

User Manual

Employee

Service Book

Prepared for:



General Administration Department
Government of Gujarat

Prepared by:



Document Control

- **Revision History**

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|--------------------|--------------------|---------|
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- **List of Reference Documents**

| Name of Document | Version |
|-----------------------------|---------|
| Employee Service Book_Admin | 1.0 |

Contents

| | |
|--|----|
| 1. Intended Audience and Rights (ઉદ્દેશ્ય પ્રેક્ષકો અને અધિકારો)..... | 4 |
| 2. Common Buttons/ Tabs in Application (એપ્લિકેશનમાં સામાન્ય બટનો/ટેબ્સ) | 4 |
| 3. User Login Page and Dashboard (વપરાશકર્તાનું લોગિનપેજ અને ડેશબોર્ડ)..... | 5 |
| 3.1 Login Page(લોગીનપેજ) | 5 |
| 3.2 User dashboard (વપરાશકર્તા ડેશબોર્ડ) | 8 |
| 4. KARMYOGI Employee Service Book | 9 |
| 4.1 Login | 9 |
| 4.2 Home Page | 9 |
| 4.3 Navigation for User Registration: - | 10 |
| 4.4 Search User: - | 10 |
| 4.5 Posting History: - | 11 |
| 4.6 Compensation History: - | 11 |
| 4.7 Current Leave Balance: - | 12 |
| 4.8 Leave Balance History: - | 12 |
| 4.9 Leave Availed History: - | 13 |
| 4.10 Education Details: - | 13 |
| 4.11 Annual Property Return: - | 14 |
| 4.12 Last 10 Year Par Ratings: - | 14 |
| 4.13 Certificate: - | 15 |

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)

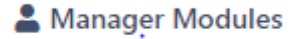
1. User will click on Home button and redirect to the dashboard
વપરાશકર્તા હોમ બટન પર ક્લિક કરશે અને ડેશબોર્ડ પર રીડાયરેક્ટ કરશે



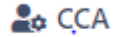
2. User will click on Employee modules and access all employee related Modules
વપરાશકર્તા કર્મચારી મોડ્યુલ્સ પર ક્લિક કરશે અને કર્મચારી સંબંધિત તમામ મોડ્યુલોને ઍક્સેસ કરશે



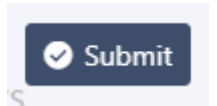
3. User will click on Manager Module and access all approval request modules in which he is approver or verifier
વપરાશકર્તા મેનેજર મોડ્યુલ પર ક્લિક કરશે અને તમામ મંજૂરી વિનંતીઓને ઍક્સેસ કરશે જેમાં તે મંજૂર કરનાર અથવા ચકાસણીકર્તા છે



4. Click on CCA button and Only CCA user can access this.
ફક્ત CCA વપરાશકર્તા જ આને ઍક્સેસ 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

1. Using Mobile No:

- a) Enter Mobile No (મોબાઈલ નંબર દાખલ કરો)

