

User Manual

Super Admin User

Department, HOD, Branch Creation and User Mapping



General Administration Department
Government of Gujarat

Prepared for:



Prepared by:

Document Control

Revision History

Date of Submission	Author	Version
01/12/2023	Prashant Prajapati	Final Version

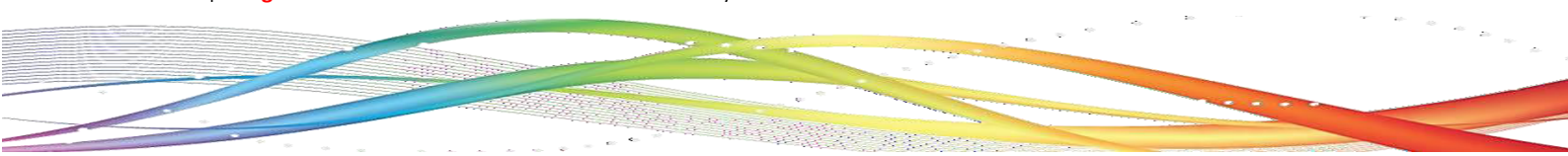
List of Reference Documents

Name of Document	Version
User Manual_Super Admin	Final Version

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1. Intended Audience and Rights (ઉદ્દેશ્ય પ્રેક્ષકો અને અધિકારો)



This document is intended for GOG Administrative Officers at the State level who have been assigned the role of CCA/Admin by the Govt. For example, this document details how to create a Department, HOD, or Office and on board users through CCA/Admin.

(આ દસ્તાવેજ રાજ્ય સ્તરે GOG વહીવટી અધિકારીઓ માટે બનાવાયેલ છે જેમને સરકાર દ્વારા CCA/Admin ની ભૂમિકા સોંપવામાં આવી છે. ઉદાહરણ તરીકે, આ દસ્તાવેજ CCA/Admin દ્વારા ડિપાર્ટમેન્ટ, HOD, અથવા Office અને યુઝરને ઓનબોર્ડ કેવી રીતે કરવો તેની વિગતો આ દસ્તાવેજમાં આપી છે.)

2. Admin Login Page and Dashboard (એડમીનનું લોગિનપેજ અને ડેશબોર્ડ)

URL :- <https://karmyogi.gujarat.gov.in>

1) Login Page(લોગીનપેજ):

There Options available to login in Karmyogi Portal.

1. Using Mobile No:

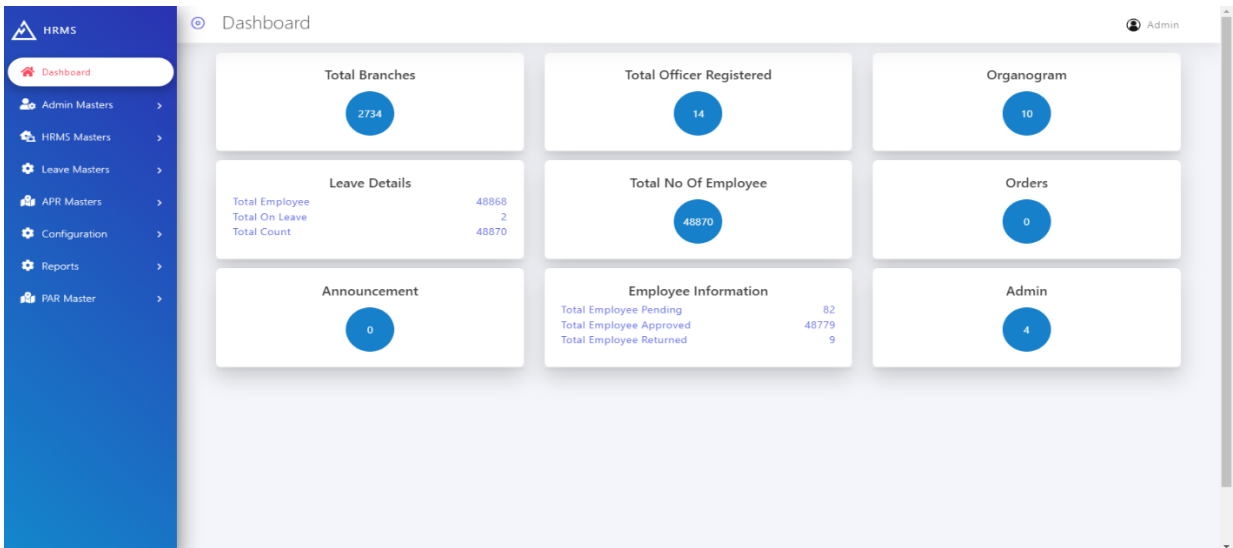
- Enter Mobile No (મોબાઈલ નંબર દાખલ કરો)
- Enter password (પાસવર્ડ દાખલ કરો)
- Enter Captcha (કેપ્ચા દાખલ કરો)
- Enter TOTP (ટીઓટીપી દાખલ કરો)
- Click on Login (Login પર ક્લિક કરો)
- User will Logged in by clicking on Login (વપરાશકર્તા લોગિન બટન પર ક્લિક કરીને લોગ ઇન કરશે.)



2) Dashboard(મુખપૃષ્ઠ):

After login in Karmyogi home page will open as below.

(કર્મચોગી માં લોગિન થઈ ગયા પછી નીચે મુજબ હોમપેજ ખુલશે)



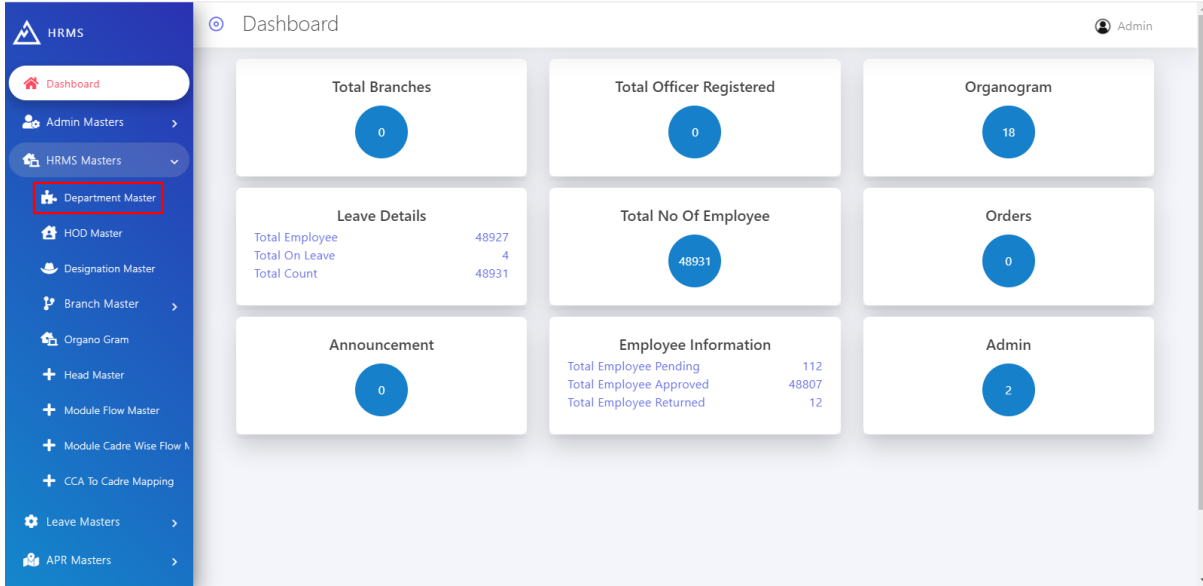
- Now next we will see how to create a department, its HOD, and its office and how to create Position in that office.
- (હવે આગળ આપણે ડિપાર્ટમેન્ટ, તેની HOD, અને તેની ઓફિસ કઈ રીતે બનાવવી અને તે ઓફિસ માં સ્થિતિ કઈ રીતે બનાવવી તે જોઈશું.)

3. How to Create a Department? (ડીપાર્ટમેન્ટ કઈ રીતે બનાવવો)?

First of all, as shown in the photo below, in the left panel go to HRMS Master then

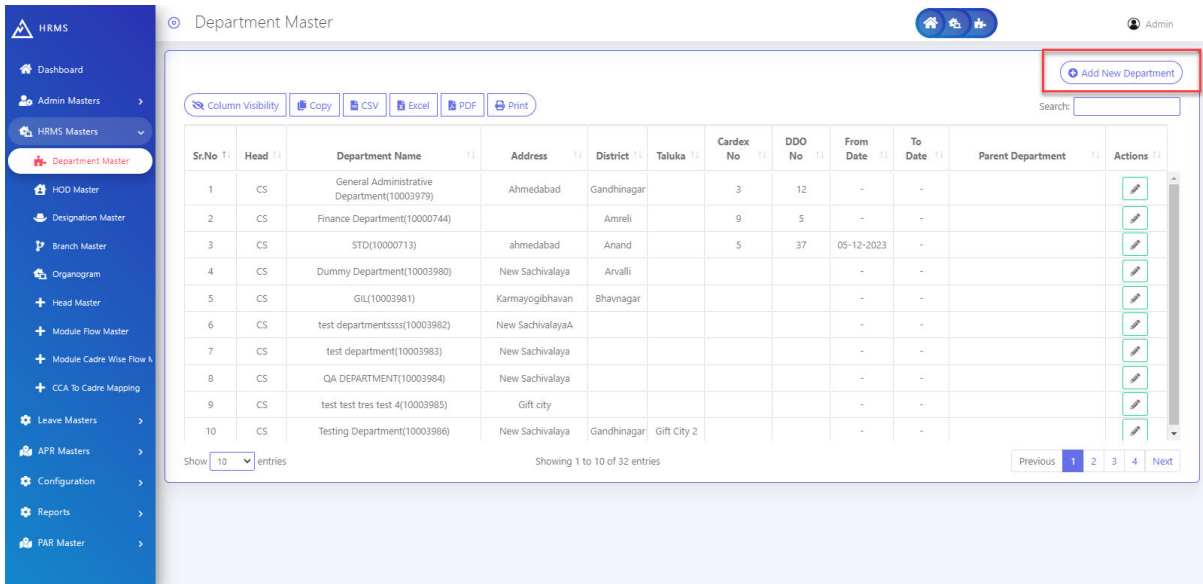
department master.

(સૌ પ્રથમ નીચેના ફોટામાં બતાવ્યા મુજબ ડાબી બાજુની પેનલમાં HRMS Master પર જાઓ, ત્યારબાદ Department Master પર જાઓ.)



The screenshot shows the HRMS Dashboard. The left sidebar menu has 'Department Master' highlighted. The main dashboard area contains several widgets: Total Branches (0), Total Officer Registered (0), Organogram (18), Leave Details (Total Employee: 48927, Total On Leave: 4, Total Count: 48931), Total No Of Employee (48931), Orders (0), Announcement (0), Employee Information (Total Employee Pending: 112, Total Employee Approved: 48807, Total Employee Returned: 12), and Admin (2).

