

# User Manual

# Employee Registration

***Prepared for:***



**General Administration Department**  
Government of Gujarat

***Prepared by:***



## Document Control

- Revision History

Date of Submission	Author	Version
01/12/2023	Prashant Prajapati	1.0

- List of Reference Documents

Name of Document	Version
Employee Registration	1.0

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

This document is for GOG administrative officials at Taluka, District and State level who have been

assigned the role of CCA/Approver by the Government. For example, CCA will forward this request to GAD or FD for verification then application creation, verification and approval roles and rights will be assigned to concern user.

આ ડોક્યુમેન્ટ તાલુકા, જિલ્લા અને રાજ્ય સ્તરે GOG વહીવટી અધિકારીઓ માટે છે જેમને સરકાર દ્વારા CCA/મંજૂરકર્તાની ભૂમિકા સોંપવામાં આવી છે. ઉદાહરણ તરીકે, CCA આ વિનંતીને GAD અથવા FD ને ચકાસણી માટે ફોરવર્ડ કરશે પછી એપ્લિકેશન બનાવવી, ચકાસણી અને મંજૂરીની ભૂમિકાઓ અને અધિકારો સંબંધિત વપરાશકર્તાને સોંપવામાં આવશે.

## 2. Common Buttons/ Tabs in Application (એપ્લિકેશનમાં સામાન્ય બટનો/ટેબ્સ)

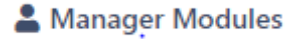
1. User will click on Home button and redirect to the dashboard  
વપરાશકર્તા હોમ બટન પર ક્લિક કરશે અને ડેશબોર્ડ પર રીડાયરેક્ટ કરશે



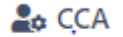
2. User will click on Employee modules and access all employee related Modules  
વપરાશકર્તા કર્મચારી મોડ્યુલ્સ પર ક્લિક કરશે અને કર્મચારી સંબંધિત તમામ મોડ્યુલોને એક્સેસ કરશે



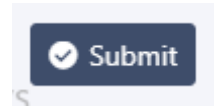
3. User will click on Manager Module and access all approval request modules in which he is approver or verifier  
વપરાશકર્તા મેનેજર મોડ્યુલ પર ક્લિક કરશે અને તમામ મંજૂરી વિનંતીઓને એક્સેસ કરશે જેમાં તે મંજૂર કરનાર અથવા ચકાસણીકર્તા છે



4. Click on CCA button and Only CCA user can access this.  
ફક્ત CCA વપરાશકર્તા જ આને એક્સેસ કરી શકે છે.



5. Click to submit the Information to the verifier or approver  
ચકાસણીકર્તા અથવા મંજૂરકર્તાને માહિતી સબમિટ કરવા માટે ક્લિક કરો



6. Click on Choose file to upload any Document  
કોઈપણ દસ્તાવેજ અપલોડ કરવા માટે ફાઈલ પસંદ કરો અને તેના પર ક્લિક કરો

You can drag and drop your files here for property attachment(image/pdf).



## 3. User Login Page and Dashboard (વપરાશકર્તાનું લોગિનપેજ અને ડેશબોર્ડ)

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

### 3.1 Login Page (લોગિનપેજ)

There Options available to login in Karmyogi Portal.

#### 1. Using Mobile No:

- a) Enter Mobile No (મોબાઈલ નંબર દાખલ કરો)
- b) Enter password (પાસવર્ડ દાખલ કરો)

## User\_Manual\_HRMS\_Employee\_Registration

- Enter Captcha (કેપ્ચા 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. Using HRPN No:

- Enter HRPN No (એચ આર પી એન નંબર દાખલ કરો)
- Enter password (પાસવર્ડ દાખલ કરો)
- Enter Captcha (કેપ્ચા 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.)



## User\_Manual\_HRMS\_Employee\_Registration



KARMYOGI  
GOVERNMENT OF GUJARAT

જય જય  
ગરવી ગુજરાત

HRPN Mobile Email

20052494

.....

Forgot Password?

6 + 1 = 7

OTP TOTP

974899

Setup TOTP

Login

079 232 59237 karmyogi-support@gujarat.gov.in  
User Manual

### 3. Using Personal Email ID, No:

- 1) Enter Personal Email Id (વ્યક્તિગત ઈમેલ આઈડી દાખલ કરો)
- 2) Enter password (પાસવર્ડ દાખલ કરો)
- 3) Enter Captcha (કેપ્ચા દાખલ કરો)
- 4) Click on Login (Login પર ક્લિક કરો)
- 5) User will Logged in by clicking on Login (વપરાશકર્તા લોગિન બટન પર ક્લિક કરીને લોગ ઈન કરશે.)



KARMYOGI  
GOVERNMENT OF GUJARAT

જય જય  
ગરવી ગુજરાત

HRPN Mobile Email

Abc@gujarat.gov.in

.....

Forgot Password?

7 + 1 = 8

OTP TOTP

236545

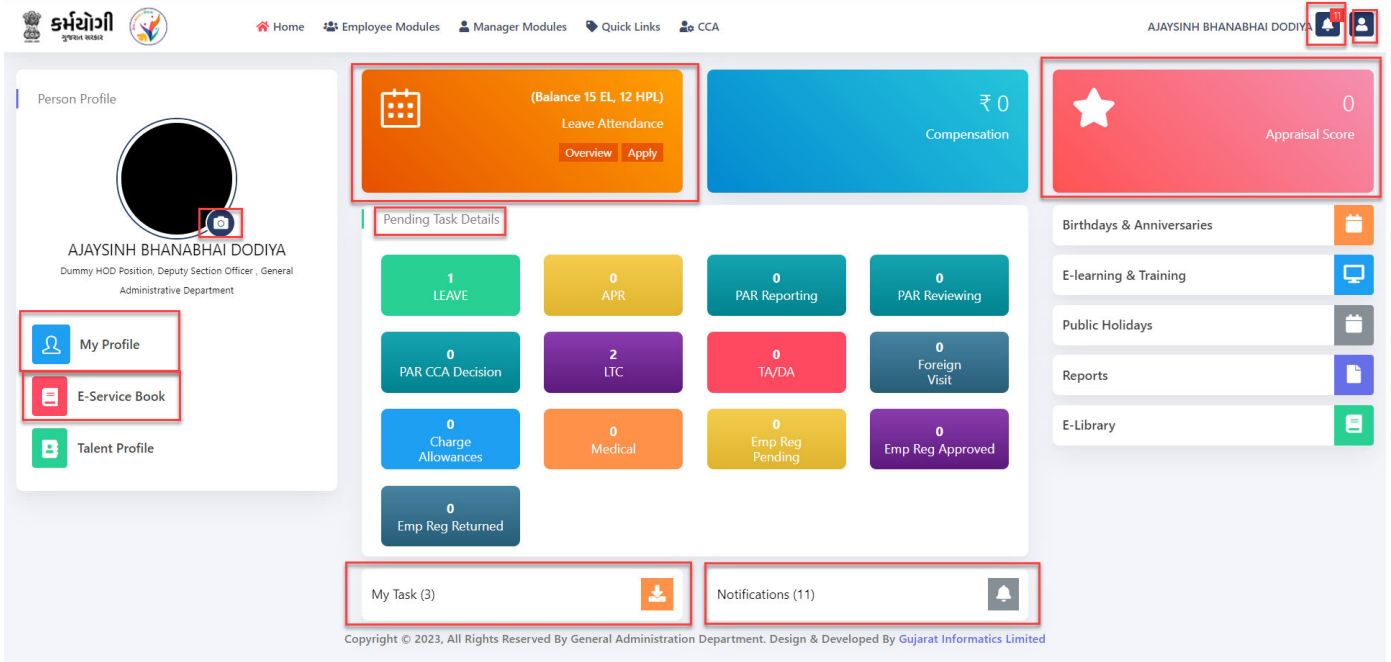
Setup TOTP

Login

079 232 59237 karmyogi-support@gujarat.gov.in  
User Manual

### 3.2 User dashboard (વપરાશકર્તા ડેશબોર્ડ)

## User\_Manual\_HRMS\_Employee\_Registration



The screenshot displays the user dashboard for AJAYSINH BHANABHAI DODIYA, a Dummy HOD Position, Deputy Section Officer, General, in the Administrative Department. The dashboard includes a navigation menu with Home, Employee Modules, Manager Modules, Quick Links, and CCA. The main content area features several key sections:

- Person Profile:** Includes a profile picture (with a camera icon for upload), name, position, and department. Below it are links for My Profile, E-Service Book, and Talent Profile.
- Leave Attendance:** Shows a balance of 15 EL and 12 HPL, with options for Overview and Apply.
- Compensation:** Displays ₹ 0.
- Appraisal Score:** Shows a score of 0.
- Pending Task Details:** A grid of task blocks for various modules: LEAVE (1), APR (0), PAR Reporting (0), PAR Reviewing (0), PAR CCA Decision (0), LTC (2), TA/DA (0), Foreign Visit (0), Charge Allowances (0), Medical (0), Emp Reg Pending (0), Emp Reg Approved (0), and Emp Reg Returned (0).
- My Task (3):** A summary of pending tasks.
- Notifications (11):** A summary of notifications.
- Right Sidebar:** Lists Birthdays & Anniversaries, E-learning & Training, Public Holidays, Reports, and E-Library.

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User can find the below functionalities from user dash board as per above screenshot:

- My Profile:** User can find profile detail by clicking here. (વપરાશકર્તા અહીં ક્લિક કરીને પ્રોફાઇલ વિગતો શોધી શકે છે.)
- E-Service Book:** User can find e-Service book details by clicking here. (વપરાશકર્તા અહીં ક્લિક કરીને ઈ-સર્વિસ બુકની વિગતો શોધી શકે છે.)
- Pending Task Detail:** User can find Module wise pending task detail by clicking to respective module block. (વપરાશકર્તા સંબંધિત મોડ્યુલ બ્લોક પર ક્લિક કરીને મોડ્યુલ મુજબ પેન્ડિંગ કાર્યની વિગતો શોધી શકે છે.)
- My Task:** User can find pending task detail cumulative of all module by clicking my task. (યુઝર માય ટાસ્ક પર ક્લિક કરીને બધા મોડ્યુલની પેન્ડિંગ ટાસ્ક ડિટેલને શોધી શકે છે.)
- Notification:** User can find the notification of all module. (યુઝર તમામ મોડ્યુલની સૂચના શોધી શકે છે.)
- Camera icon:** User can change profile pic by clicking the camera icon. (યુઝર કેમેરા આઇકોન પર ક્લિક કરીને પ્રોફાઇલ પિક્ચર બદલી શકે છે.)