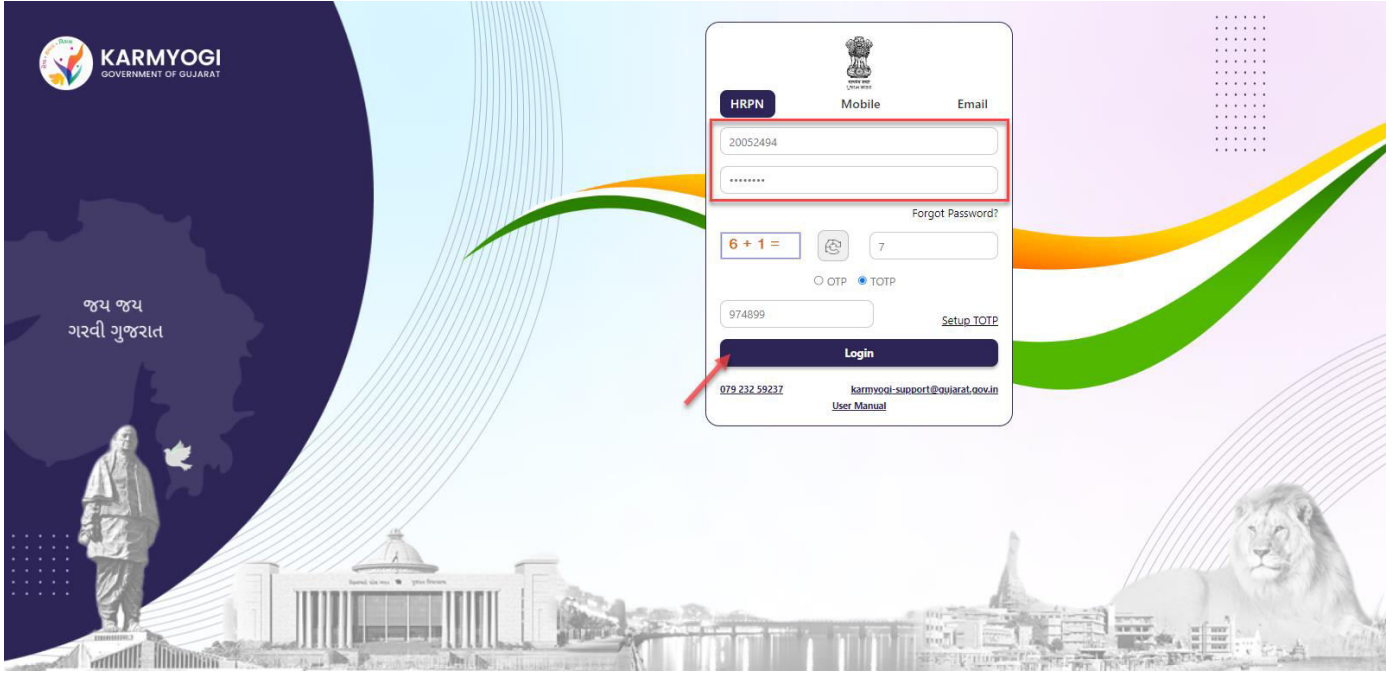
User_Manual_KARMYOGI_Employee_Service

- 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 ઈન 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 ઈન કરશે.)
- f)

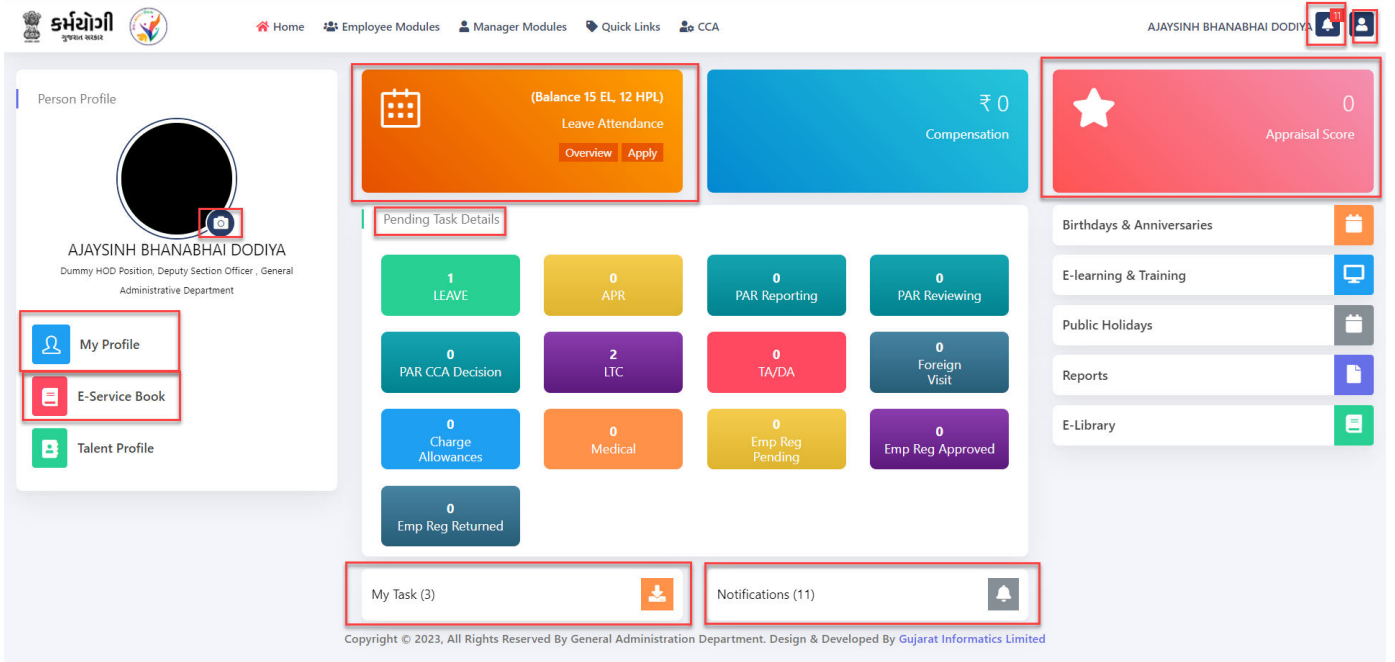


3. Using Personal Email ID, No:

- 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.)