Now click on Add New Department button as shown in below photo.
(હવે નીચેના ફોટામાં બતાવ્યા પ્રમાણે નવા Add New Department બટન પર ક્લિક કરો)

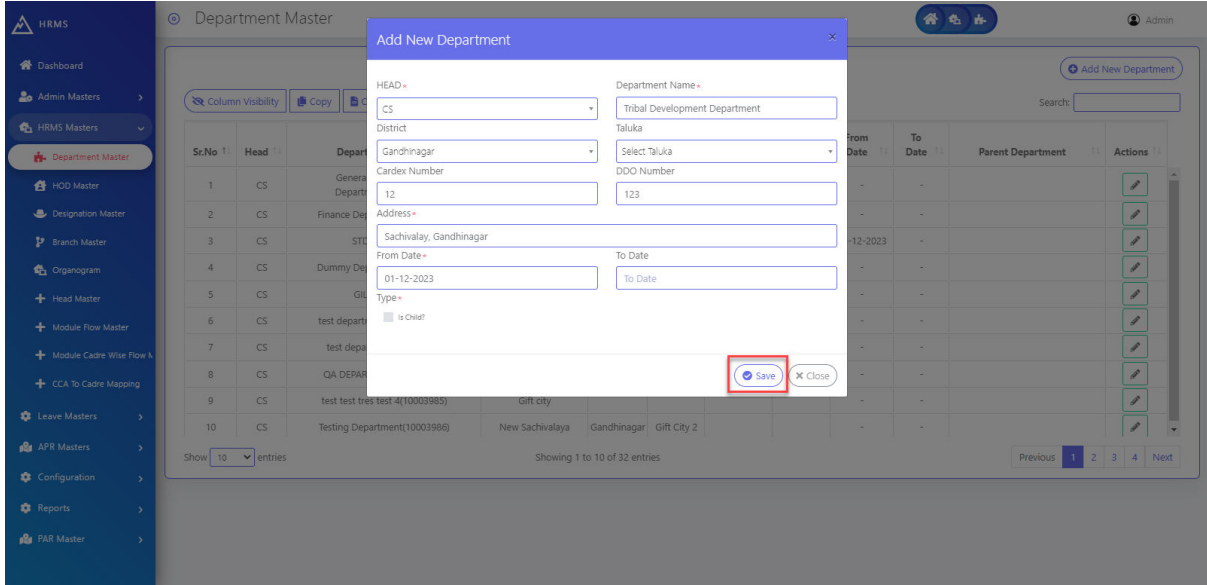


The screenshot shows the Department Master list. The 'Add New Department' button is highlighted in the top right corner. Below is a table of departments:

Sr.No	Head	Department Name	Address	District	Taluka	Cardex No	DDO No	From Date	To Date	Parent Department	Actions
1	CS	General Administrative Department(10003979)	Ahmedabad	Gandhinagar		3	12	-	-		[Edit]
2	CS	Finance Department(10000744)		Amreli		9	5	-	-		[Edit]
3	CS	STD(10000713)	ahmedabad	Anand		5	37	05-12-2023	-		[Edit]
4	CS	Dummy Department(10003980)	New Sachivalaya	Arvalli				-	-		[Edit]
5	CS	GIL(10003981)	Karmayogibhavan	Bhavnagar				-	-		[Edit]
6	CS	test departmentssss(10003982)	New SachivalayaA					-	-		[Edit]
7	CS	test department(10003983)	New Sachivalaya					-	-		[Edit]
8	CS	QA DEPARTMENT(10003984)	New Sachivalaya					-	-		[Edit]
9	CS	test test tres test 4(10003985)	Gift city					-	-		[Edit]
10	CS	Testing Department(10003986)	New Sachivalaya	Gandhinagar	Gift City 2			-	-		[Edit]

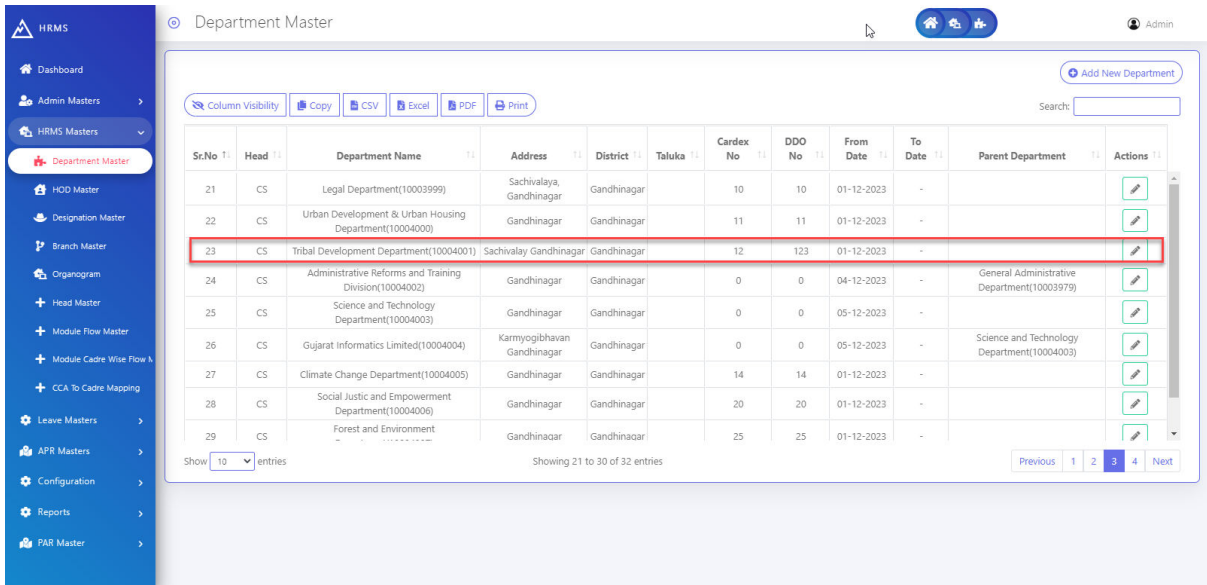
Then a popup will open as shown below, enter the details of the department and click on save button.

(ત્યારબાદ નીચે બતાવ્યા મુજબ એક પોપઅપ ખુલશે તેમાં ડીપાર્ટમેન્ટ ની વિગત દાખલ કરી સેવ બટન પર ક્લિક કરવું)



The department was successfully added as shown below.

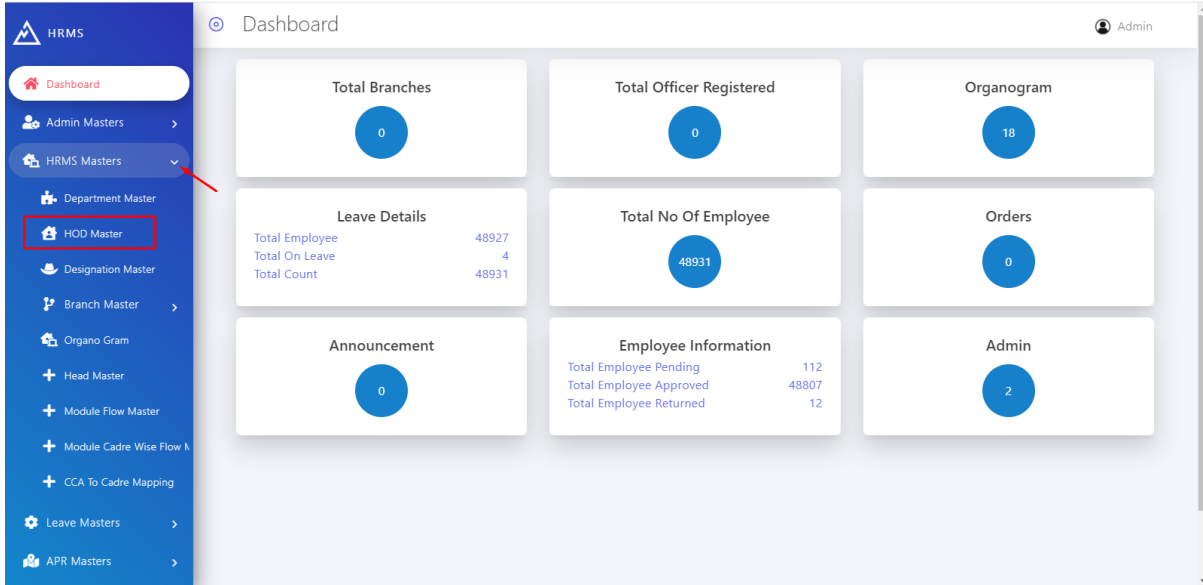
(નીચે બતાવ્યા પ્રમાણે ડીપાર્ટમેન્ટ સફળતા પૂર્વક ઉમેરાઈ ગયું.)



4. How to add HOD in Department? (ડીપાર્ટમેન્ટની HOD કઈ રીતે ઉમેરવી)?

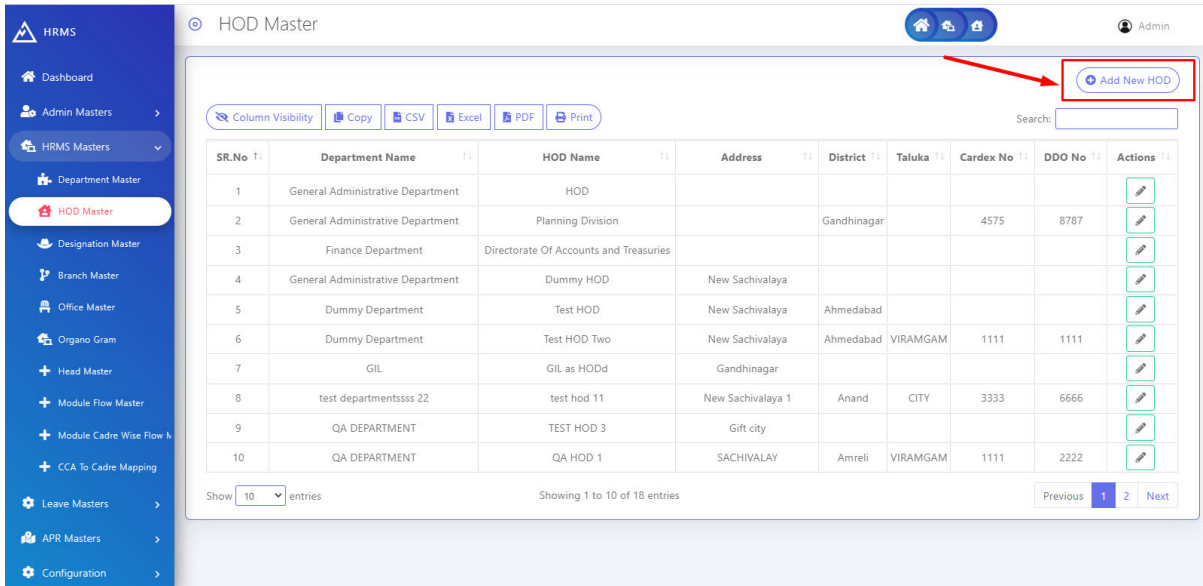
First of all, as shown in the photo below, in the left panel go to HRMS Master then HOD Master.

