
Figure 31: Loans and Advances Tab - Details Link

This Screen has the following fields which are detailed as:

- **Bill/Loan No. :** Enter the bill number (if any) against which the payment was made to the employee.
- **Loan Name:** Select the loan name from dropdown. It will have values like Festival Advance, House Building Advance, Cycle Advance etc
- **Reason for Loan:** Enter the reason for which loan is taken.
- **Loan Disbursed Date:** Enter the date on which loan is sanctioned.
- **Loan Sanctioned Amount:** Enter the amount which is sanctioned for the loan. Only numbers can be entered in this field.
- **Rate of Interest:** Enter the rate of Interest against which the loan/advance was sanctioned. Only numbers can be entered in this field.
- **Instalment Due From:** Enter the date from which instalment is due for payment.
- **Instalment Due To:** Enter the date up to which instalments are due for payment.
- **Loan/Advance Details:** Enter the Principal & Interest related details.

12. Verification

After verifying and updating all the information (as per the requirement) in all the tabs, select **Verification** tab. Following screen is displayed



The screenshot shows the 'Verification' tab selected in the top navigation bar. The main heading is 'Verification | Employee ID:557120'. Below this, under the 'DDO Declaration' section, the following status is displayed: 'Employee Verification Status : Done', 'DDO Verification Status : Pending', and 'HOD Verification Status : Pending'. A checkbox labeled 'I have verified that data is correct as per service records..' is currently unchecked. A 'Confirm' button is located below the checkbox. At the bottom of the form, there are two buttons: 'Prev Tab' and 'Return to Search'.

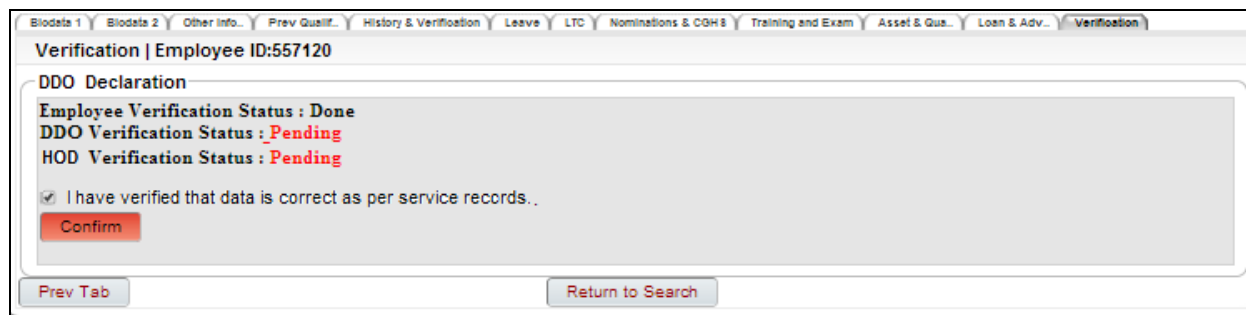
Figure 32: Verification Tab

The Verification tab displays the verification status of employee, DDO and HOD.

In this case, the verification has been completed by the employee. Hence, the **Employee Verification Status** is done.

DDO Verification Status and **HOD Verification Status** is **Pending** till now.

Click check box for declaration as shown in figure below



This screenshot is a closer view of the 'DDO Declaration' section from the previous figure. It shows the same status information: 'Employee Verification Status : Done', 'DDO Verification Status : Pending', and 'HOD Verification Status : Pending'. The checkbox 'I have verified that data is correct as per service records..' is now checked. The 'Confirm' button remains visible below the checkbox. The 'Prev Tab' and 'Return to Search' buttons are also present at the bottom.

Figure 33: Declaration

Click **Confirm** button, a message appears as shown:

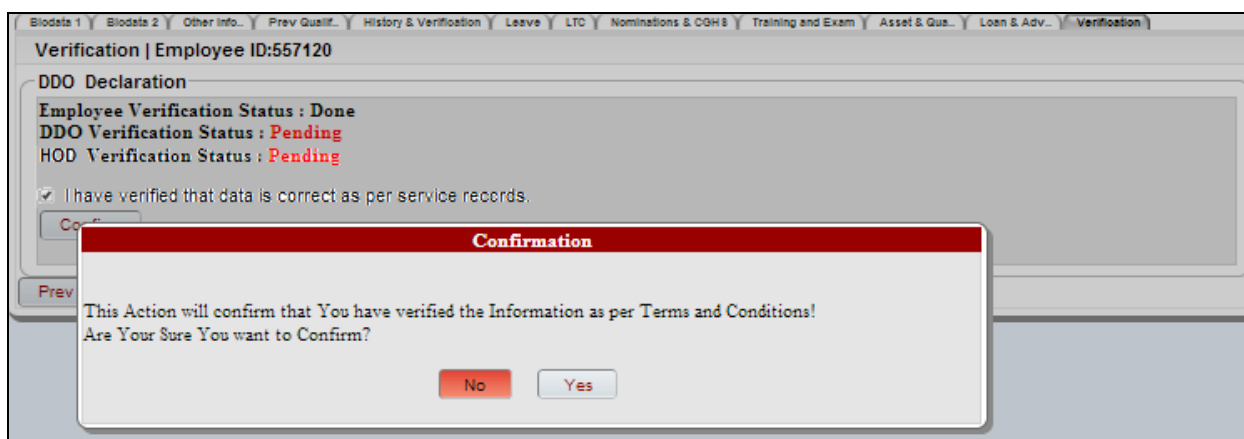


Figure 34: Message for Confirmation

Click **Yes** button to confirm the verification or No to update the changes if required.