3.2 User dashboard (વપરાશકર્તા ડેશબોર્ડ)



The screenshot shows the user dashboard for Karmyogi Employee Service. The user is identified as AJAYSINH BHANABHAI DODIYA, Dummy HOD Position, Deputy Section Officer, General, Administrative Department. The dashboard includes several key sections:

- Person Profile:** Includes a profile picture, name, position, and department. A camera icon is used to change the profile picture.
- My Profile:** A button to view the user's profile details.
- E-Service Book:** A button to access e-service book details.
- Talent Profile:** A button to view the user's talent profile.
- Leave Attendance:** Shows a balance of 15 EL and 12 HPL. Includes buttons for Overview and Apply.
- Compensation:** Shows a balance of ₹ 0.
- Appraisal Score:** Shows a score of 0.
- Pending Task Details:** A grid of buttons for various pending tasks: 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 button to view cumulative pending tasks for all modules.
- Notifications (11):** A button to view notifications from all modules.
- Birthdays & Anniversaries:** A button to view birthdays and anniversaries.
- E-learning & Training:** A button to access e-learning and training resources.
- Public Holidays:** A button to view public holidays.
- Reports:** A button to view reports.
- E-Library:** A button to access the 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. KARMYOGI Employee Service Book

4.1 Login

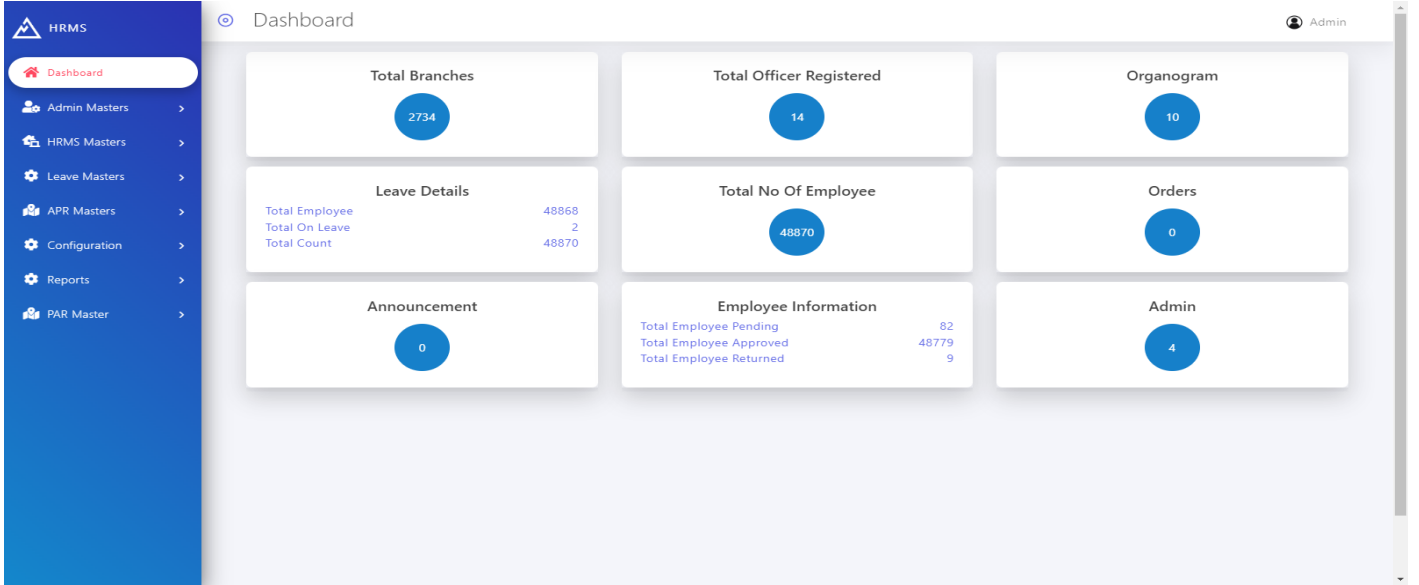
- Login to the KARMYOGI application with valid credentials (username and password).
(સૌ પ્રથમ કર્મચોગી પોર્ટલ/એપ્લિકેશન ચાલુ કરો, ત્યારબાદ પોતાનું યુઝરનેમ અને પાસવર્ડ દાખલ કરો.)