(સૌ પ્રથમ નીચેના ફોટામાં બતાવ્યા મુજબ ડાબી બાજુની પેનલમાં HRMS Master પર જાઓ, ત્યારબાદ HOD Master પર જાઓ.)



The screenshot shows the HRMS Dashboard. On the left is a navigation menu with 'HRMS Masters' expanded to show 'HOD Master' highlighted with a red box. The main dashboard area contains several widgets: Total Branches (0), Total Officer Registered (0), Organogram (18), Leave Details (Total Employee: 48927, Total On Leave: 4, Total Count: 48931), Total No Of Employee (48931), Orders (0), Announcement (0), Employee Information (Total Employee Pending: 112, Total Employee Approved: 48807, Total Employee Returned: 12), and Admin (2).

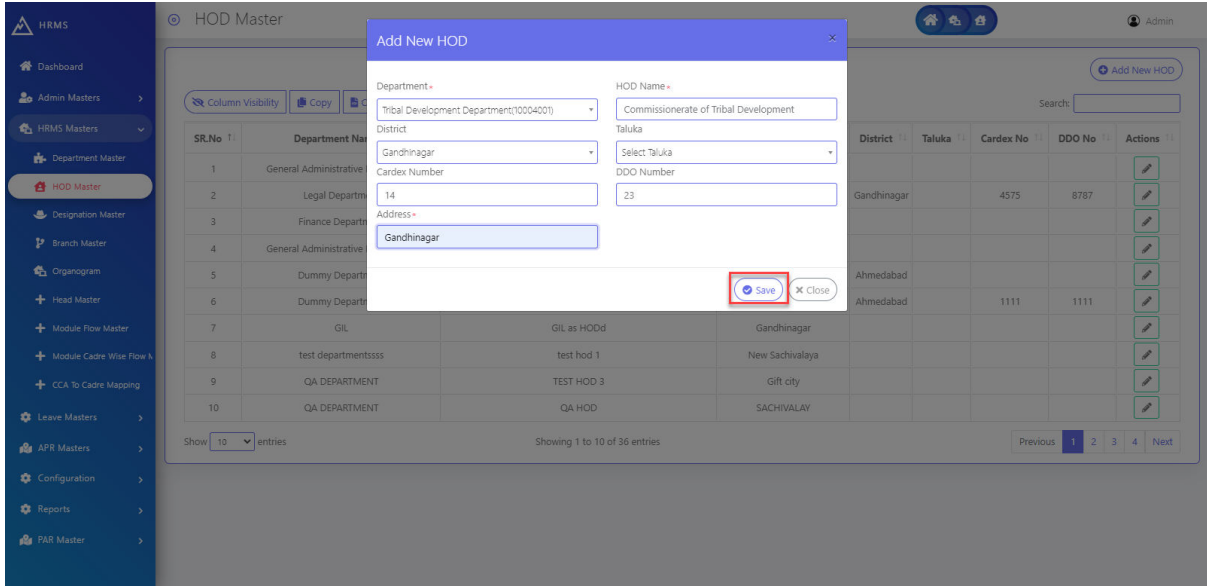
Now click on Add New HOD button as shown in below photo.
(હવે નીચેના ફોટામાં બતાવ્યા પ્રમાણે નવા Add New HOD બટન પર ક્લિક કરો)



The screenshot shows the HRMS HOD Master page. A table lists HOD entries with columns for SR.No, Department Name, HOD Name, Address, District, Taluka, Cardex No, DDO No, and Actions. The 'Add New HOD' button is highlighted with a red box and an arrow. Below the table, there are pagination controls showing 'Showing 1 to 10 of 18 entries'.

SR.No	Department Name	HOD Name	Address	District	Taluka	Cardex No	DDO No	Actions
1	General Administrative Department	HOD						
2	General Administrative Department	Planning Division		Gandhinagar		4575	8787	
3	Finance Department	Directorate Of Accounts and Treasuries						
4	General Administrative Department	Dummy HOD	New Sachivalaya					
5	Dummy Department	Test HOD	New Sachivalaya	Ahmedabad				
6	Dummy Department	Test HOD Two	New Sachivalaya	Ahmedabad	VIRAMGAM	1111	1111	
7	GIL	GIL as HODd	Gandhinagar					
8	test departmentssss 22	test hod 11	New Sachivalaya 1	Anand	CITY	3333	6666	
9	QA DEPARTMENT	TEST HOD 3	Gift city					
10	QA DEPARTMENT	QA HOD 1	SACHIVALAY	Amreli	VIRAMGAM	1111	2222	

After that, a popup will open as shown below, select the department where you want to add the HOD and then enter the HOD details, and click on the save button.
(ન્યારબાદ નીચે બતાવ્યા મુજબ એક પોપઅપ ખુલશે તેમાં ડીપાર્ટમેન્ટ ની વિગત દાખલ કરી સેવ બટન પર ક્લિક કરવું)



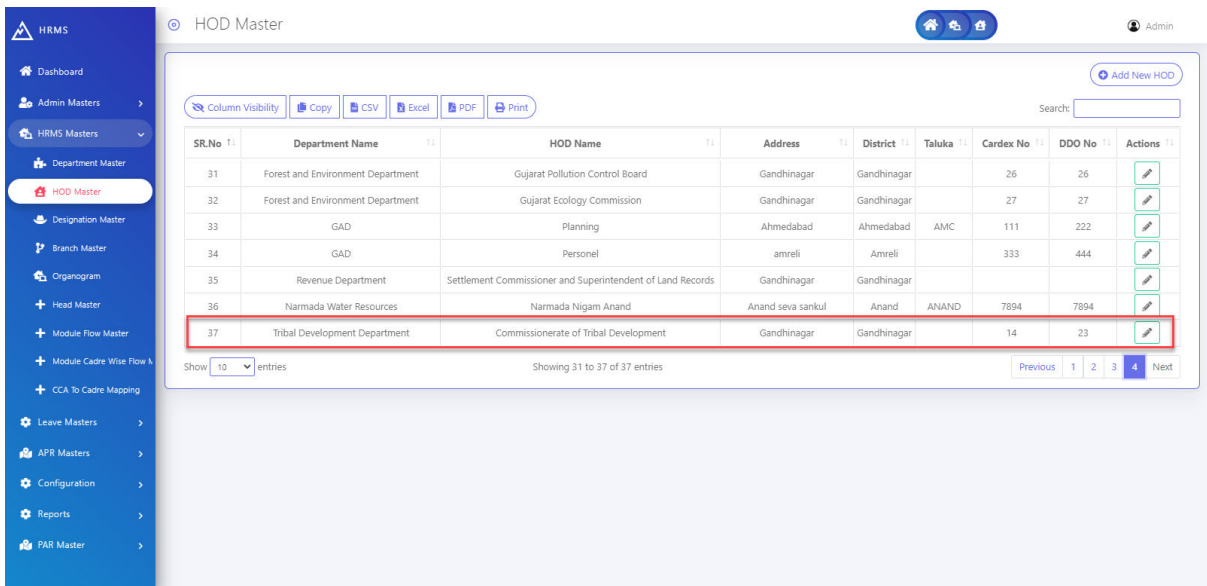
The screenshot shows the 'HOD Master' form in the HRMS system. A modal window titled 'Add New HOD' is open, allowing the user to enter details for a new HOD. The form fields are as follows:

Field	Value
Department	Tribal Development Department(10004001)
HOD Name	Commissionerate of Tribal Development
District	Gandhinagar
Taluka	Select Taluka
Cardex Number	14
DDO Number	23
Address	Gandhinagar

The 'Save' button is highlighted with a red box. The background shows a table of existing HODs with columns for SR.No, Department Name, HOD Name, Address, District, Taluka, Cardex No, DDO No, and Actions.

✚ The Department HOD was successfully added as shown below.

(નીચે બતાવ્યા પ્રમાણે ડીપાર્ટમેન્ટની HOD સફળતા પૂર્વક ઉમેરાઈ ગઈ.)



The screenshot shows the 'HOD Master' table in the HRMS system. The table contains the following data:

SR.No	Department Name	HOD Name	Address	District	Taluka	Cardex No	DDO No	Actions
31	Forest and Environment Department	Gujarat Pollution Control Board	Gandhinagar	Gandhinagar		26	26	[Edit]
32	Forest and Environment Department	Gujarat Ecology Commission	Gandhinagar	Gandhinagar		27	27	[Edit]
33	GAD	Planning	Ahmedabad	Ahmedabad	AMC	111	222	[Edit]
34	GAD	Personel	amreli	Amreli		333	444	[Edit]
35	Revenue Department	Settlement Commissioner and Superintendent of Land Records	Gandhinagar	Gandhinagar				[Edit]
36	Narmada Water Resources	Narmada Nigam Anand	Anand seva sankul	Anand	ANAND	7894	7894	[Edit]
37	Tribal Development Department	Commissionerate of Tribal Development	Gandhinagar	Gandhinagar		14	23	[Edit]

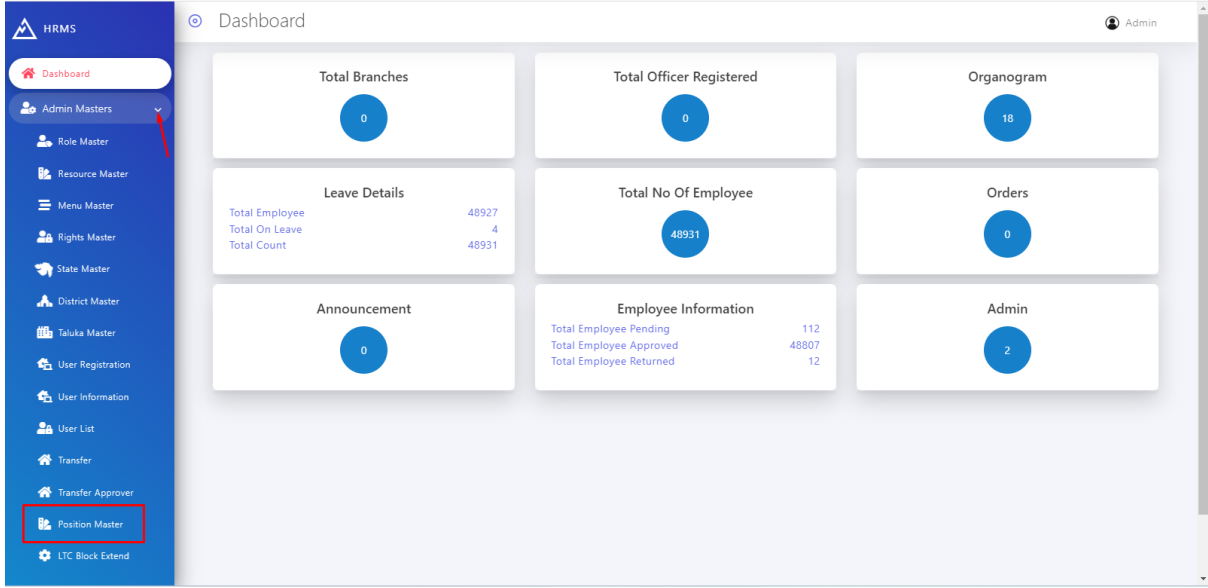
The row for SR.No 37 is highlighted with a red box, indicating the newly added HOD.