**User Icon:** User can find user guide, change password, switch user and logout by clicking user icon. (વપરાશકર્તા વપરાશકર્તા માર્ગદર્શિકા શોધી શકે છે, પાસવર્ડ બદલી શકે છે, વપરાશકર્તાને સ્વિચ કરી શકે છે અને વપરાશકર્તા આઇકોન પર ક્લિક કરીને લોગઆઉટ કરી શકે છે.)

## 4. Employee Registration

### 4.1 Login

- Login to the KARMYOGI application with valid credentials (username and password).  
(સૌ પ્રથમ કર્મચોગી પોર્ટલ/એપ્લિકેશન ચાલુ કરો, ત્યારબાદ પોતાનું યુઝરનેમ અને પાસવર્ડ દાખલ કરો.)

## User\_Manual\_HRMS\_Employee\_Registration



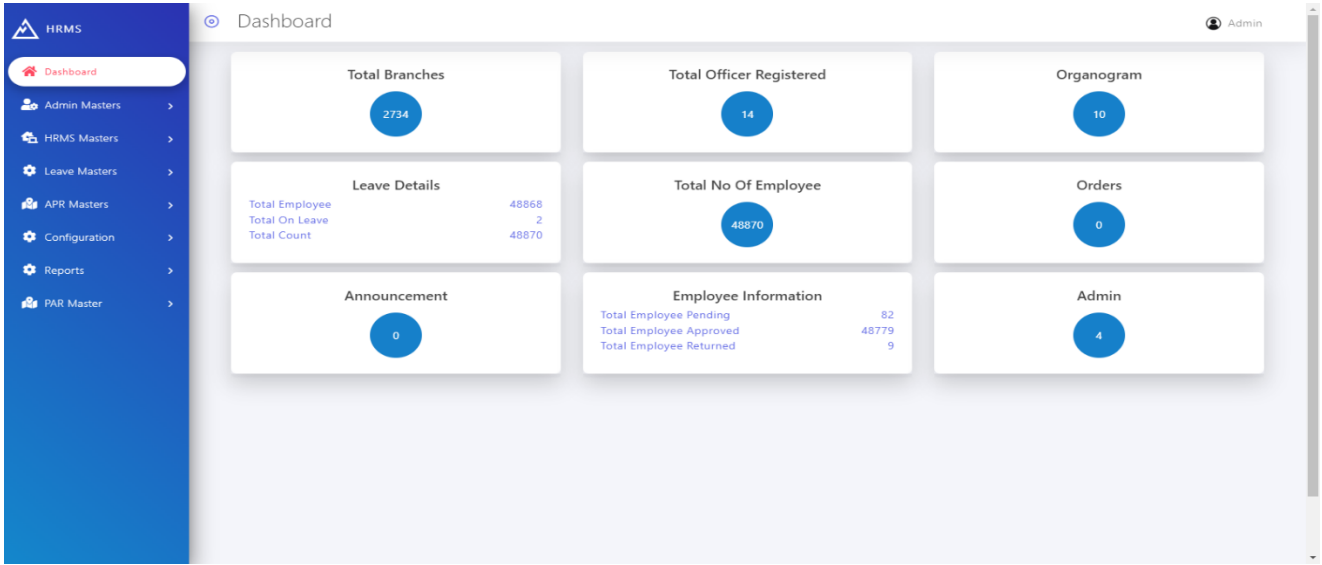
- There are three ways to login to KARMYOGI as shown above (Karmyogimi લોગિન થવાની ત્રણ રીત છે જે ઉપર દર્શાવવામાં આવી છે)

### 4.2 Home Page

- After login in KARMYOGI home page will open as below.  
(Karmyogi માં લોગિન થઈ ગયા પછી નીચે મુજબ હોમપેજ ખુલશે)

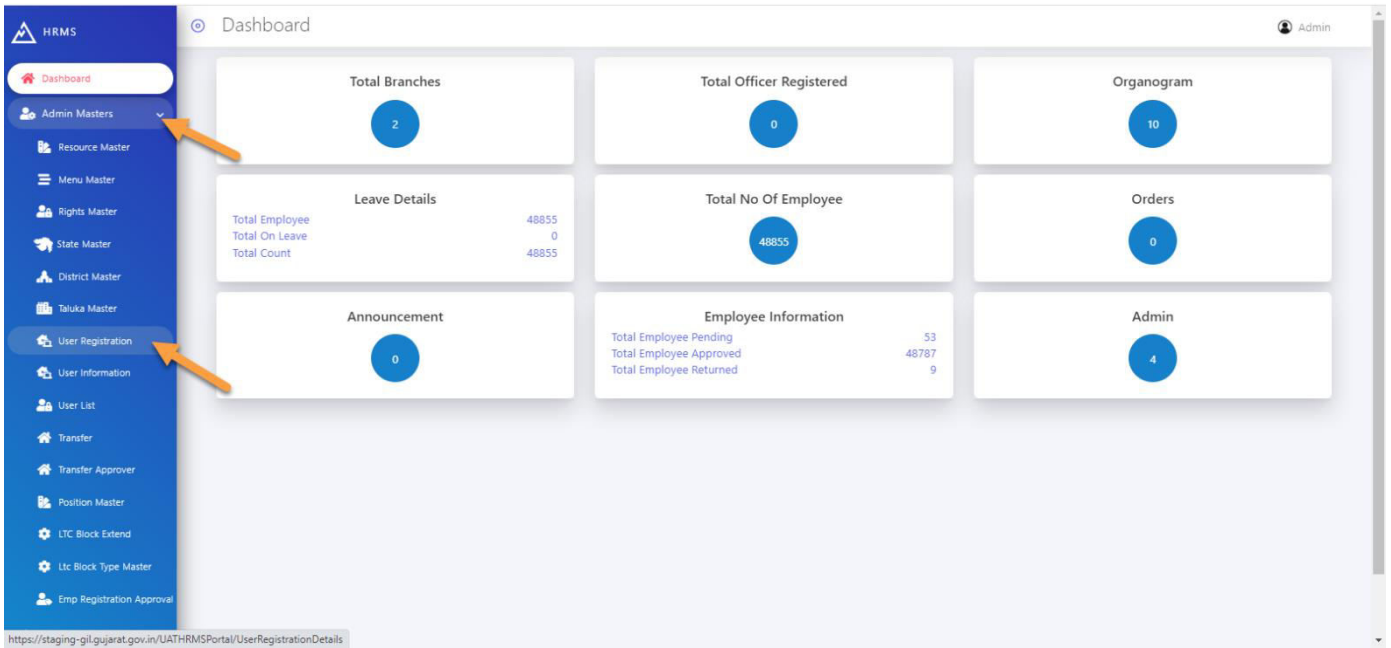


User\_Manual\_HRMS\_Employee\_Registration



4.3 Navigation for User Registration: -

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



4.4 Add New User: -

- 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)

# User\_Manual\_HRMS\_Employee\_Registration

**HRMS**

- 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
- Emp Registration Approval
- City Master

**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

Title\* Select Title, First Name\* First Name \*, Middle Name, Middle Name, Last Name\* Last Name \*

Email Id\* Email Id \*, Contact No\* Contact No \*, Date Of Birth\* Date Of Birth \*, Certificate for DOB\* Choose File No file chosen

Gender\* Male Female Transgender, GPF/NPS\* GPF/NPS \*, Religion\* Select Religion, Category\* Select Category

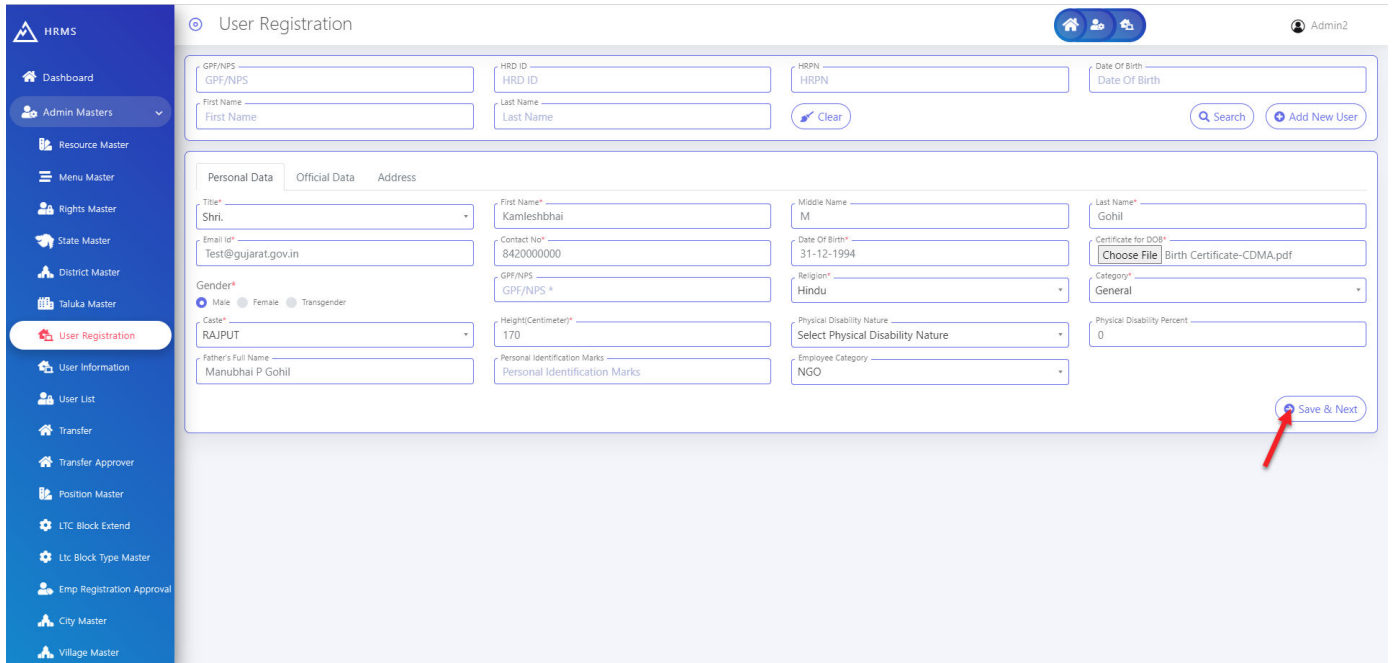
Caste\* Select Caste, Height(Centimeter)\* 0, Physical Disability Nature Select Physical Disability Nature, Physical Disability Percent 0