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

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

4.2 Home Page

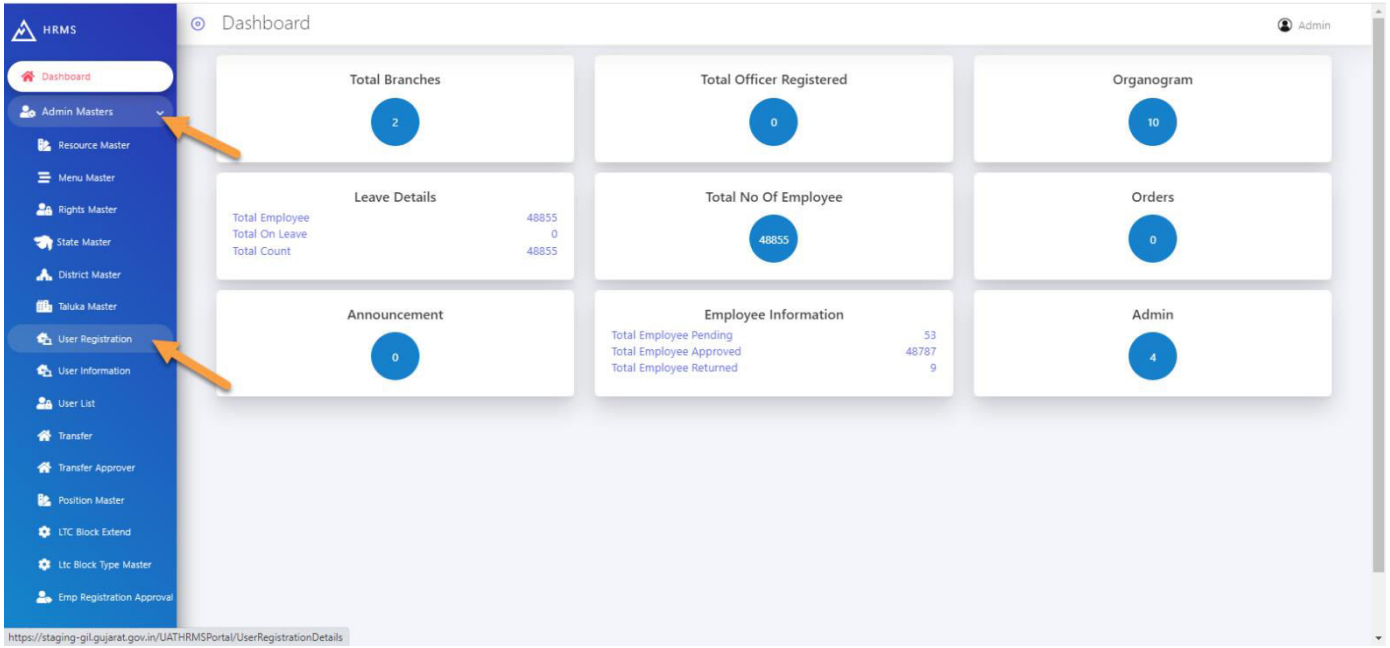
- After login in KARMYOGI home page will open as below.
(Karmyogi માં લોગિન થઈ ગયા પછી નીચે મુજબ હોમપેજ ખુલશે)



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.)

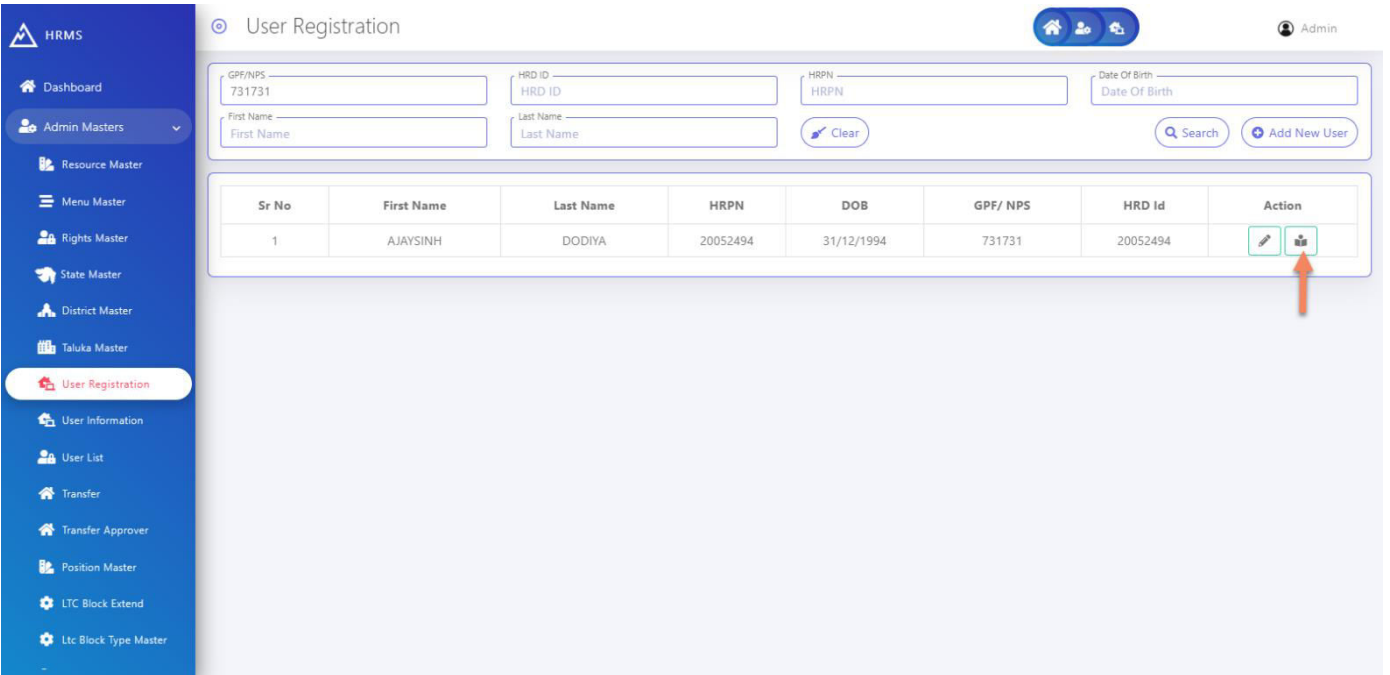
User_Manual_KARMYOGI_Employee_Service





The screenshot shows the HRMS Dashboard with a sidebar menu on the left. The sidebar menu includes: 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, and Emp Registration Approval. The main dashboard area displays several widgets: 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). An orange arrow points to the 'Admin Masters' menu item, and another orange arrow points to the 'User Registration' menu item.