✚ હવે આગળ તે HOD માં નવી Position કઈ રીતે ઊભી કરવી તે જોઈશું.

5. How to Create Position in HOD? (એચ ઓ ડી માં સ્થિતિ કઈ રીતે બનાવવી?)

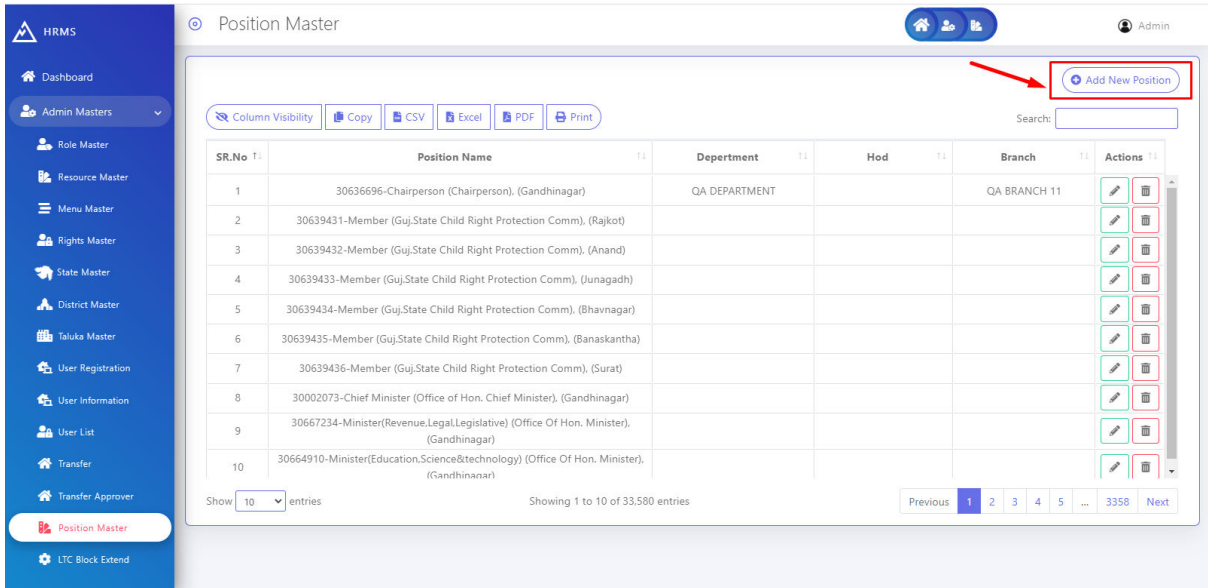
✚ First of all, as shown in the photo below, in the left panel go to Admin Masters Then Position Master.

(સૌ પ્રથમ, નીચેના ફોટામાં બતાવ્યા પ્રમાણે, ડાબી પેનલમાં એડમિન માસ્ટર્સ પછી પોઝિશન માસ્ટર પર જાઓ.)



The screenshot shows the HRMS Dashboard. The sidebar menu on the left includes: Dashboard, Admin Masters, Role Master, Resource Master, Menu Master, Rights Master, State Master, District Master, Taluka Master, User Registration, User Information, User List, Transfer, Transfer Approver, **Position Master**, and LTC Block Extend. The main dashboard area displays several cards: Total Branches (0), Total Officer Registered (0), Organogram (18), Leave Details (Total Employee: 48927, Total On Leave: 4, Total Count: 48931), Total No Of Employee (48931), Orders (0), Announcement (0), Employee Information (Total Employee Pending: 112, Total Employee Approved: 48807, Total Employee Returned: 12), and Admin (2).

Now click on Add New Position button as shown in below photo.
(હવે નીચેના ફોટામાં બતાવ્યા પ્રમાણે નવા Add New Position બટન પર ક્લિક કરો.)

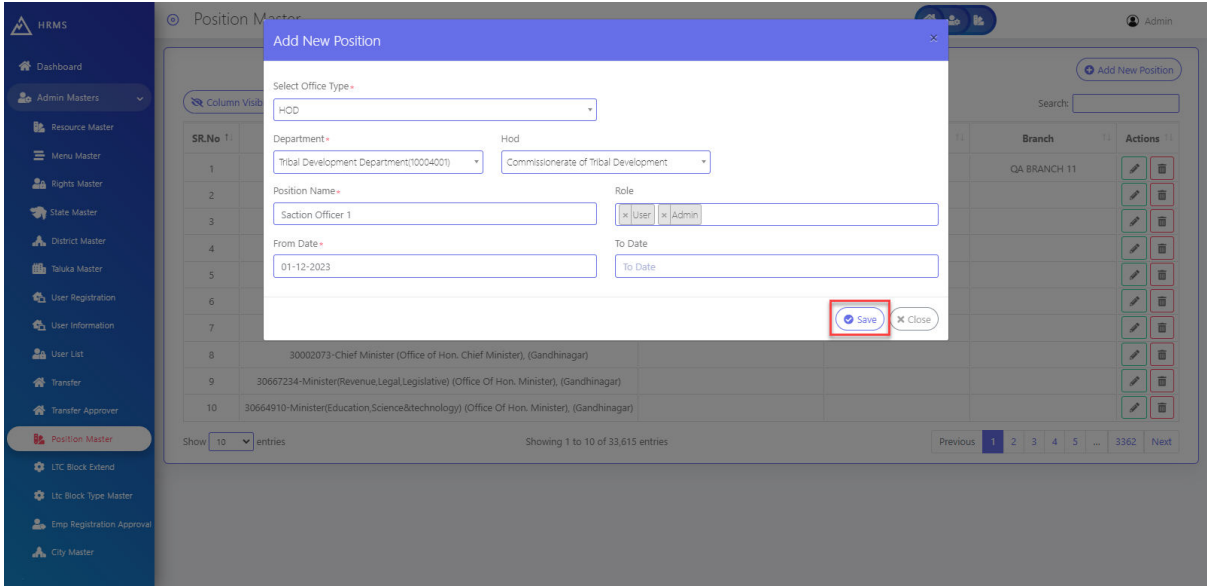


The screenshot shows the HRMS Position Master page. The sidebar menu is the same as in the previous screenshot, with 'Position Master' highlighted. The main area displays a table with the following columns: SR.No, Position Name, Department, Hod, Branch, and Actions. The table contains 10 rows of data. An 'Add New Position' button is highlighted in the top right corner of the main area. Below the table, there is a search bar and a pagination control showing 'Showing 1 to 10 of 33,580 entries'.

SR.No	Position Name	Department	Hod	Branch	Actions
1	30636696-Chairperson (Chairperson), (Gandhinagar)	QA DEPARTMENT		QA BRANCH 11	
2	30639431-Member (Guj.State Child Right Protection Comm), (Rajkot)				
3	30639432-Member (Guj.State Child Right Protection Comm), (Anand)				
4	30639433-Member (Guj.State Child Right Protection Comm), (Junagadh)				
5	30639434-Member (Guj.State Child Right Protection Comm), (Bhavnagar)				
6	30639435-Member (Guj.State Child Right Protection Comm), (Banaskantha)				
7	30639436-Member (Guj.State Child Right Protection Comm), (Surat)				
8	30002073-Chief Minister (Office of Hon. Chief Minister), (Gandhinagar)				
9	30667234-Minister(Revenue,Legal,Legislative) (Office Of Hon. Minister), (Gandhinagar)				
10	30664910-Minister(Education,Science&Technology) (Office Of Hon. Minister), (Gandhinagar)				

After that, a popup will open as shown below, in its select the department and HOD that you have created and enter the name of the new Position and its role then click on save button.

(તે પછી, નીચે બતાવ્યા પ્રમાણે એક પોપઅપ ખુલશે, તેમાં વિભાગ અને HOD પસંદ કરો કે જે તમે ઉભી કરી છે અને નવી પ્રાપ્તિનું નામ અને તેનો રોલ દાખલ કરો પછી સેવ બટન પર ક્લિક કરો.)



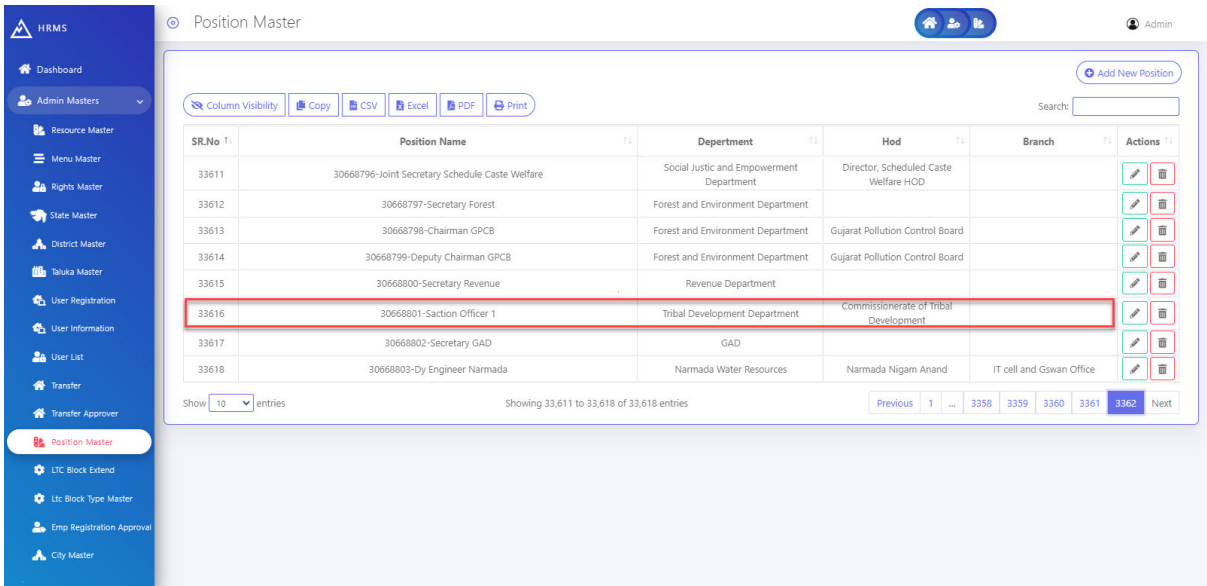
The screenshot shows the 'Add New Position' dialog box in the HRMS system. The dialog box is open over the 'Position Master' table. The fields are filled as follows:

- Select Office Type: HOD
- Department: Tribal Development Department(10004001)
- Hod: Commissionerate of Tribal Development
- Position Name: Saction Officer 1
- Role: User, Admin
- From Date: 01-12-2023
- To Date: To Date

The 'Save' button is highlighted with a red box. The background table shows the following data:

SR.No	Position Name	Department	Hod	Branch	Actions
1					
2					
3					
4					
5					
6					
7					
8	30002073-Chief Minister (Office of Hon. Chief Minister), (Gandhinagar)				
9	30667234-Minister(Revenue,Legal,Legislative) (Office Of Hon. Minister), (Gandhinagar)				
10	30664910-Minister(Education,Science&technology) (Office Of Hon. Minister), (Gandhinagar)				

✚ The Position was successfully added as shown below.
(નીચે બતાવ્યા પ્રમાણે HOD સફળતા પૂર્વક ઉમેરાઈ ગઈ.)