Father's Full Name, Father's Full Name, Personal Identification Marks, Personal Identification Marks

Save & Next

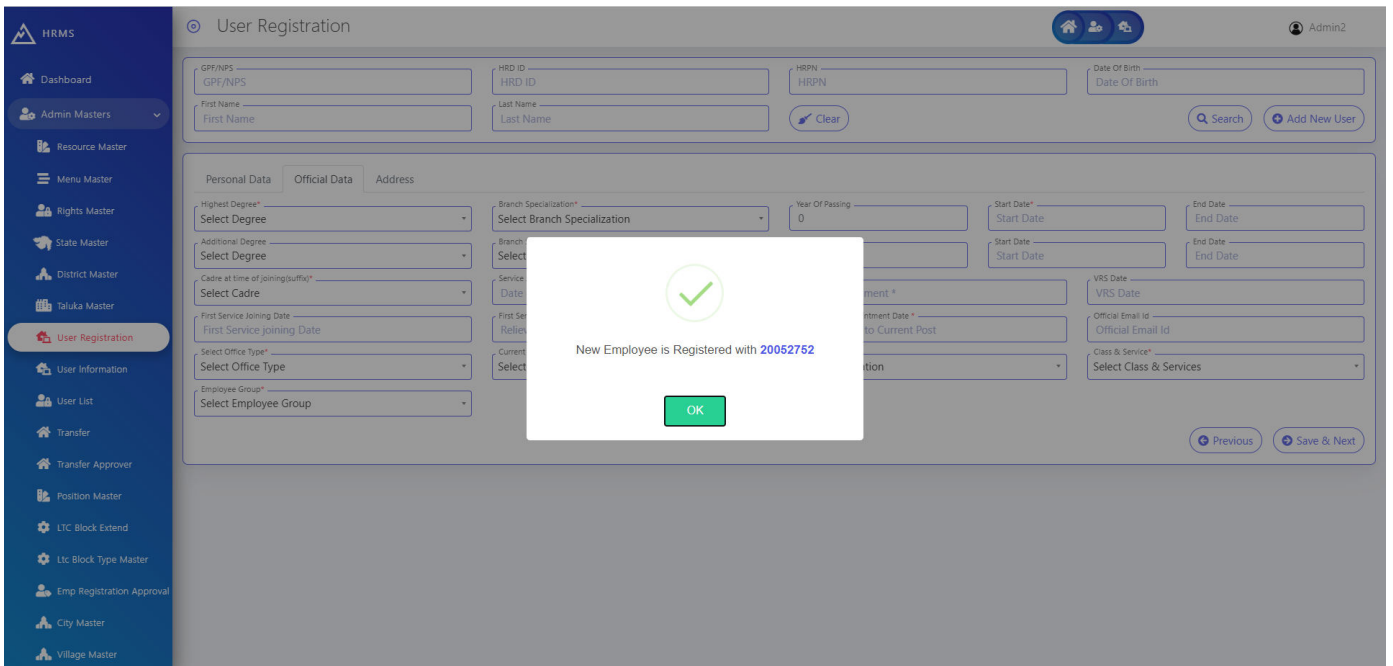
User\_Manual\_HRMS\_Employee\_Registration

- 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 'Personal Data' tab is active. Fields include: Title (Shri.), First Name (Kameshbhai), Middle Name (M), Last Name (Gohil), Email (test@gujarat.gov.in), Contact No (842000000), Date of Birth (31-12-1994), Certificate for DOB (Choose File: Birth Certificate-CDMA.pdf), Gender (Male selected), Religion (Hindu), Category (General), Physical Disability Nature (Select Physical Disability Nature), Physical Disability Percent (0), Father's Full Name (Manubhai P Gohil), Personal Identification Marks, and Employee Category (NGO). A red arrow points to the 'Save & Next' button at the bottom right.

- User Id Will Be generated.

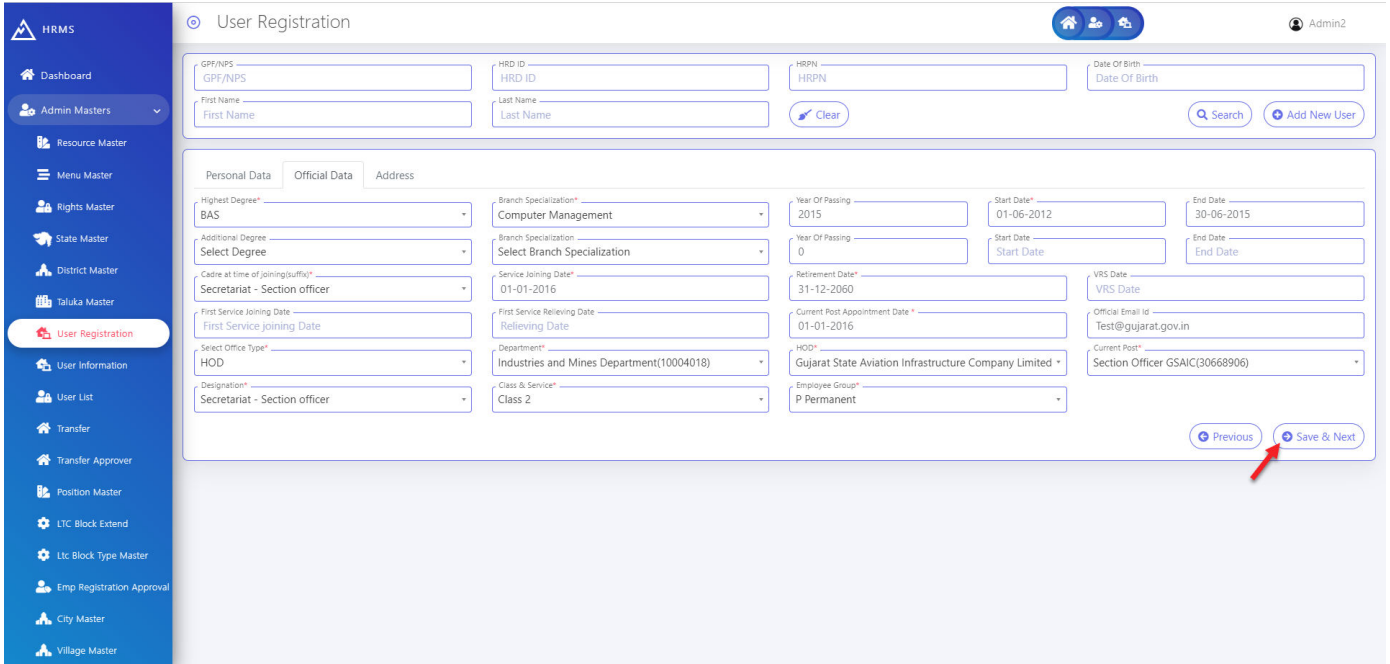


The screenshot shows the 'User Registration' form with the 'Official Data' tab active. Fields include: Highest Degree (Select Degree), Branch Specialization (Select Branch Specialization), Year of Passing (0), Start Date, End Date, Additional Degree (Select Degree), Branch (Select Branch), Service (Select Service), Date, VRS Date, VRS Date, Cadre at time of joining (Select Cadre), First Service joining Date, First Service joining Date, Select Office Type, Select Office Type, Employee Group (Select Employee Group), and Class & Service (Select Class & Services). A confirmation dialog box is displayed in the center with a green checkmark and the text: 'New Employee is Registered with 20052752'. An 'OK' button is visible on the dialog box.

- Enter the **New User Official Data** and then click save and next button. (ત્યારબાદ