4.4 Search User: -

- Search User and Click E-Service Book Icon. (સર્ચ બટન ના મધ્યમથી યુઝર શોધો અને નીચે બતાવ્યા મુજબ ઈ- સર્વિસ બૂક ના આઈકોન પર ક્લિક કરો)



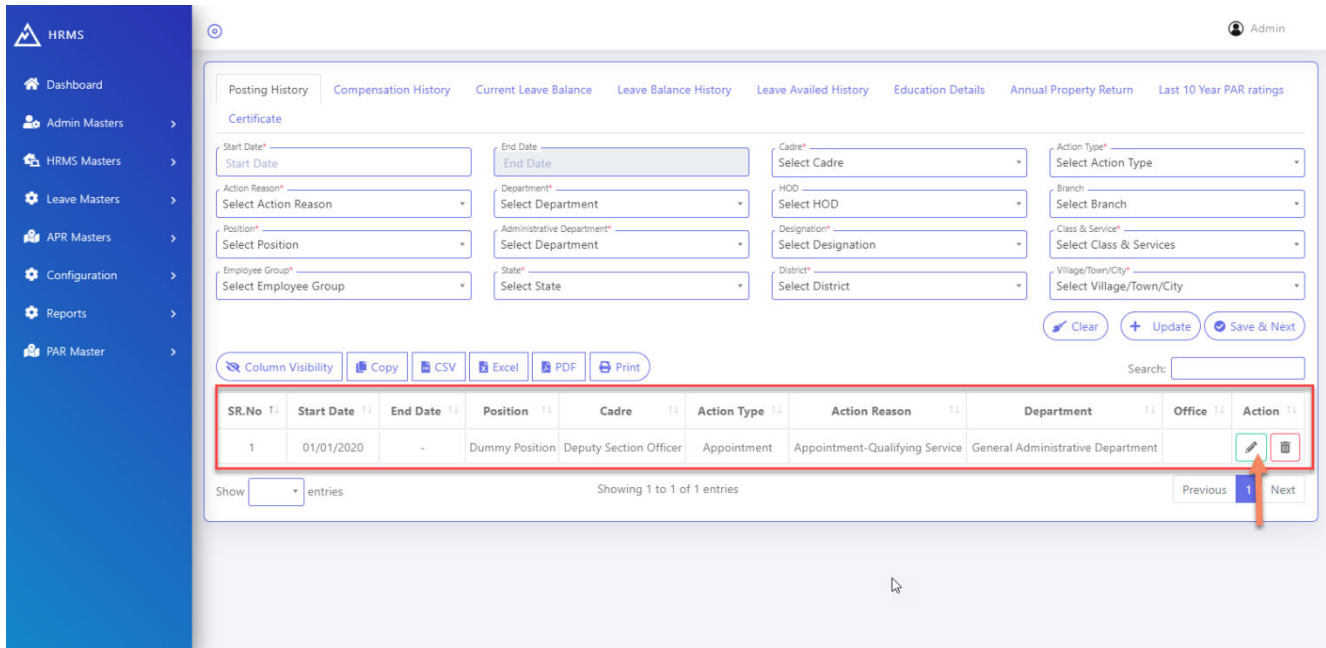
The screenshot shows the User Registration page. The sidebar menu is the same as in the dashboard screenshot, with 'User Registration' highlighted. The main area contains a registration form with fields for GPF/NPS (731731), HRD ID, HRPN, Date of Birth, First Name, and Last Name. There are 'Search' and 'Add New User' buttons. Below the form is a table with the following data:

| Sr No | First Name | Last Name | HRPN | DOB | GPF/ NPS | HRD Id | Action |
|-------|------------|-----------|----------|------------|----------|----------|---|
| 1 | AJAYSINH | DODIYA | 20052494 | 31/12/1994 | 731731 | 20052494 |   |

An orange arrow points to the 'E-Service Book' icon in the Action column of the table.