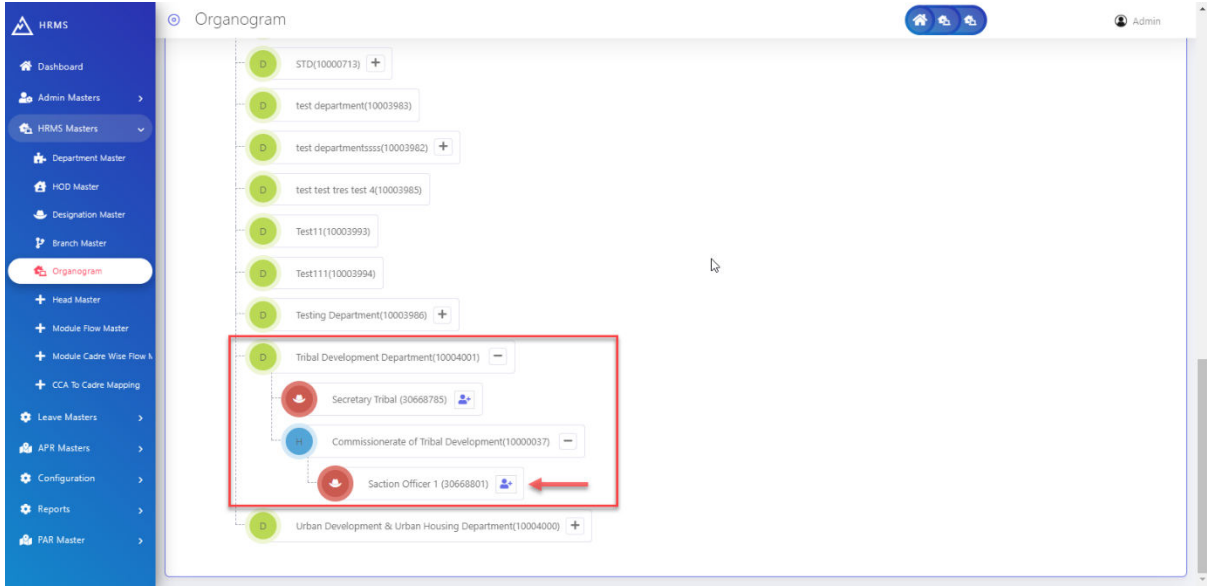
The screenshot shows the 'Position Master' table in the HRMS system. The table is filtered to show positions with SR.No 1. The newly added position is highlighted with a red box.

SR.No	Position Name	Department	Hod	Branch	Actions
33611	30668796-Joint Secretary Schedule Caste Welfare	Social Justic and Empowerment Department	Director, Scheduled Caste Welfare		
33612	30668797-Secretary Forest	Forest and Environment Department			
33613	30668798-Chairman GPCB	Forest and Environment Department	Gujarat Pollution Control Board		
33614	30668799-Deputy Chairman GPCB	Forest and Environment Department	Gujarat Pollution Control Board		
33615	30668800-Secretary Revenue	Revenue Department			
33616	30668801-Saction Officer 1	Tribal Development Department	Commissionerate of Tribal Development		
33617	30668802-Secretary GAD	GAD			
33618	30668803-Dy Engineer Narmada	Narmada Water Resources	Narmada Nigam Anand	IT cell and Gswan Office	

✚ Organo Gran Chart:

HRMS Masters > Organo Gram

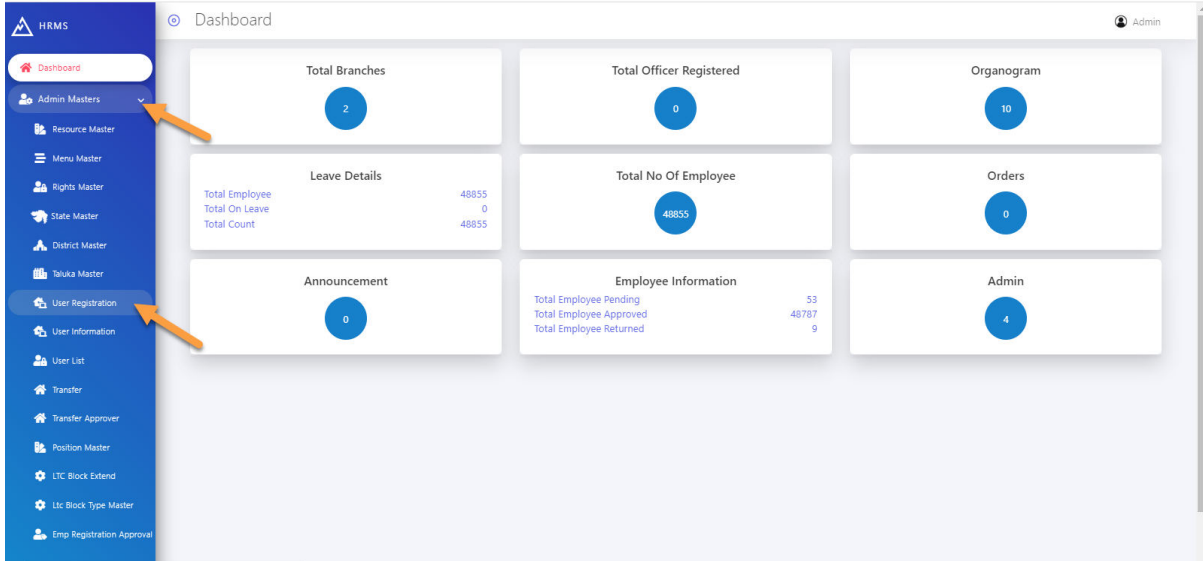
✚ આપણે જે ડિપાર્ટમેન્ટની એચ ઓ ડી ની ઓફિસમાં પોઝિશન બનાવી તે Organo Gram માં નીચે મુજબ જોવા મળે છે.



- ✚ Now next we will create a user on that position, for that we will register a new user.
(હવે આગળ તે પોઝિશન પર આપણે એક યુઝરને ઊભો કરીશું, તેના માટે આપણે એક નવા યુઝરનું રજીસ્ટ્રેશન કરીશું.)

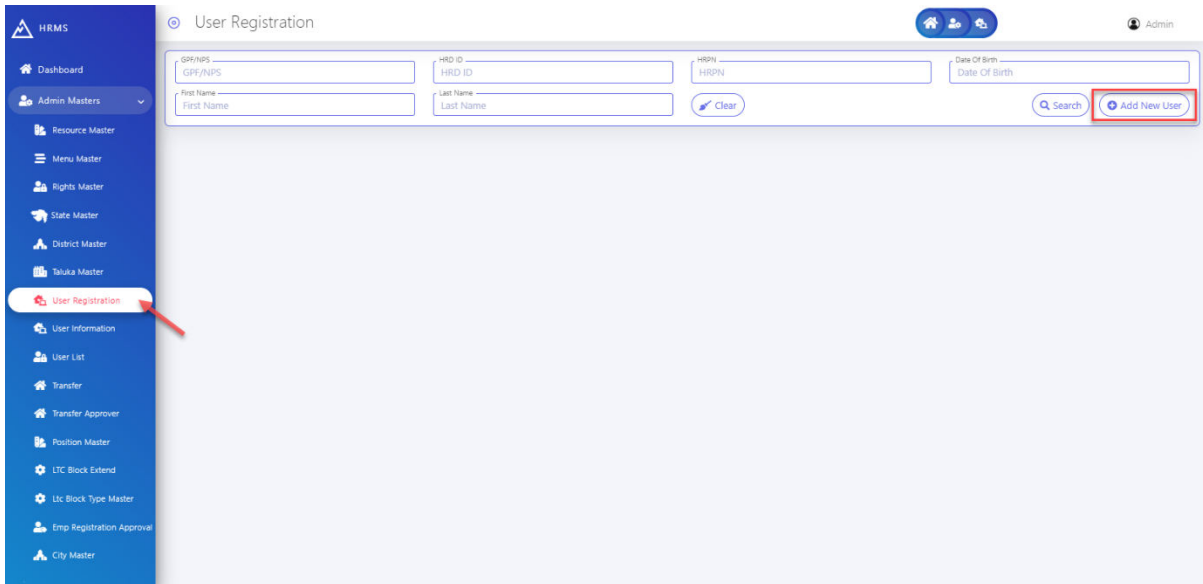
6. User Onboard Step

- ✚ Navigate to “**Admin Master**” and Click **User Registration** from the Admin Dashboard.
(નીચે ફોટોમાં બતાવ્યા પ્રમાણે એડમીન માસ્ટરના એરો પર ક્લિક કરો ત્યારબાદ યુઝર રજીસ્ટ્રેશન પર ક્લિક કરો.)



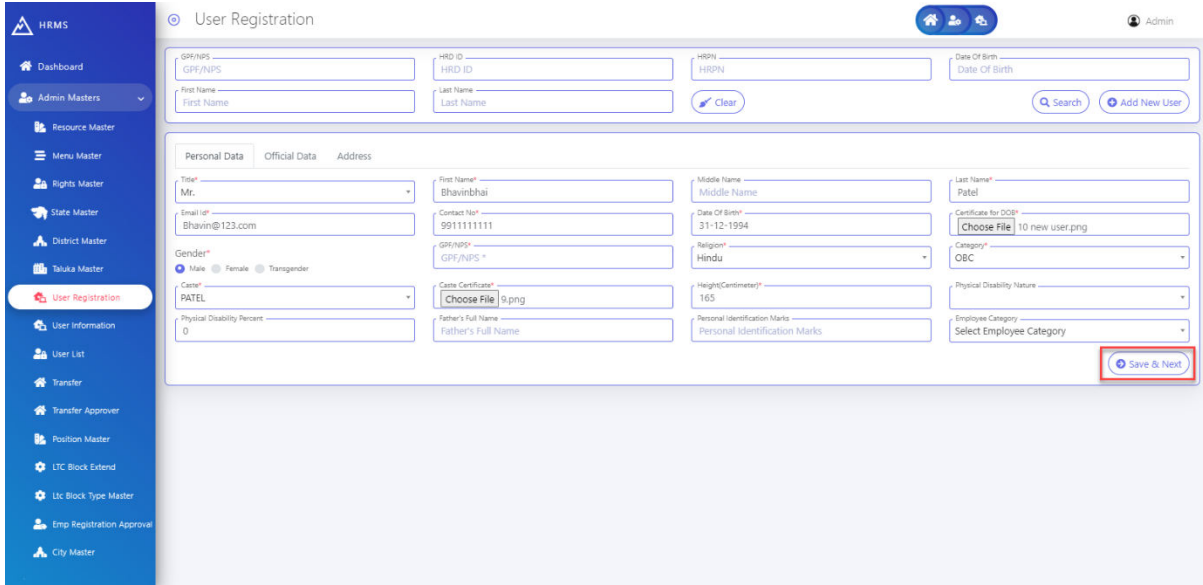
The screenshot shows the HRMS Dashboard with a sidebar menu on the left. The sidebar menu includes options like Dashboard, Admin Masters, Resource Master, Menu Master, Rights Master, State Master, District Master, Taluka Master, User Registration, User Information, User List, Transfer, Transfer Approver, Position Master, LTC Block Extend, Ltc Block Type Master, and Emp Registration Approval. The main dashboard area displays several key metrics: Total Branches (2), Total Officer Registered (0), Organogram (10), Leave Details (Total Employee: 48855, Total On Leave: 0, Total Count: 48855), Total No Of Employee (48855), Orders (0), Announcements (0), Employee Information (Total Employee Pending: 53, Total Employee Approved: 48787, Total Employee Returned: 9), and Admin (4). Two orange arrows point to the 'User Registration' option in the sidebar menu.