## User\_Manual\_HRMS\_Employee\_Registration

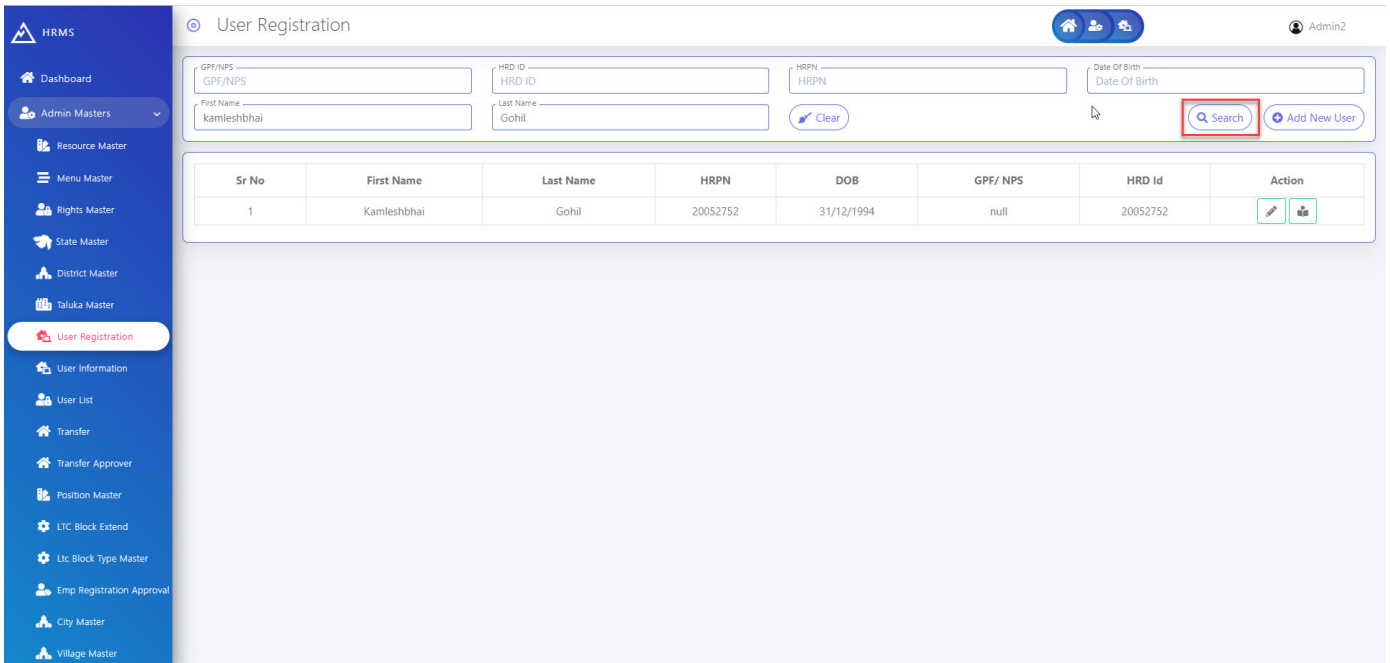
યુઝરની ઓફિસિયલ માહિતી દાખલ કરી સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો)





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 Highest Degree (BAS), Additional Degree (Select Degree), Cadre at time of joining (Secretariat - Section officer), First Service Joining Date, Select Office Type (HOD), and Designation (Secretariat - Section officer). The 'Official Data' section includes Branch Specialization (Computer Management), Service Joining Date (01-01-2016), First Service Relieving Date, Department (Industries and Mines Department), and Class & Service (Class 2). The 'Address' section includes Year of Passing (2015), Start Date (01-06-2012), End Date (30-06-2015), Retirement Date (31-12-2060), Current Post Appointment Date (01-01-2016), HOD (Gujarat State Aviation Infrastructure Company Limited), and Employee Group (P Permanent). There are also fields for Date of Birth, VRS Date, Official Email (Test@gujarat.gov.in), and Current Post (Section Officer GSAIC(30668906)). A red arrow points to the 'Save & Next' button at the bottom right of the form.

### 5. Search User:-

- A New User who has registered can be found through the search function. ( નવો યુઝર રજીસ્ટર થયો તેને શોધવા માટે નીચે બતાવેલ સર્ચ બટન પર ક્લિક કરી શોધી શકો છો)



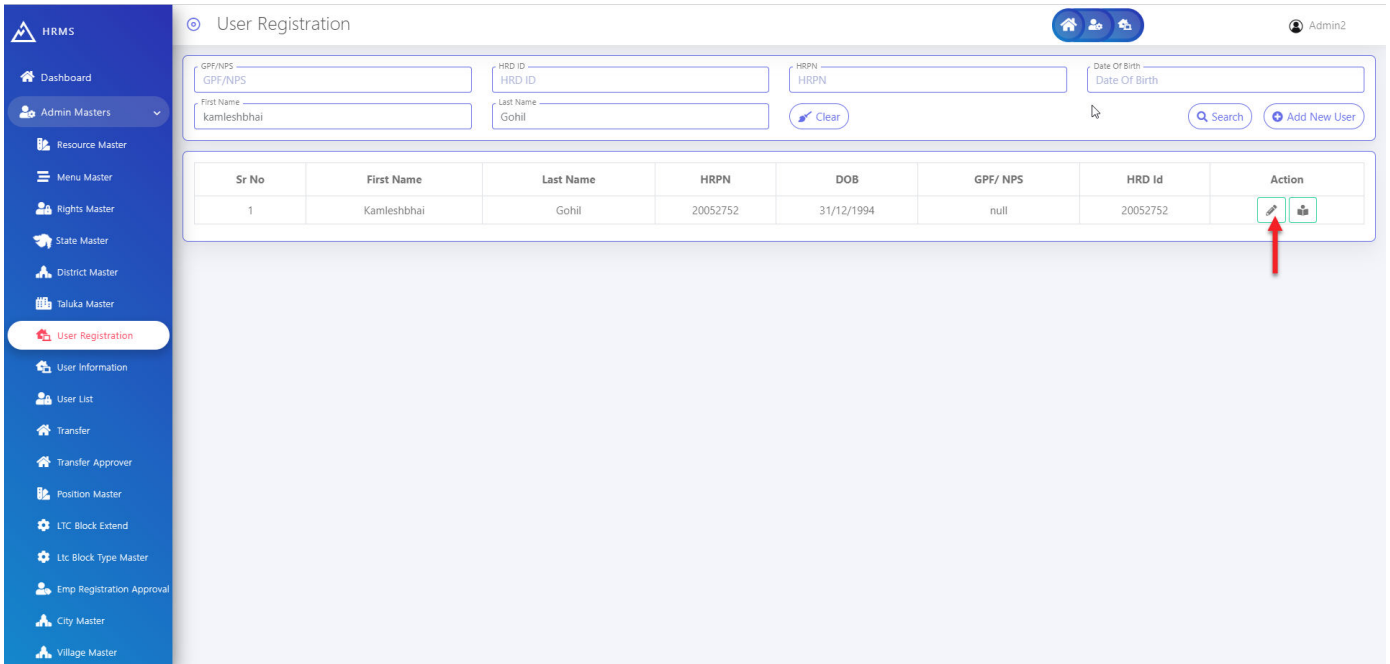
The screenshot shows the 'User Registration' form with the search function active. The search results table is displayed below the form. The table has columns for Sr No, First Name, Last Name, HRPN, DOB, GPF/ NPS, HRD Id, and Action. The search button is highlighted with a red box.

Sr No	First Name	Last Name	HRPN	DOB	GPF/ NPS	HRD Id	Action
1	Kamleshbhai	Gohil	20052752	31/12/1994	null	20052752	 



### 6. User Other Details Fill:-

## User\_Manual\_HRMS\_Employee\_Registration

- We will click on edit button to fill some other details of the New User. (નવા યુઝરની અન્ય માહિતી દાખલ કરવા માટે નીચે બતાવ્યા મુજબ એડિટ બટન પર ક્લિક કરી, માહિતી દાખલ કરી શકો છો.)



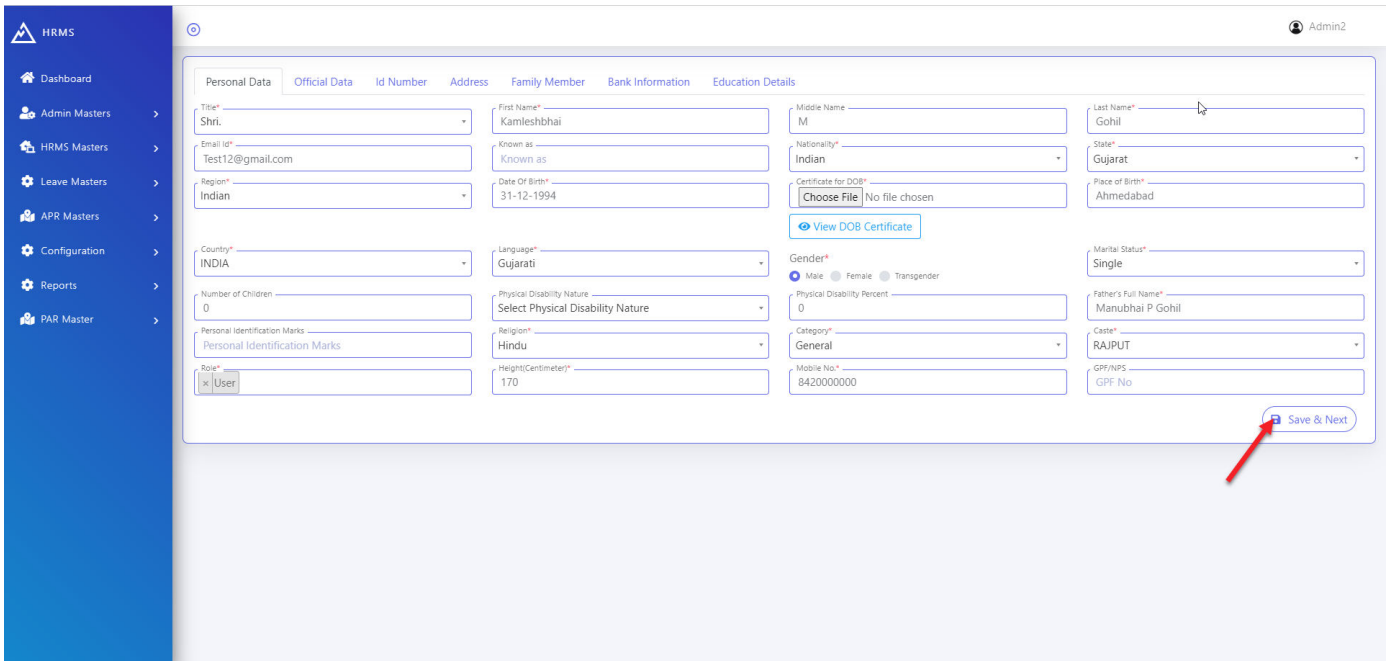
The screenshot shows the HRMS User Registration interface. On the left is a navigation menu with 'User Registration' selected. The main area displays a form for adding a new user and a table of existing users. The table has the following data:

Sr No	First Name	Last Name	HRPN	DOB	GPF/ NPS	HRD Id	Action
1	Kamleshbhai	Gohil	20052752	31/12/1994	null	20052752	 

A red arrow points to the edit icon in the Action column of the first row.