4.5 Posting History: -

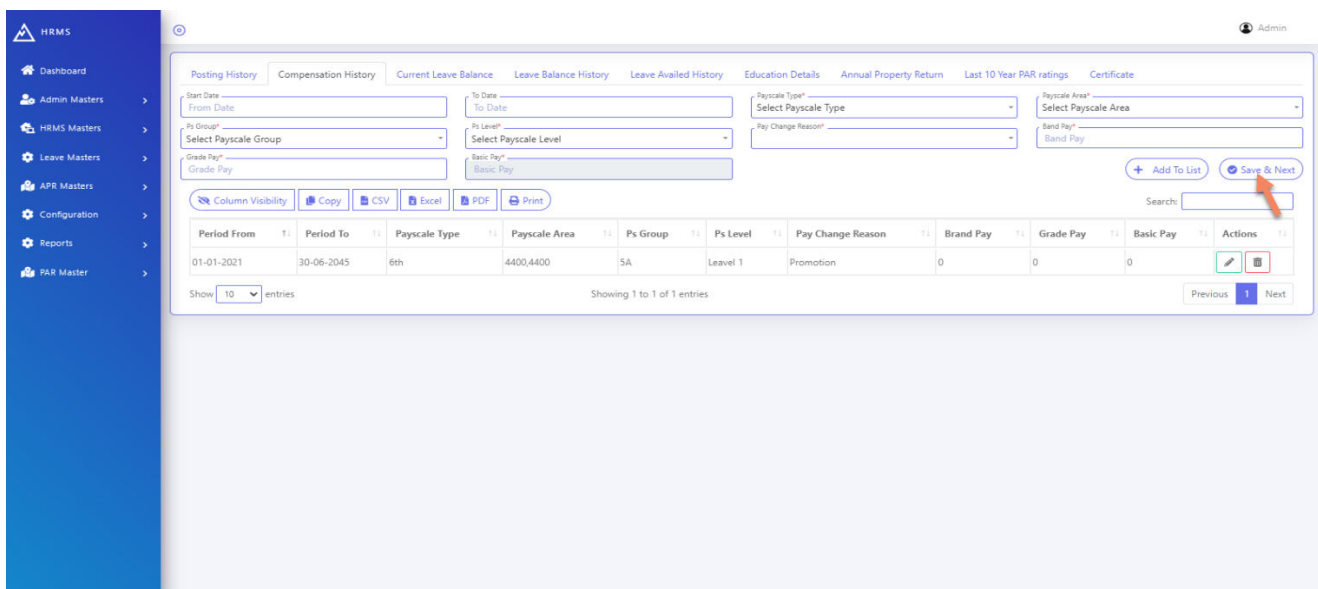
- The user's posting history will be displayed which was entered during registration. It can be corrected by clicking on edit button, if there is no correction then save and next button. (યુઝરના પોસ્ટિંગને લગતી વિગત બતાવશે જે નવા યુઝર રજીસ્ટ્રેશન વખતે દાખલ કરી હતી, તેમાં કોઈ સુધારો હોય તો નીચે બતાવ્યા મુજબ એડિટ બટન પર ક્લિક કરી સુધારો કરી શકો છો જો કોઈ સુધારો ના હોય તો સેવ અને નેક્સ્ટ બટન પર ક્લિક કરી આગળ વધો)



The screenshot shows the 'Posting History' form in the HRMS system. The form includes fields for Start Date, End Date, Cadre, Action Type, Action Reason, Department, HOD, Branch, Position, Administrative Department, Designation, Class & Service, Employee Group, State, District, and Village/Town/City. Below the form is a table with columns: SR.No, Start Date, End Date, Position, Cadre, Action Type, Action Reason, Department, Office, and Action. The table contains one entry with SR.No 1, Start Date 01/01/2020, End Date -, Position Dummy Position, Cadre Deputy Section Officer, Action Type Appointment, Action Reason Appointment-Qualifying Service, and Department General Administrative Department. The 'Action' column for this entry has edit and delete icons. The 'Save & Next' button is highlighted with a red arrow.

4.6 Compensation History: -

Add User Compensation History and Click Add to List Then after Click Save and Next Button. (યુઝરના વડતરની વિગત દાખલ કરી એડ ટુ લિસ્ટ બટન પર ક્લિક કરો ત્યારબાદ સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો)