Click on **Add New User** and then below tab will open to fill his all details. (યુઝર રજીસ્ટ્રેશન નું પેજ ખૂલ્યા બાદ એડ ન્યુ યુઝર પર ક્લિક કરી, યુઝર ની જરૂરી માહિતી દાખલ કરો)



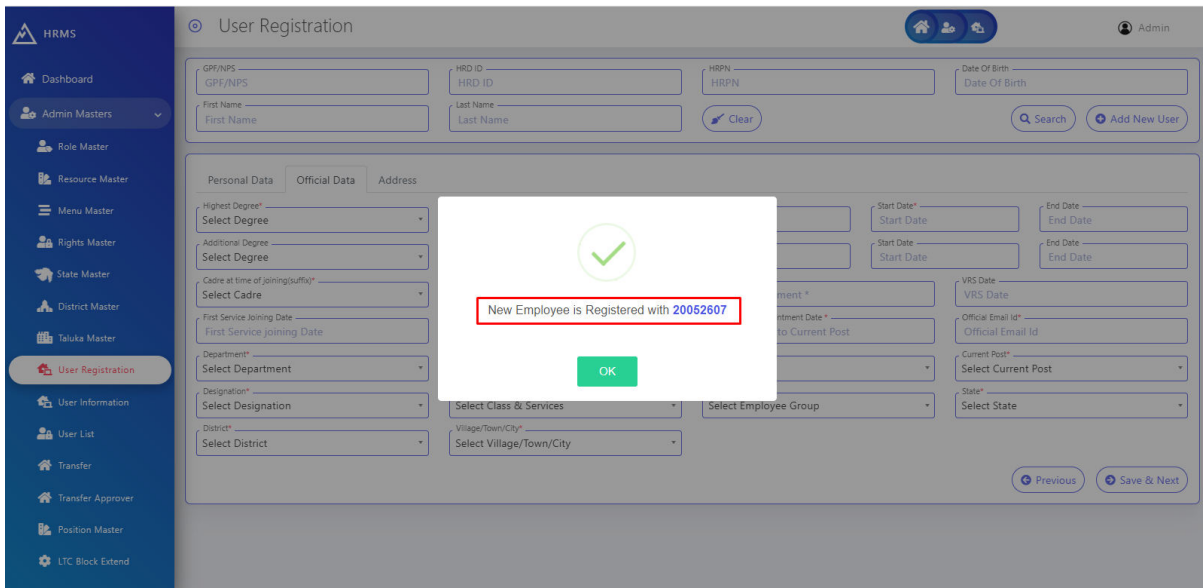
The screenshot shows the User Registration form in the HRMS system. The sidebar menu is visible on the left, with 'User Registration' highlighted. The form contains several input fields: GPF/NPS, HRD ID, HRPN, Date Of Birth, First Name, and Last Name. There are also 'Clear' and 'Add New User' buttons. A red arrow points to the 'Add New User' button.

Enter the **New User Personal information** and click save and next button then new user id will be generated. (યુઝરની પર્સનલ માહિતી દાખલ કરો અને સેવ એન્ડ નેક્સ્ટ બટન પર ક્લિક કરો ત્યારબાદ નવા યુઝરની આઈડી તૈયાર થશે)



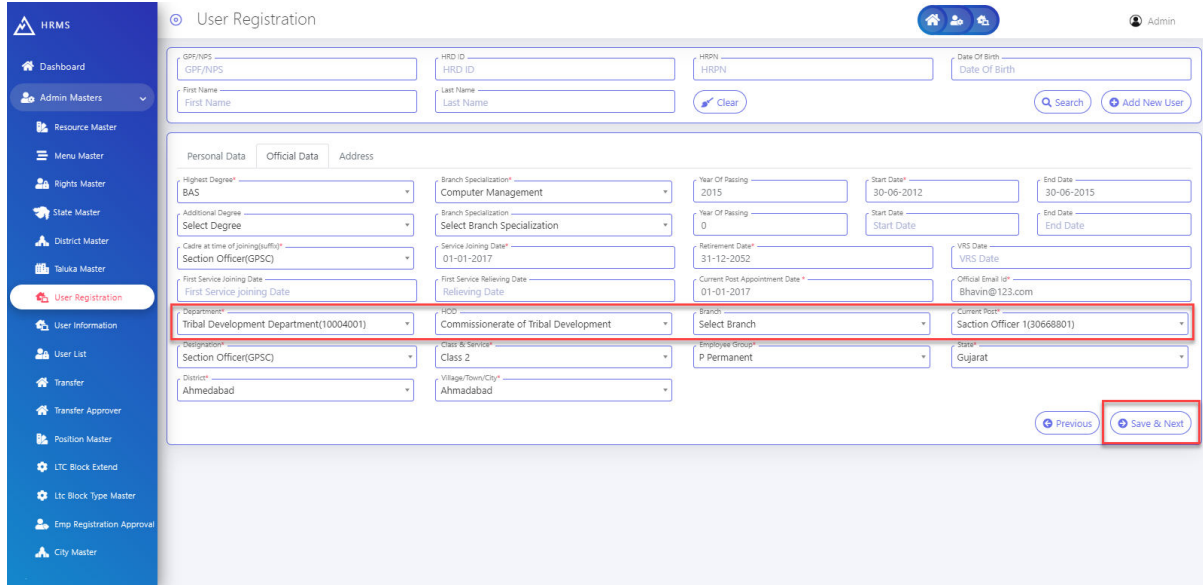
The screenshot shows the 'User Registration' form in the HRMS system. The form is divided into several sections: Personal Data, Official Data, and Address. The Personal Data section includes fields for Title (Mr.), First Name (Bhavinbhai), Middle Name, Last Name (Patel), Email ID (Bhavin@123.com), Contact No (9911111111), Date of Birth (31-12-1994), Gender (Male), Caste (PATEL), and Physical Disability Percent (0). The Official Data section includes fields for HRD ID, HRPN, GPF/NPS, and Caste Certificate (Choose File). The Address section includes fields for Father's Full Name and Personal Identification Marks. A 'Save & Next' button is highlighted with a red box at the bottom right of the form.

✚ A new user ID has been generated. (નવું યુઝર આઈડી જનરેટ થઈ ગયું.)



The screenshot shows the 'User Registration' form in the HRMS system, now with a success message overlay. The message reads: 'New Employee is Registered with 20052607'. The form is now dimmed, and the 'OK' button is visible. The form fields are the same as in the previous screenshot, but the 'Save & Next' button is no longer highlighted.

✚ Enter the **New User Official Data** and then click save and next button. Now, while Enter the official information, special care should be taken to select the position of the HOD of the department to which the user wants to map the position of the department. (ત્યારબાદ યુઝરની ઓફિસિયલ માહિતી દાખલ કરી સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો, હવે ઓફિસિયલ માહિતી ભરતી વખતે ખાસ ધ્યાન રાખવું કે યુઝરને જે ડિપાર્ટમેન્ટની એચ ઓ ડી ની પોઝિશન પર મેપ કરવાનો છે તે ડિપાર્ટમેન્ટની એચ ઓ ડી ની પોઝિશન સિલેક્ટ કરવી)



HRMS | User Registration | Admin

GPF/NPS: GPF/NPS | HRD ID: HRD ID | HRPN: HRPN | Date Of Birth: Date Of Birth

First Name: First Name | Last Name: Last Name | Clear | Search | Add New User

Personal Data | Official Data | Address

Highest Degree*: BAS | Branch Specialization*: Computer Management | Year Of Passing: 2015 | Start Date: 30-06-2012 | End Date: 30-06-2015

Additional Degree: Select Degree | Branch Specialization: Select Branch Specialization | Year Of Passing: 0 | Start Date: Start Date | End Date: End Date

Cadre at time of joining (if any)*: Section Officer(GPSC) | Service Joining Date: 01-01-2017 | Retirement Date*: 31-12-2052 | VRS Date: VRS Date

First Service Joining Date: First Service Joining Date | First Service Relieving Date: First Service Relieving Date | Current Post Appointment Date*: 01-01-2017 | Official Email ID*: Bhavin@123.com

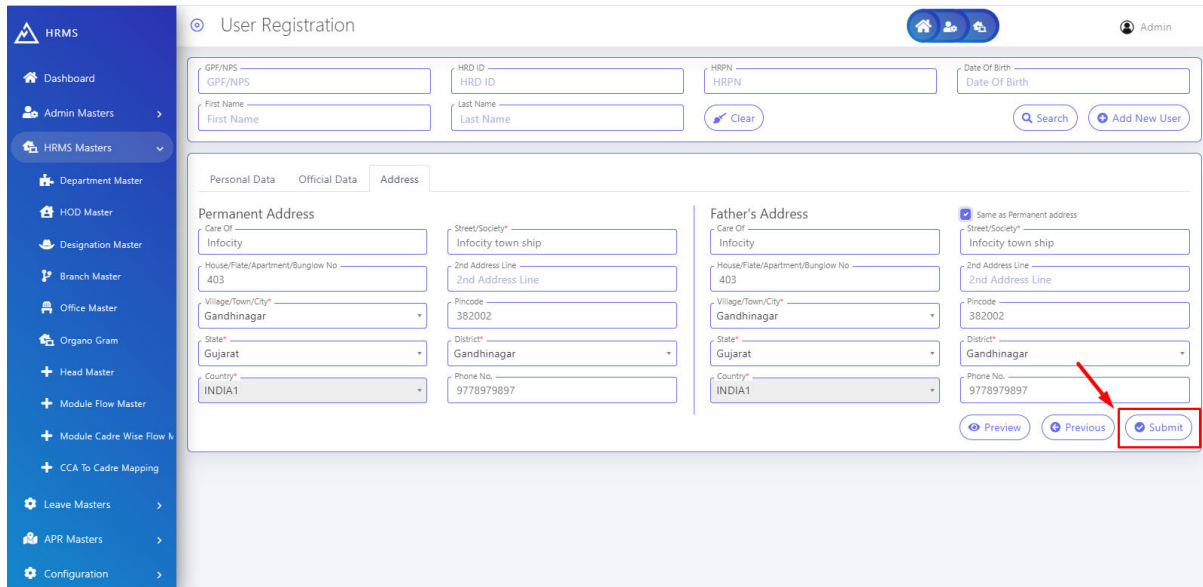
Department*: Tribal Development Department(10004001) | HOD: Commissionerate of Tribal Development | Branch: Select Branch | Current Post: Saction Officer 1(30668801)