### 6.1 Personal Data: -

- It will show some personal information filled during registration and fill other information and click on save and next button. (યુઝરની અંગત માહિત બતાવશે જે રજીસ્ટ્રેશન કરતી વખતે નાખી હતી, પરંતુ તેમાં કેટલીક અન્ય વિગતો જરૂરી છે તે ભરી સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો)



The screenshot shows the 'Personal Data' form in the HRMS system. The form is divided into several sections with the following fields:

- Title:** Shri
- First Name:** Kamleshbhai
- Middle Name:** M
- Last Name:** Gohil
- Email id:** Test12@gmail.com
- Known as:** (empty)
- Nationality:** Indian
- State:** Gujarat
- Region:** Indian
- Date Of Birth:** 31-12-1994
- Certificate for DOB:** No file chosen
- Place of Birth:** Ahmedabad
- Country:** INDIA
- Language:** Gujarati
- Gender:** Male (selected)
- Marital Status:** Single
- Number of Children:** 0
- Physical Disability Nature:** Select Physical Disability Nature
- Physical Disability Percent:** 0
- Father's Full Name:** Manubhai P Gohil
- Personal Identification Marks:** (empty)
- Religion:** Hindu
- Category:** General
- Caste:** RAJPUT
- Role:** User
- Height(Centimeter):** 170
- Mobile No.:** 8420000000
- GPF/NPS GPF No.:** (empty)

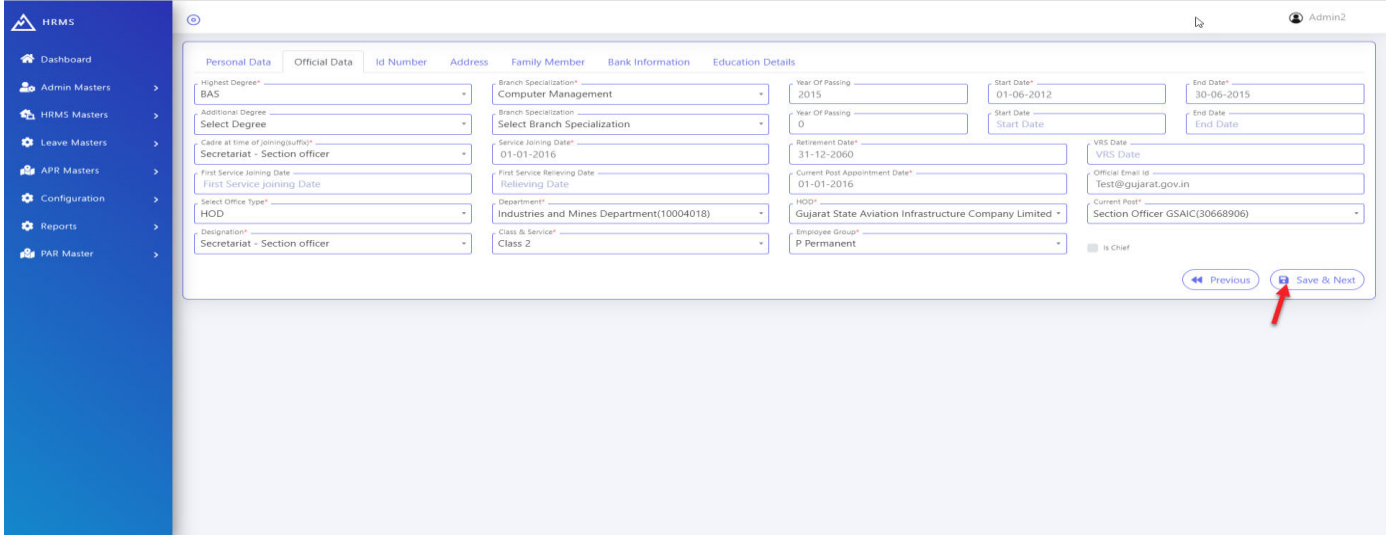
A red arrow points to the 'Save & Next' button at the bottom right of the form.

### 6.2 Official Data: -



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- It will show some Official Data filled during registration and fill other information and click on save and next button. ( યુઝરની કેટલીક ઓફિસિયલ માહિતિ બતાવશે જે રજીસ્ટ્રેશન કરતી વખતે નાખી હતી, પરંતુ તેમાં કેટલીક અન્ય વિગતો જરૂરી છે તે ભરી સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો)



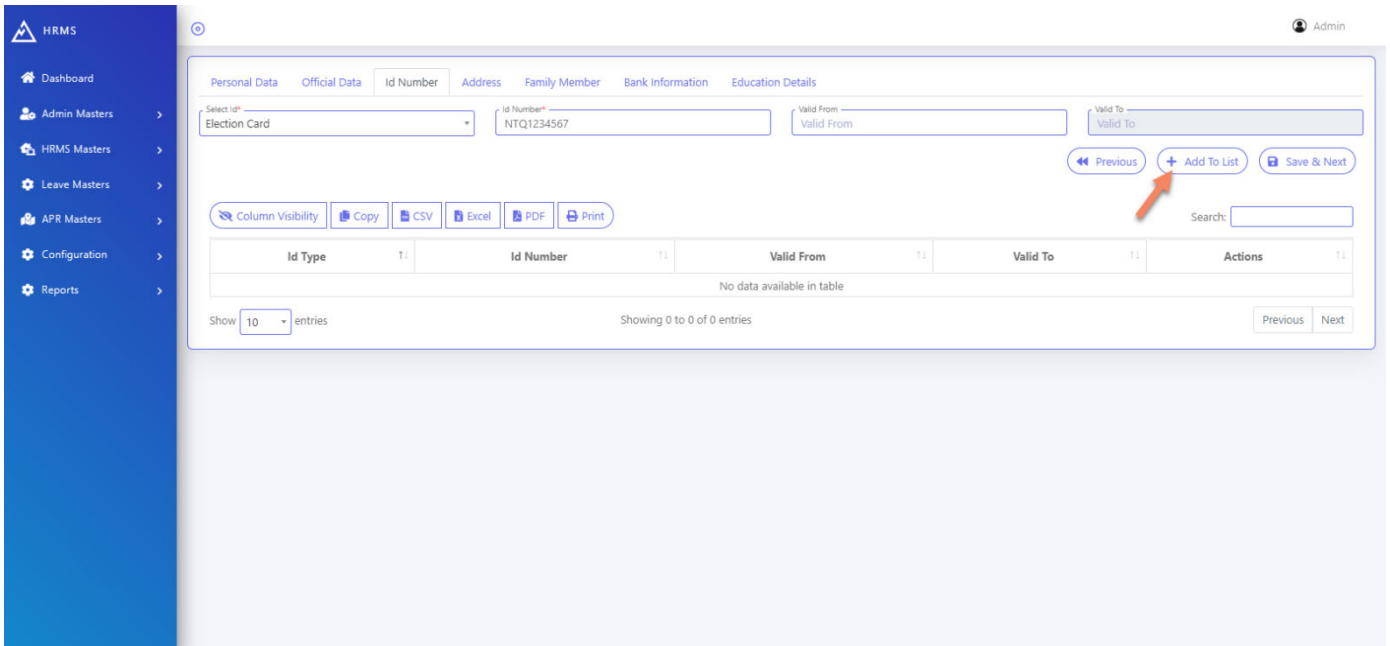
The screenshot shows the HRMS Employee Registration form. The 'Official Data' tab is active. The form contains the following fields:

- Personal Data:** Highest Degree\* (BAS), Additional Degree (Select Degree), Cadre at time of joining(suffly)\* (Secretariat - Section officer), First Service Joining Date, First Service joining Date, Select Office type\* (HOD), Designation\* (Secretariat - Section officer).
- Official Data:** Branch Specialization\* (Computer Management), Select Branch Specialization, Service Joining Date\* (01-01-2016), First Service Relieving Date, Relieving Date, Department\* (Industries and Mines Department(10004018)), Class & Service\* (Class 2).
- Bank Information:** Year Of Passing (2015), Year Of Passing (0), Retirement Date\* (31-12-2060), Current Post Appointment Date\* (01-01-2016), HOD\* (Gujarat State Aviation Infrastructure Company Limited), Employee Group\* (P Permanent).
- Education Details:** Start Date\* (01-06-2012), End Date\* (30-06-2015), Start Date, End Date, VRS Date, Official Email Id (Test@gujarat.gov.in), Current Post\* (Section Officer GSAIC(30668906)).

Buttons: Previous, Save & Next (highlighted with a red arrow).

### 6.3 Id Number: -

- Add some required KYC documents of the user and then click on Add to List. ( યુઝરના કેટલાક અંગત જરૂરી ડોક્યુમેન્ટની માહિતી દાખલ કરી એડ ટુ લિસ્ટ બટન પર ક્લિક કરતાં જાવ)



The screenshot shows the HRMS Id Number management interface. The 'Id Number' tab is active. The form contains the following fields:

- Select Id\* (Election Card)
- Id Number\* (NTQ1234567)
- Valid From (Valid From)
- Valid To (Valid To)