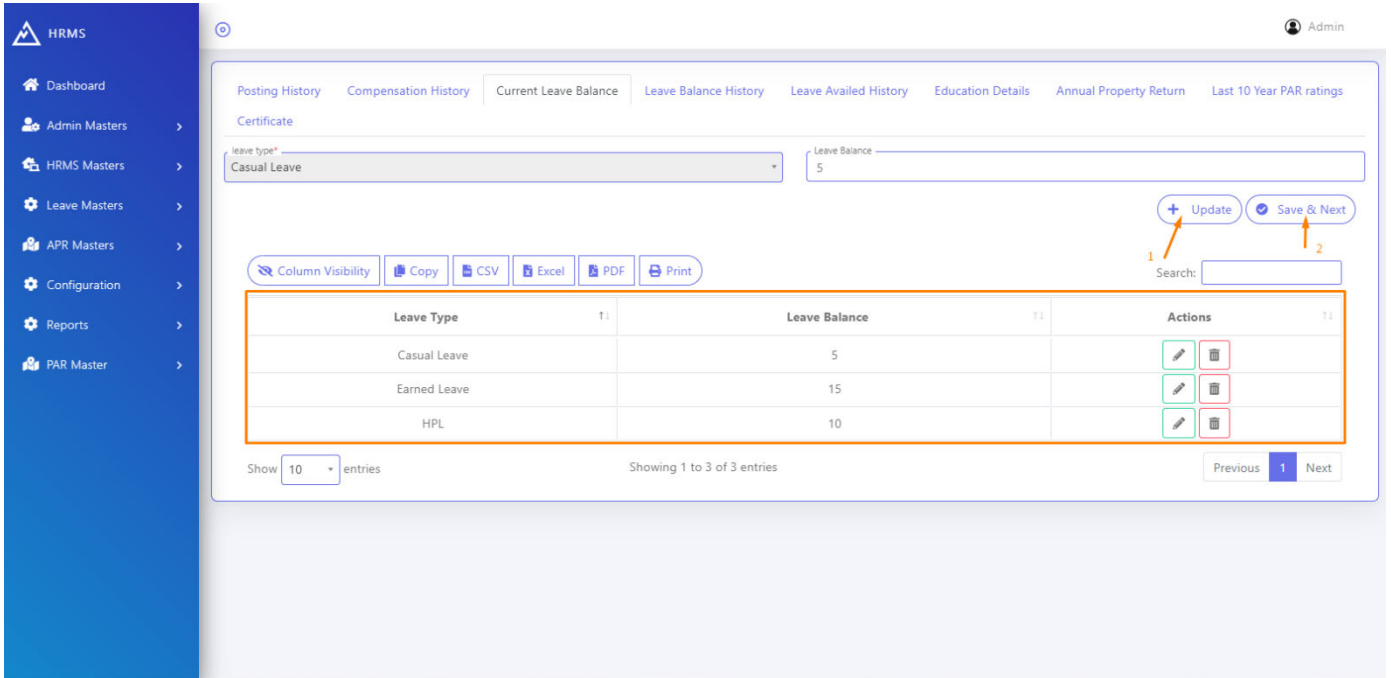
The screenshot shows the 'Compensation History' form in the HRMS system. The form includes fields for Start Date, To Date, Payscale Type, Payscale Area, Ps Group, Select Payscale Group, Ps Level, Select Payscale Level, Pay Change Reason, Band Pay, Grade Pay, Basic Pay, and Band Pay. Below the form is a table with columns: Period From, Period To, Payscale Type, Payscale Area, Ps Group, Ps Level, Pay Change Reason, Brand Pay, Grade Pay, Basic Pay, and Actions. The table contains one entry with Period From 01-01-2021, Period To 30-06-2045, Payscale Type 6th, Payscale Area 4400,4400, Ps Group SA, Ps Level Leave1, Pay Change Reason Promotion, Brand Pay 0, Grade Pay 0, and Basic Pay 0. The 'Actions' column for this entry has edit and delete icons. The 'Save & Next' button is highlighted with a red arrow.

4.7 Current Leave Balance: -

- Add User Current Leave Balance and Click Add to List Then After Click Save and Next

User_Manual_KARMYOGI_Employee_Service

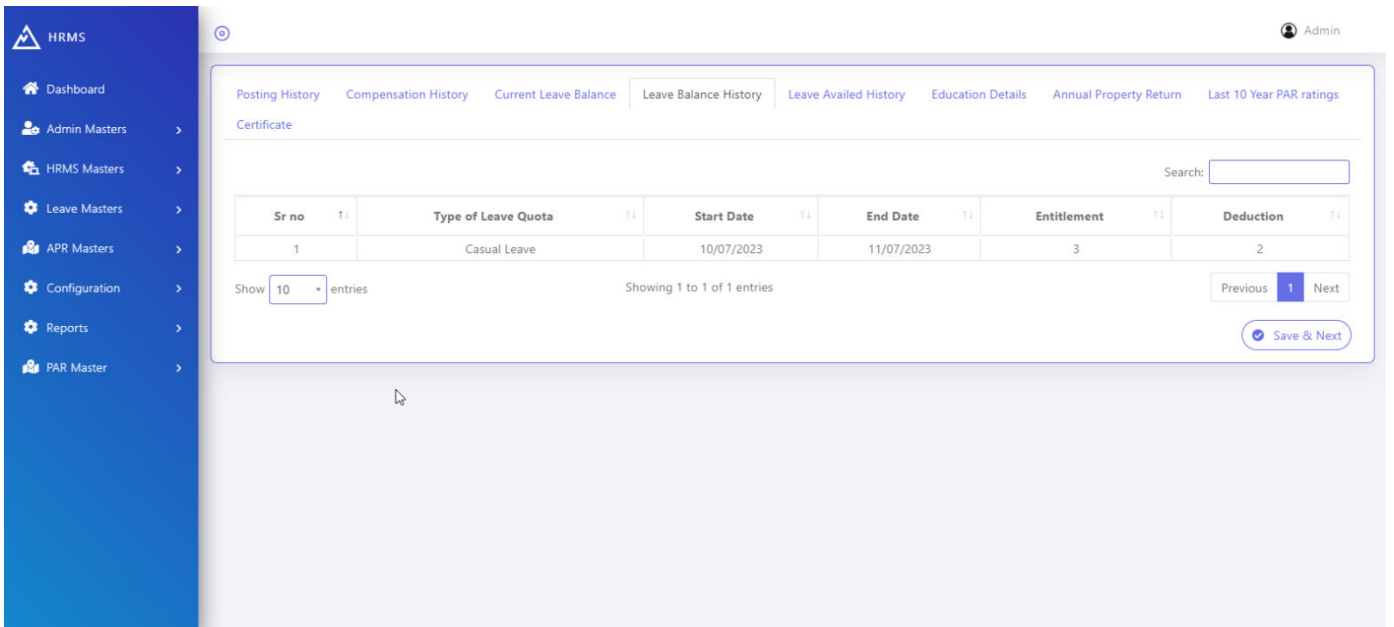
Button. (યુઝરની વર્તમાન રજા બેલેન્સ ની વિગત દાખલ કરી એડ ટુ લિસ્ટ બટન પર ક્લિક કરો ત્યારબાદ સેવ અને નેક્સ્ટ બટન પર ક્લિક કરો)