Designation*: Section Officer(GPSC) | Class & Service*: Class 2 | Employee Group*: P Permanent | State*: Gujarat

District*: Ahmedabad | Village/Town/City*: Ahmadabad

Previous | Save & Next

Enter the **New User Permanent Address** and His **Father Address** and click on submit button. (યુઝરનું અને તેના પિતાનું સરનામું દાખલ કરો અને સબમિટ બટન પર ક્લિક કરો)



HRMS | User Registration | Admin

GPF/NPS: GPF/NPS | HRD ID: HRD ID | HRPN: HRPN | Date Of Birth: Date Of Birth

First Name: First Name | Last Name: Last Name | Clear | Search | Add New User

Permanent Address | Official Data | Address

Care Of: Infocity | Street/Society*: Infocity town ship

House/Fate/Apartment/Bungalow No: 403 | 2nd Address Line: 2nd Address Line

Village/Town/City*: Gandhinagar | Pincode: 382002

State*: Gujarat | District*: Gandhinagar

Country*: INDIA1 | Phone No.: 9778979897

Father's Address

Care Of: Infocity | Street/Society*: Infocity town ship

House/Fate/Apartment/Bungalow No: 403 | 2nd Address Line: 2nd Address Line

Village/Town/City*: Gandhinagar | Pincode: 382002

State*: Gujarat | District*: Gandhinagar

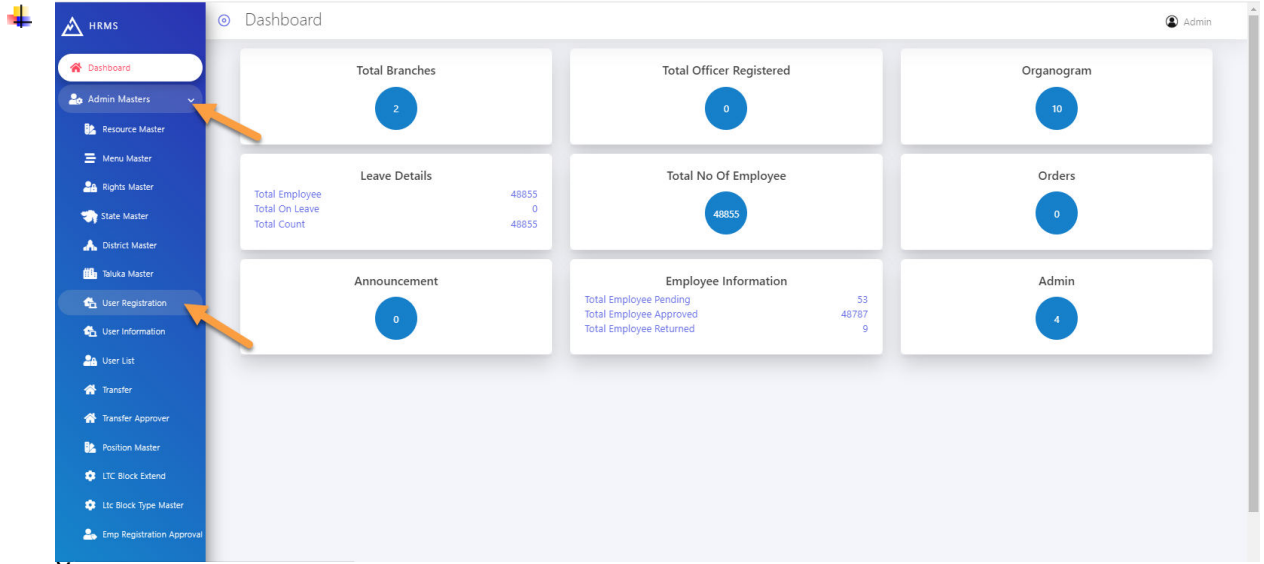
Country*: INDIA1 | Phone No.: 9778979897

Same as Permanent address: Same as Permanent address

Preview | Previous | Submit

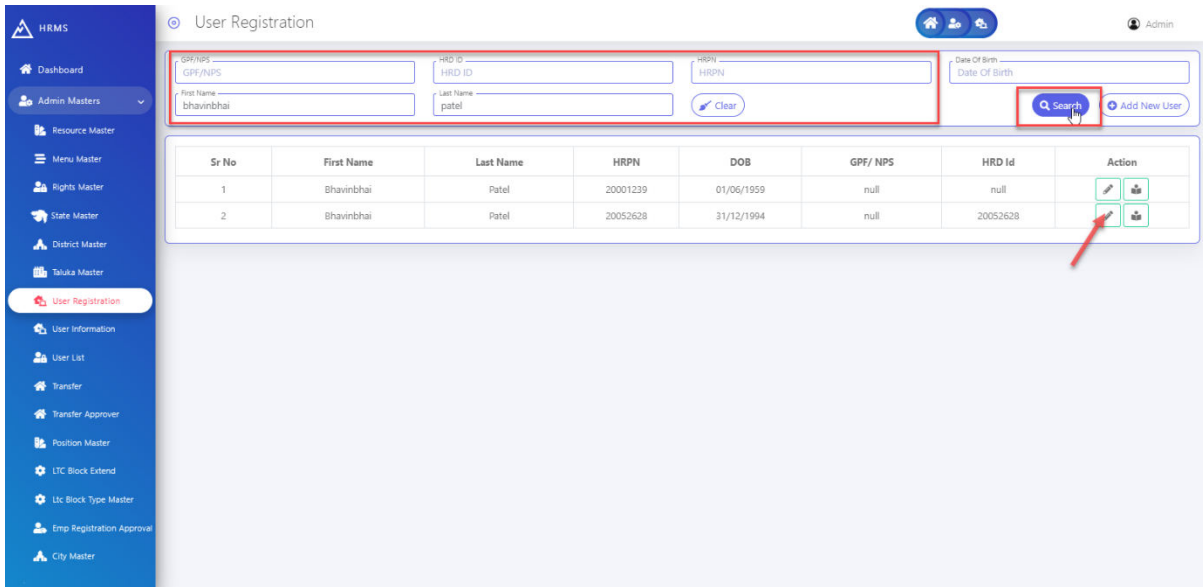
Now the role of the user who has been registered has to be set, he will get the role as a user but also to give him the role of admin then click on the arrow of admin master as shown below image then click on user registration.

(હવે જે યુઝરનું રજિસ્ટ્રેશન થઈ ગયું છે તેનો રોલ સેટ કરવાનો રહેશે, તેને એક યુઝર તરીકેનો રોલ તો મળશે જ પરંતુ તેને એડમીનનો રોલ પણ આપવો છે તો નીચે બતાવ્યા મુજબ એડમીન માસ્ટરના ઓરો પર ક્લિક કરો ત્યારબાદ યુઝર રજિસ્ટ્રેશન પર ક્લિક કરો.)



The screenshot shows the HRMS Dashboard with a sidebar menu on the left. The sidebar menu includes: Dashboard, Admin Masters, Resource Master, Menu Master, Rights Master, State Master, District Master, Taluka Master, User Registration, User Information, User List, Transfer, Transfer Approver, Position Master, LTC Block Extend, Ltc Block Type Master, and Emp Registration Approval. The main dashboard area displays several key metrics: Total Branches (2), Total Officer Registered (0), Organogram (10), Leave Details (Total Employee: 48855, Total On Leave: 0, Total Count: 48855), Total No Of Employee (48855), Orders (0), Announcement (0), Employee Information (Total Employee Pending: 53, Total Employee Approved: 48787, Total Employee Returned: 9), and Admin (4). Two orange arrows point to 'Admin Masters' and 'User Registration' in the sidebar menu.

tails of the user we have registered as shown below then click on edit button.
(ન્યારબાદ નીચે બતાવ્યા મુજબ આપણે જે યુઝરનું રજીસ્ટ્રેશન કર્યું છે તેની કોઈ પણ વિગત નાખી તપાસ કરો પછી એડિટ બટન પર ક્લિક કરો.)

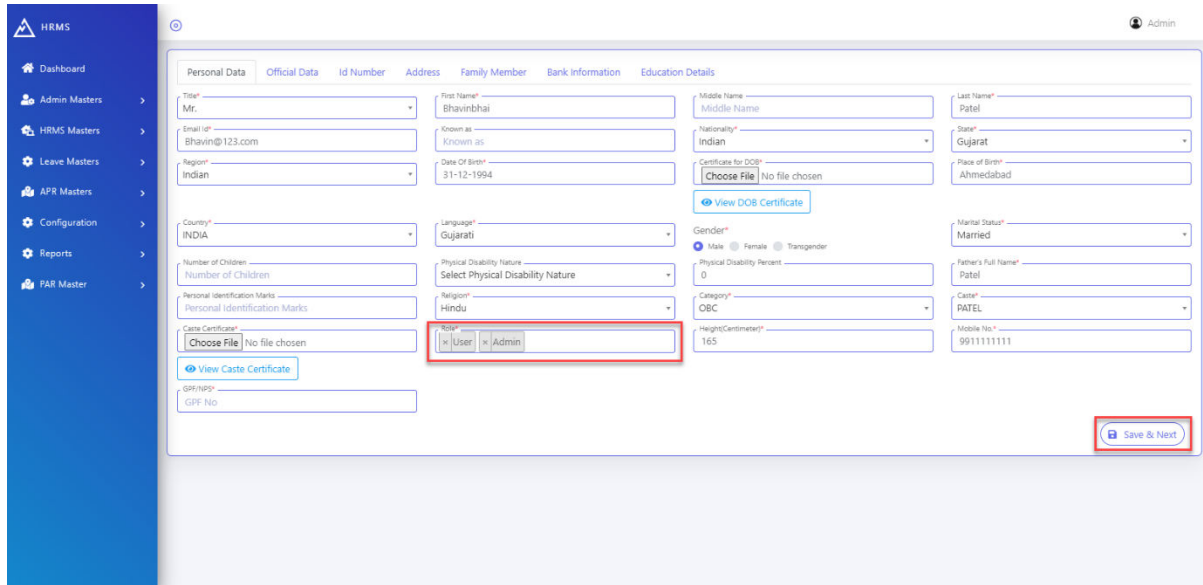


The screenshot shows the 'User Registration' form in the HRMS system. The form includes fields for GPF/NPS, HRD ID, HRPN, Date of Birth, First Name, and Last Name. The 'First Name' field contains 'bhavinbhai' and the 'Last Name' field contains 'patel'. A 'Search' button is highlighted with a red box, and a red arrow points to the 'Action' column in the table below. The table has the following data:

Sr No	First Name	Last Name	HRPN	DOB	GPF/ NPS	HRD Id	Action
1	Bhavinbhai	Patel	20001239	01/06/1939	null	null	[Edit] [Add]
2	Bhavinbhai	Patel	20052628	31/12/1994	null	20052628	[Edit] [Add]

After clicking on the edit button, the following page will open, select the role to be given to this user other than user and enter other necessary details and click on save and next button.