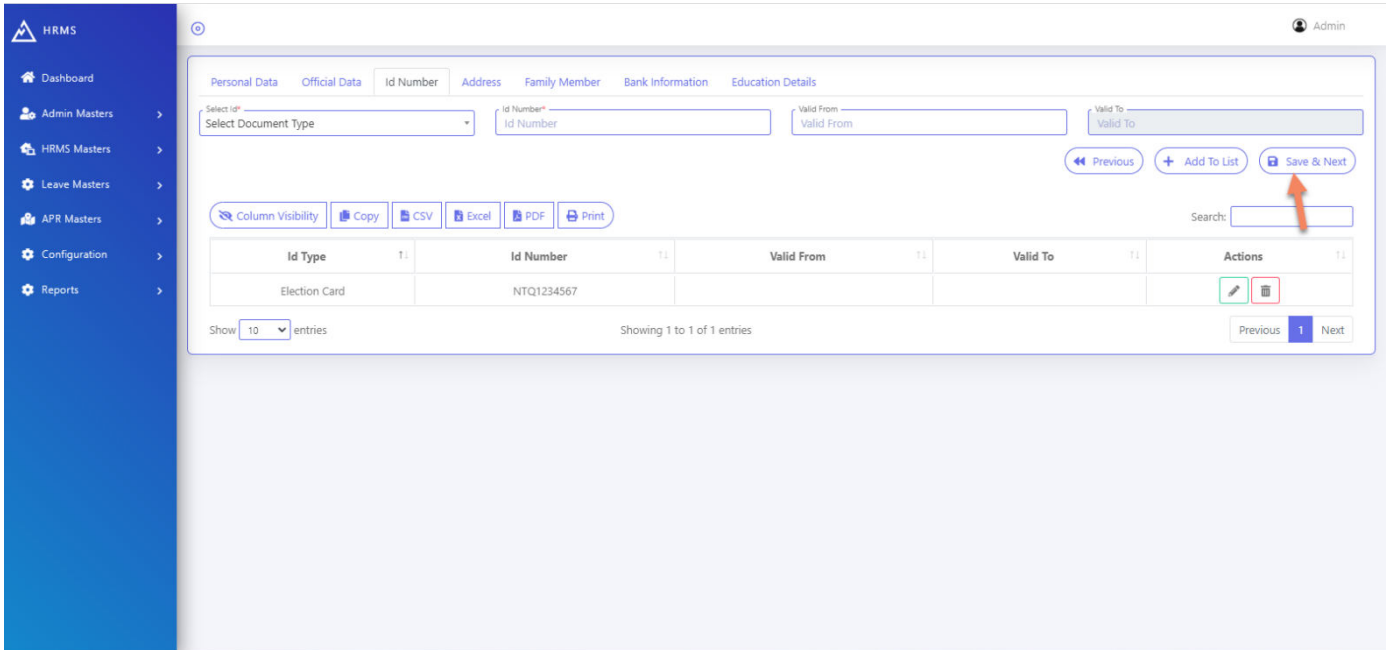
Buttons: Previous, Add To List (highlighted with a red arrow), Save & Next.

Below the form, there is a table with the following columns: Id Type, Id Number, Valid From, Valid To, Actions. The table is currently empty, showing "No data available in table".

At the bottom, there is a search bar and a "Show 10 entries" dropdown. The status bar shows "Showing 0 to 0 of 0 entries".

- After the KYC document is added, we will click on the save and next button. ( યુઝરની જરૂરી અંગત ડોક્યુમેન્ટની માહિતી દાખલ થઈ જાય ત્યારબાદ સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો)

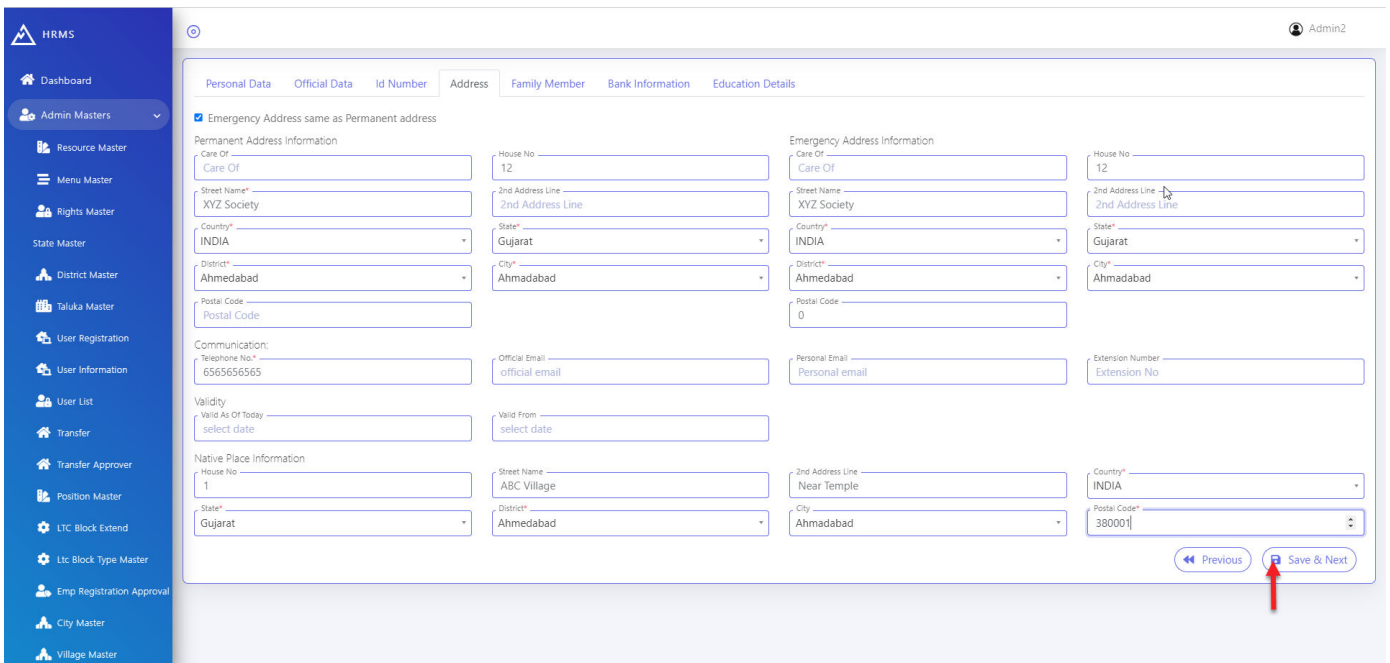
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The screenshot shows the 'Id Number' tab in the HRMS system. The interface includes a sidebar with navigation options like Dashboard, Admin Masters, HRMS Masters, Leave Masters, APR Masters, Configuration, and Reports. The main content area has tabs for Personal Data, Official Data, Id Number, Address, Family Member, Bank Information, and Education Details. The 'Id Number' tab is active, displaying a table with columns: Id Type, Id Number, Valid From, Valid To, and Actions. A table entry is shown for 'Election Card' with Id Number 'NTQ1234567'. Above the table, there are input fields for 'Select ID\*', 'Id Number\*', 'Valid From', and 'Valid To'. Action buttons include 'Previous', '+ Add To List', and 'Save & Next'. A red arrow points to the 'Save & Next' button. Below the table, there are options for 'Column Visibility', 'Copy', 'CSV', 'Excel', 'PDF', and 'Print', along with a search bar and pagination controls.

### 6.4 Address: -

- Enter the user's address information and click on the save and next button. (યુઝરની જરૂરી સરનામાની વિગત દાખલ કરી સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો)

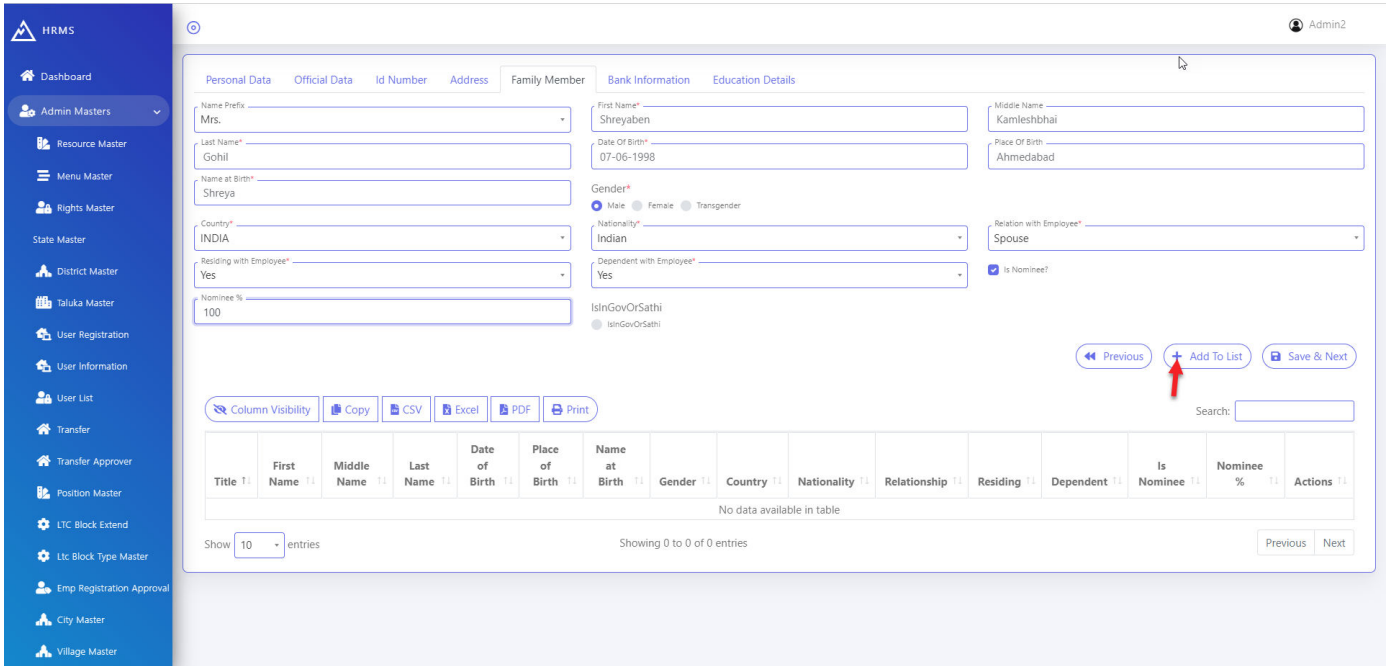


The screenshot shows the 'Address' tab in the HRMS system. The interface includes a sidebar with navigation options like Dashboard, Admin Masters, Resource Master, Menu Master, Rights Master, State Master, District Master, Taluka Master, User Registration, User Information, User List, Transfer, Transfer Approver, Position Master, LTC block Extend, Ltc Block Type Master, Emp Registration Approval, City Master, and Village Master. The main content area has tabs for Personal Data, Official Data, Id Number, Address, Family Member, Bank Information, and Education Details. The 'Address' tab is active, displaying a form for 'Emergency Address Information' and 'Permanent Address Information'. The form includes fields for 'Care Of', 'House No', 'Street Name', '2nd Address Line', 'Country', 'State', 'District', 'City', and 'Postal Code'. There are also fields for 'Communication' (Telephone No., Official Email, Personal Email, Extension Number) and 'Validity' (Valid As Of Today, Valid From). A red arrow points to the 'Save & Next' button at the bottom right of the form.