After clicking **yes**, the details of the employee will be submitted to the HOD for approval. The HOD can send back the request in case of any discrepancy. Then the DDO will update the details as per the requirement.

2.4.2. User Manual

All the user manuals will be available on the portal for quick reference. On clicking **User Manual**, the following screen will appear

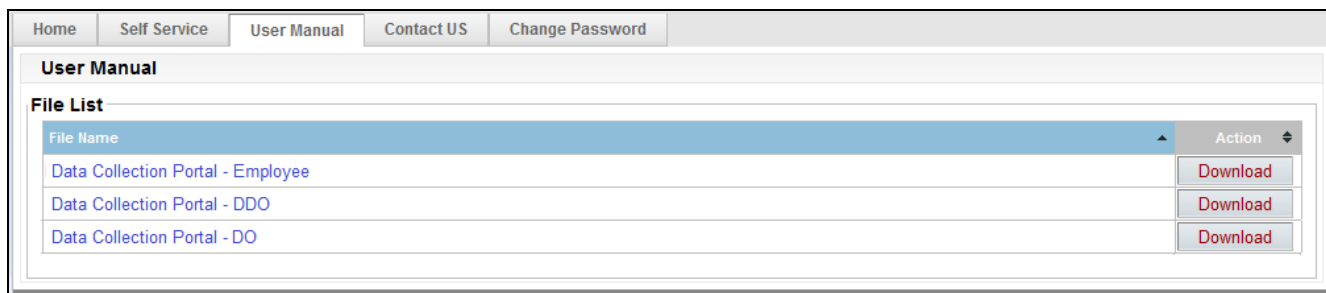


Figure 35 : User Manual

Click **Download** button available against each user manual to download the same.

2.4.3. Contact Us

Contact details of support team are available on this link. On clicking **Contact Us**, the following screen is displayed



Figure 36 : Contact Us

2.4.4. Change Password

This option enables the users to change their password anytime. On clicking **Change Password**, the following screen is displayed

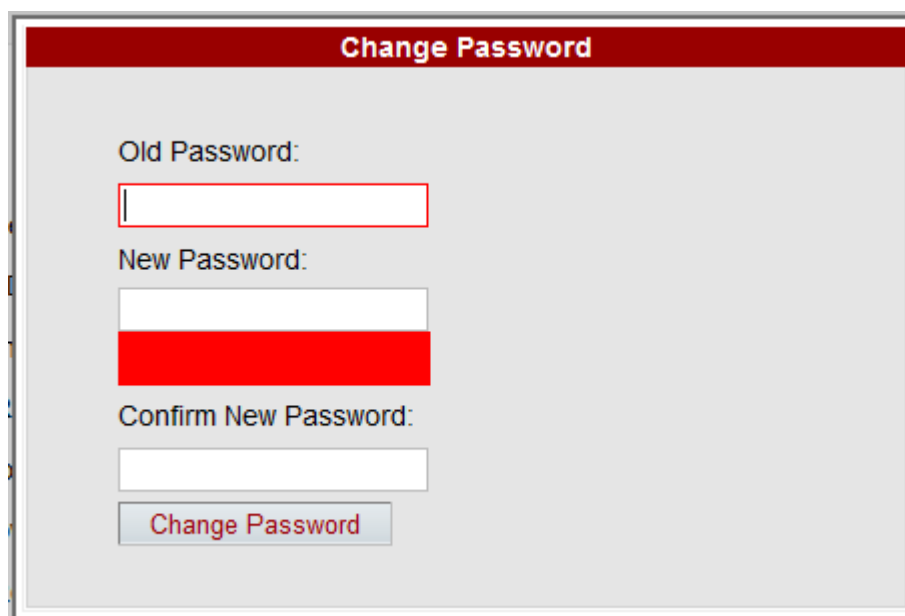


Figure 37 : Change Password

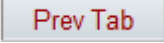
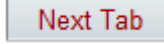
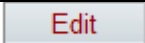
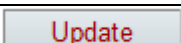
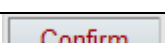
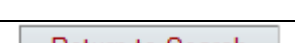
The process to change password is already discussed in section 2.3

3. Appendix

3.1. Glossary of Terms

Term	Definition
CCA	Cadre Controlling Authority
CGEGIS	Central Government Employees Group Insurance Scheme
CGHS	Central Government Health Scheme
DCA	Data Collection Application
DCP	Data Collection Portal
DDO	Drawing and Disbursing Officer
HOD	Head of Department
EMI	Equated Monthly Installment
GPF	General Provident Fund
LTC	Leave Travel Concession
PAN	Permanent Account Number
PF	Provident Fund
PRAN	Permanent Retirement Account Number

3.2. Frequently used Icons

Icons	Usage
	To go to the bottom of the page
	To go to the top of the page
	To go to the previous tab in the sequence
	To go to the next tab in the sequence
	To save the data entered.
	To edit the existing data
	To save the data entered.
	To submit the request to the concerned DDO.
	To go to the search screen
	To navigate directly to individual tabs in the administrator module