(એડિટ બટન પર ક્લિક કર્યા બાદ નીચે મુજબ પેજ ખુલશે તેમાં રોલની અંદર આ યુઝરને user સિવાય જે રોલ આપવાનો છે તે સિલેક્ટ કરવું અને અન્ય જરૂરી વિગત દાખલ કરી સેવ અને નેક્સ્ટ બટન પર ક્લિક કરવું.)



The screenshot shows the HRMS user registration form. The form is divided into several sections: Personal Data, Official Data, Id Number, Address, Family Member, Bank Information, and Education Details. The Personal Data section includes fields for Title (Mr.), First Name (Bhavinhbai), Middle Name, Last Name (Patel), Email ID (Bhavini@123.com), Known as, Nationality (Indian), State (Gujarat), Region (Indian), Date Of Birth (31-12-1994), Certificate for DOB, Country (INDIA), Language (Gujarati), Gender (Male), Physical Disability Nature, Physical Disability Percent (0), Father's Full Name (Patel), Marital Status (Married), Personal Identification Marks, Religion (Hindu), Category (OBC), Caste Certificate, Caste, Height (Centimeter) (165), and Mobile No. (9911111111). The Department field is highlighted with a red box and contains the text 'User' and 'Admin'. The Save & Next button is also highlighted with a red box.

7. User Mapped in Organo Gram

Organo Gran Chart:

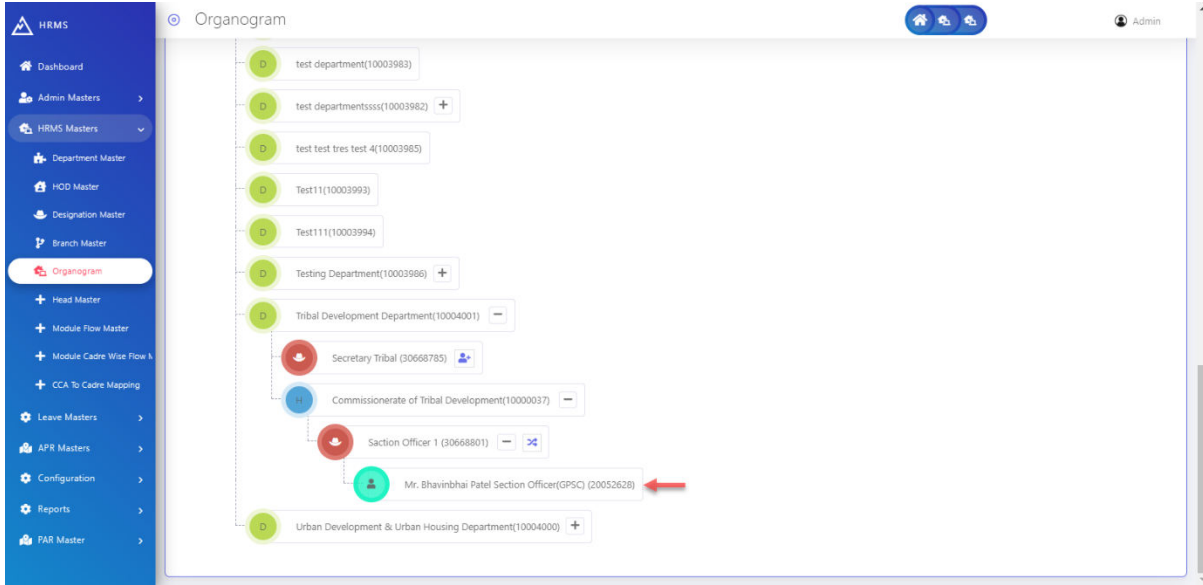
HRMS Masters > Organo Gram

 While registering a new user in his official data we have to select his department,

HOD the vacant position in that office, Then the new user will be mapped to that vacant Position.

(નવા વપરાશકર્તાની નોંધણી કરતી વખતે તેની ઓફિશિયલ માહિતીમાં આપણે જે પહેલા ડિપાર્ટમેન્ટ તેની HOD માં આપણે જે પોઝિશન બનાવી હતી તે પસંદ કરવાનું રહેશે ત્યારબાદ તે ખાલી પડેલ પોઝિશન પર વપરાશકર્તા મેપ થશે.)

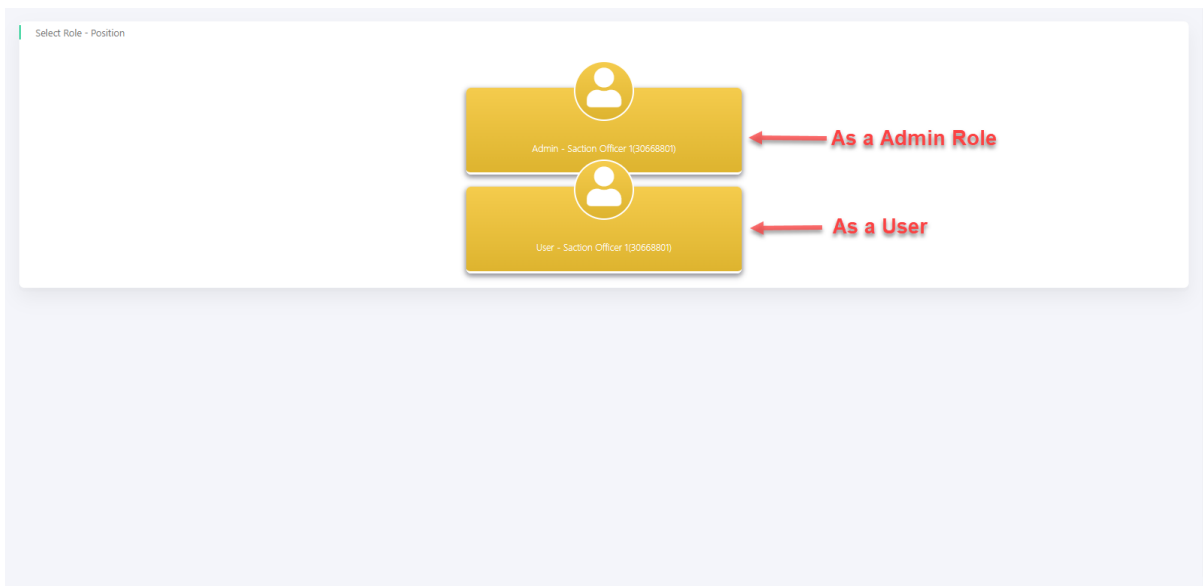
Approved User:



The screenshot shows the HRMS Organogram interface. The left sidebar contains navigation options like Dashboard, Admin Masters, HRMS Masters, Department Master, HOD Master, Designation Master, Branch Master, Organogram, Head Master, Module Flow Master, Module Cadre Wise Flow, CCA To Cadre Mapping, Leave Masters, APR Masters, Configuration, Reports, and FAR Master. The main area displays a tree structure of departments and users. A red arrow points to the user 'Mr. Bhavinbhai Patel Section Officer(GPSC) (20052628)' under the 'Saction Officer 1 (30668801)' department.

User will login to the system he will see 2 roles on the screen as below. (યુઝર સિસ્ટમમાં લોગઈન કરશે ત્યારે તેને સ્ક્રીન પર નીચે મુજબ 2 રોલ જોવા મળશે.)

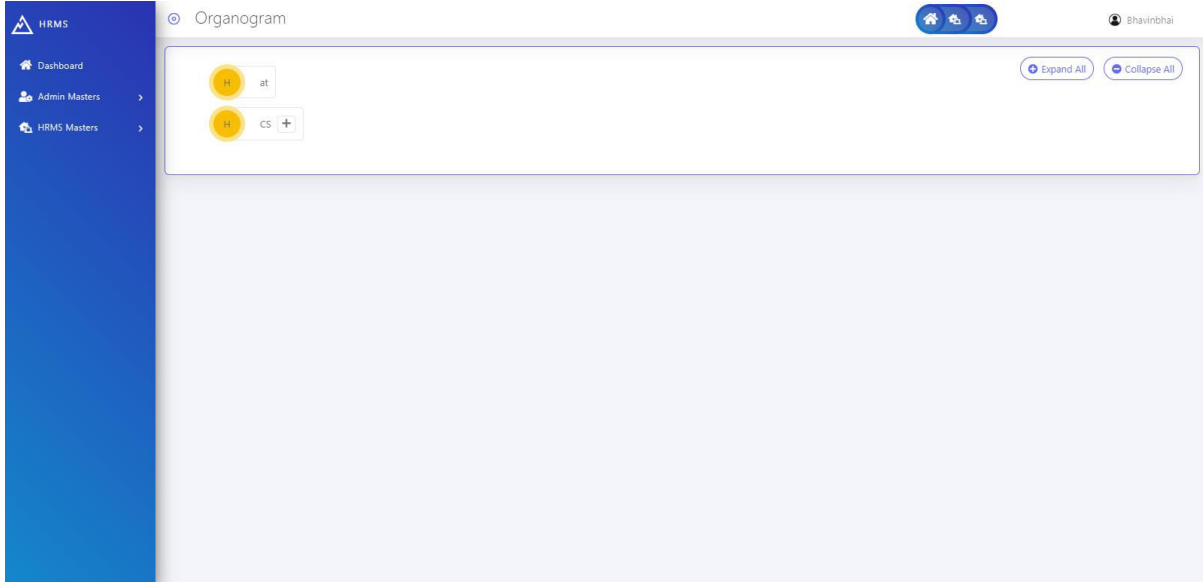
- 1) Admin Role
- 2) User Role



The screenshot shows the 'Select Role - Position' dialog box. It contains two yellow buttons with user icons. The top button is labeled 'Admin - Saction Officer (30668801)' and has a red arrow pointing to it with the text 'As a Admin Role'. The bottom button is labeled 'User - Saction Officer (30668801)' and has a red arrow pointing to it with the text 'As a User'.

8. Other Department Admin Screen:

- ✚ Tribal Development Department Admin User Dashboard: (Tribal Development Department ના જે યુઝરને એડમીન ના રાઈટ્સ આપ્યા છે તેનું ડેશબોર્ડ)



- ✚ Admin user of Tribal Development Department will only see the Organogram of his Department only. (ટ્રાઈબલ ડેવલપમેન્ટ ડીપાર્ટમેન્ટના એડમીન યુઝરને ખાલી તેના ડિપાર્ટમેન્ટનો જ ઓર્ગેનોગ્રામ દેખાશે.)