### 6.5 Family member Details: -

- Enter the information of the user's family members and click on the Add to list button. (યુઝર ના પરિવારના એક-એક સભ્યોની માહિતી દાખલ કરી એડ ટુ લિસ્ટ બટન પર ક્લિક કરતાં જાવ)

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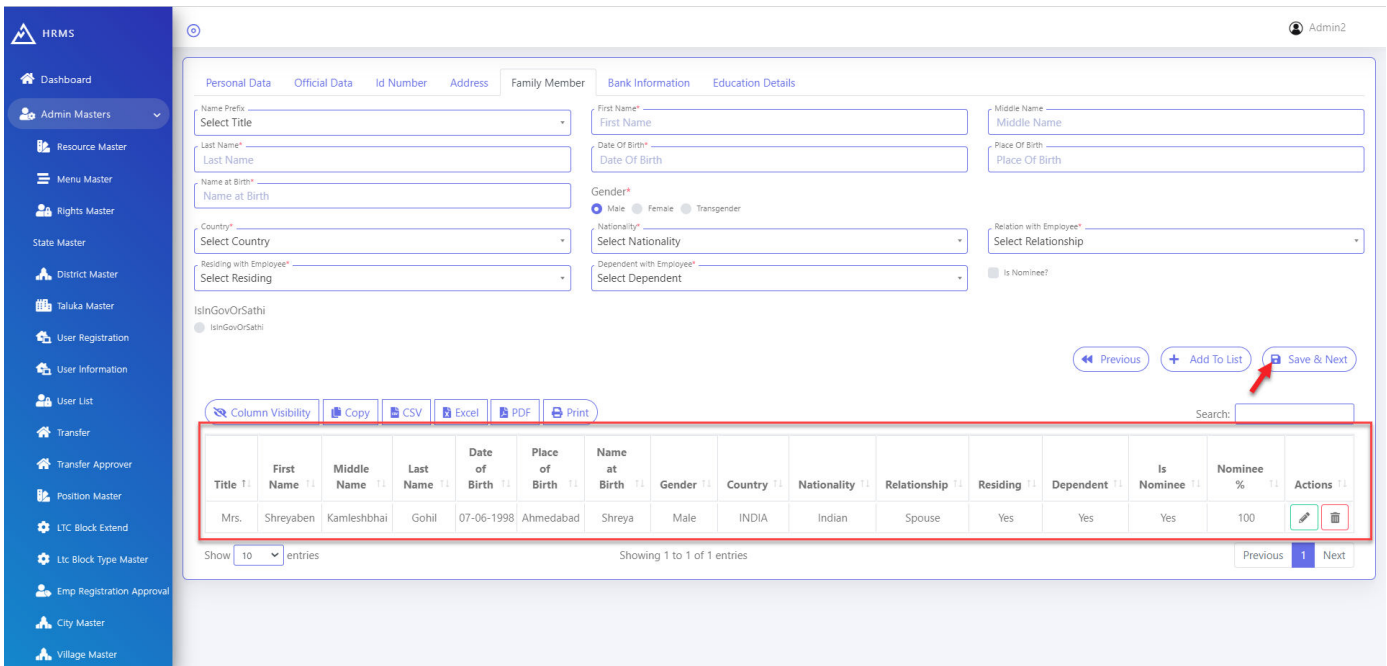
The screenshot shows the 'Family Member' tab of the HRMS registration form. The form is filled with the following details:

- Name Prefix: Mrs.
- Last Name: Gohil
- Name at Birth: Shreya
- Country: INDIA
- Residing with Employee: Yes
- Nominee %: 100
- First Name: Shreyaben
- Date Of Birth: 07-06-1998
- Gender: Male
- Nationality: Indian
- IsInGovOrSathi: IsInGovOrSathi
- Middle Name: Kamleshbhai
- Place Of Birth: Ahmedabad
- Relation with Employee: Spouse
- Dependent with Employee: Yes
- Is Nominee: Yes



Buttons: Previous, Add To List, Save & Next. A red arrow points to the 'Add To List' button.

Title	First Name	Middle Name	Last Name	Date of Birth	Place of Birth	Name at Birth	Gender	Country	Nationality	Relationship	Residing	Dependent	Is Nominee	Nominee %	Actions
No data available in table															

- After the Family member information is added, we will click on the save and next button. ( યુઝર ના પરિવારના બધા સભ્યોની માહિતી દાખલ થઈ જાય ત્યારબાદ સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો )



The screenshot shows the 'Family Member' tab of the HRMS registration form after saving. The form fields are now empty, and the table below contains one entry:

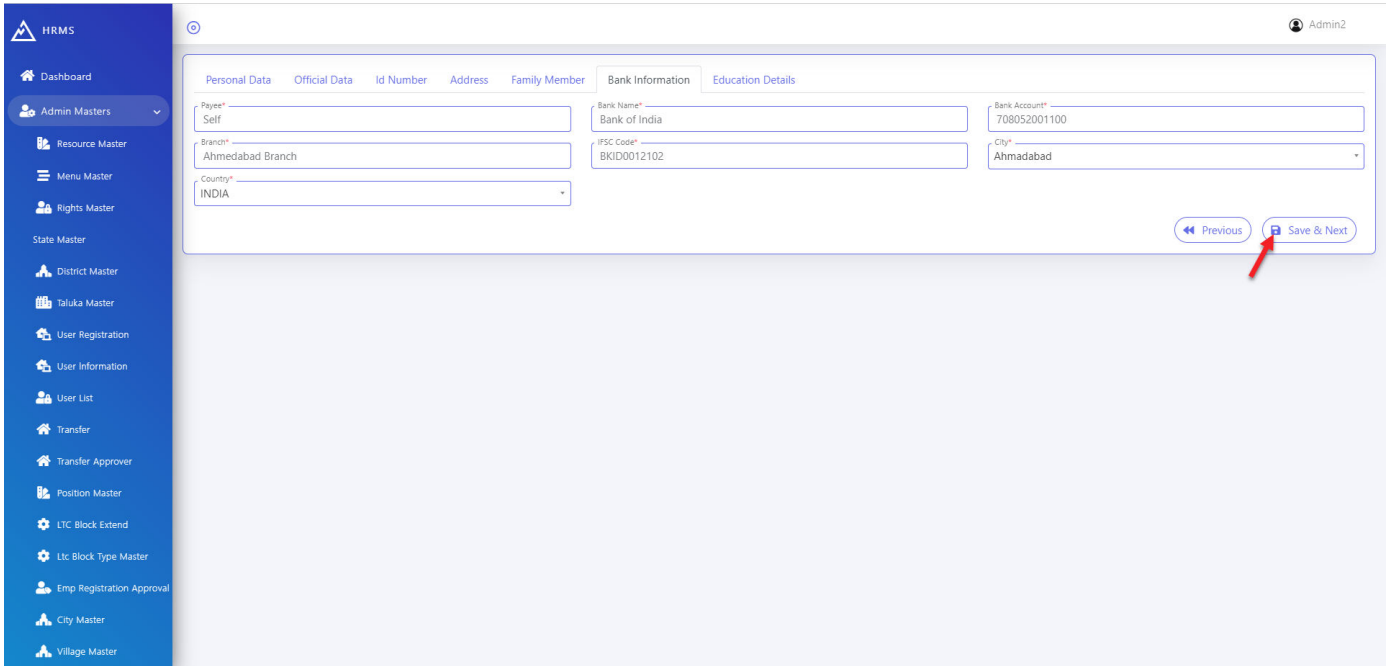
Title	First Name	Middle Name	Last Name	Date of Birth	Place of Birth	Name at Birth	Gender	Country	Nationality	Relationship	Residing	Dependent	Is Nominee	Nominee %	Actions
Mrs.	Shreyaben	Kamleshbhai	Gohil	07-06-1998	Ahmedabad	Shreya	Male	INDIA	Indian	Spouse	Yes	Yes	Yes	100	 

Buttons: Previous, Add To List, Save & Next. A red arrow points to the 'Save & Next' button.

## 6.6 Bank Details: -

- Enter the information of the user's bank details and click on the save and next button. ( યુઝરની બેંકની વિગત દાખલ કરી સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો.)

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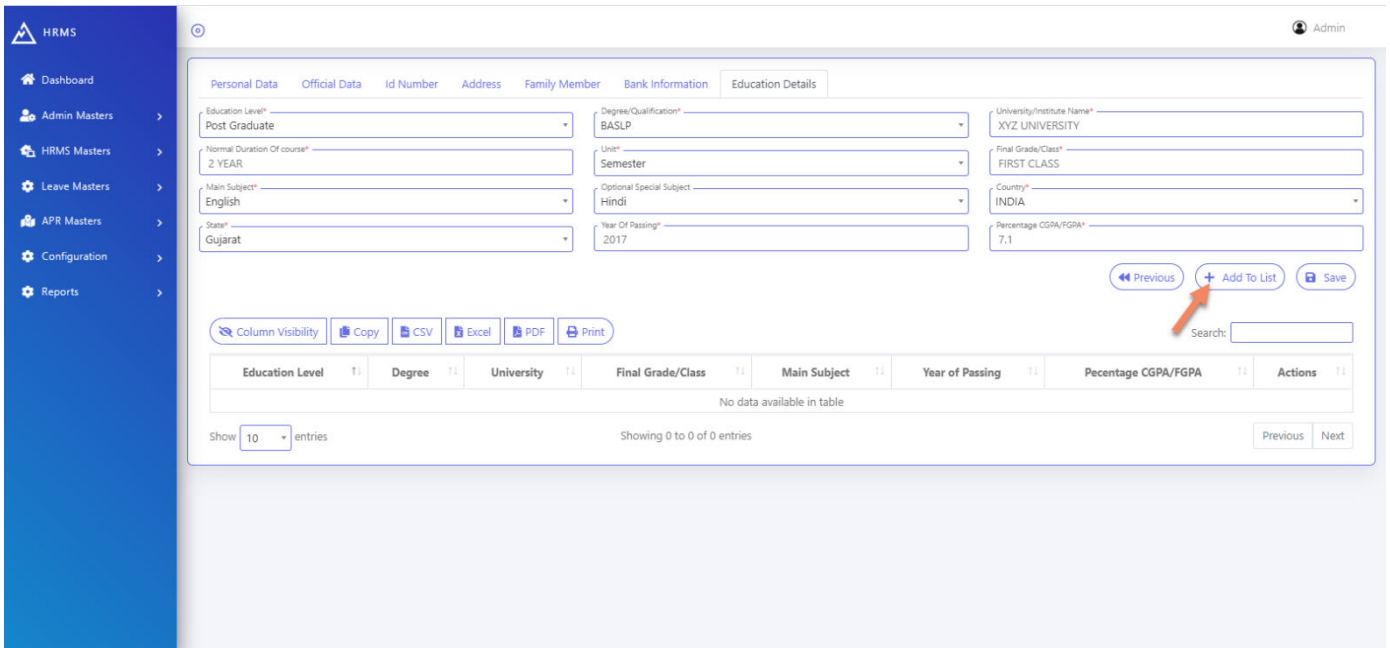
The screenshot shows the 'Bank Information' tab of the HRMS Employee Registration form. The form fields are as follows:

Payee** Self	Bank Name** Bank of India	Bank Account** 708052001100
Branch** Ahmedabad Branch	IFSC Code** BKID0012102	City** Ahmadabad
Country** INDIA		

Navigation buttons at the bottom right: Previous, Save & Next. A red arrow points to the 'Save & Next' button.

### 6.7 Education Details: -

- Enter the user's Education Details and click on the Add to list button. ( યુઝરની અભ્યાસની વિગત દાખલ કરી એડ ટુ લિસ્ટ બટન પર ક્લિક કરો)



The screenshot shows the 'Education Details' tab of the HRMS Employee Registration form. The form fields are as follows:

Education Level** Post Graduate	Degree/Qualification** BASLP	University/Institute Name** XYZ UNIVERSITY
Normal Duration Of course** 2 YEAR	Unit** Semester	Final Grade/Class** FIRST CLASS
Main Subject** English	Optional Special Subject Hindi	Country** INDIA
State** Gujarat	Year Of Passing** 2017	Percentage CGPA/FGPA** 7.1

Navigation buttons at the bottom right: Previous, Add To List, Save. A red arrow points to the 'Add To List' button.

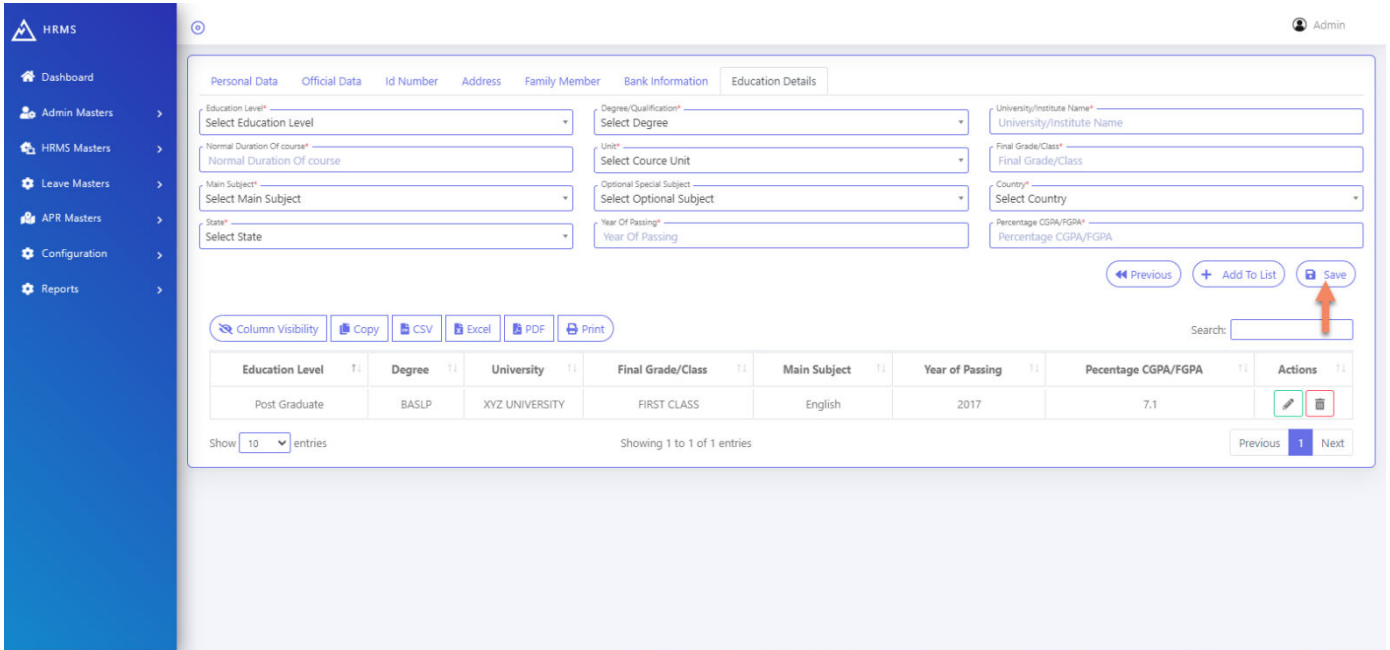
Below the form, there are utility buttons: Column Visibility, Copy, CSV, Excel, PDF, Print. A search bar is also present.

Education Level	Degree	University	Final Grade/Class	Main Subject	Year of Passing	Percentage CGPA/FGPA	Actions
No data available in table							

Showing 0 to 0 of 0 entries. Previous Next

- After the Education details is added, we will click on the save button. ( યુઝરની અભ્યાસની વિગત દાખલ થઈ જાય ત્યારબાદ છેલ્લે સેવ બટન પર ક્લિક કરો)

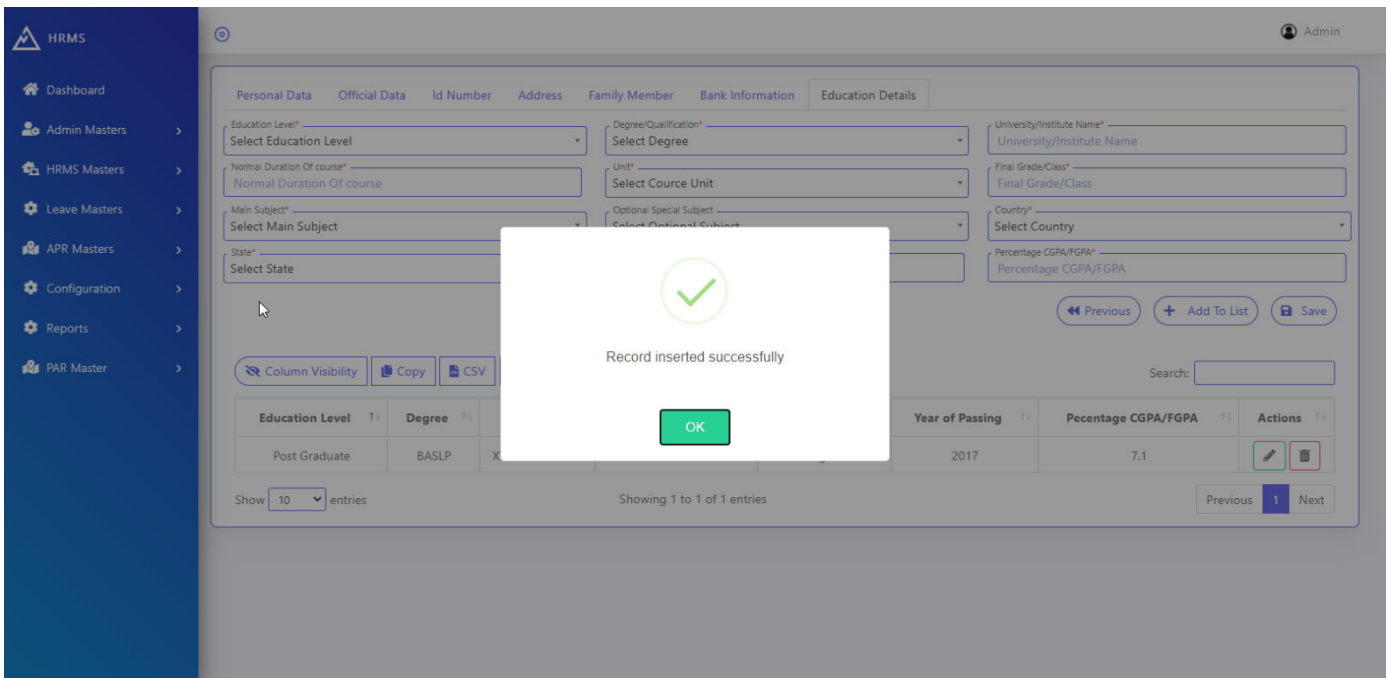
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The screenshot shows the HRMS Employee Registration form. The 'Education Details' tab is active. The form contains several input fields for personal and educational information. Below the form is a table with one entry and a 'Save' button highlighted with a red arrow.

Education Level	Degree	University	Final Grade/Class	Main Subject	Year of Passing	Percentage CGPA/FGPA	Actions
Post Graduate	BASLP	XYZ UNIVERSITY	FIRST CLASS	English	2017	7.1	[Edit] [Delete]

- After filling user all details a popup of Record Inserted Successfully will appear. (યુઝરની તમામ વિગત દાખલ થઈ જાય ત્યારબાદ નીચે ફોટામાં બતાવ્યા મુજબ રેકોર્ડ સફળતા પૂર્વક દાખલ થયાનું પોપ-અપ દેખાશે)



The screenshot shows the HRMS Employee Registration form with a success popup. The popup is a white box with a green checkmark and the text 'Record inserted successfully' and an 'OK' button.