The screenshot shows the 'Current Leave Balance' page in the HRMS system. The left sidebar contains navigation options like Dashboard, Admin Masters, HRMS Masters, Leave Masters, APR Masters, Configuration, Reports, and PAR Master. The main content area has tabs for Posting History, Compensation History, Current Leave Balance, Leave Balance History, Leave Availed History, Education Details, Annual Property Return, and Last 10 Year PAR ratings. The 'Current Leave Balance' tab is active, showing a 'Certificate' section with a 'leave type*' dropdown set to 'Casual Leave' and a 'Leave Balance' input field with the value '5'. Below this are '+ Update' and 'Save & Next' buttons. A table below shows the current leave balances for three types: Casual Leave (5), Earned Leave (15), and HPL (10). The table has columns for Leave Type, Leave Balance, and Actions (edit and delete). At the bottom, there are pagination controls showing 'Showing 1 to 3 of 3 entries' and 'Previous 1 Next'.

4.8 Leave Balance History: -

- User Leave Balance History. (યુઝરની રજાની વિગત)

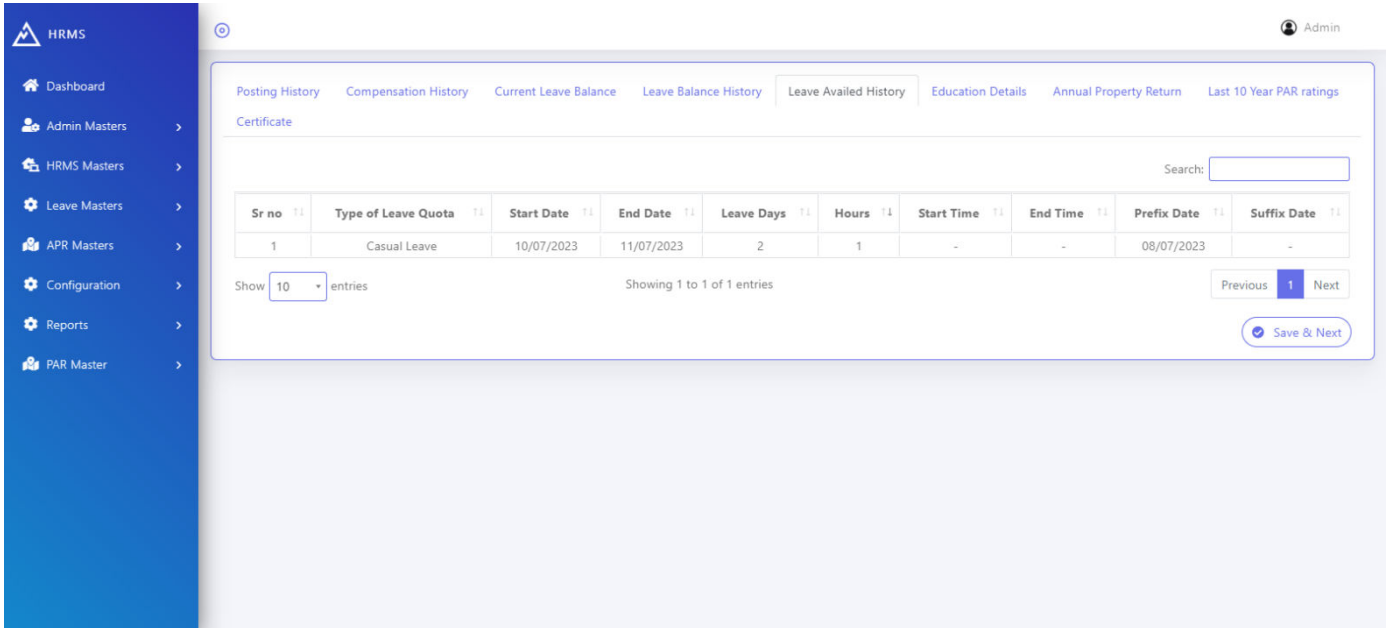


The screenshot shows the 'Leave Balance History' page in the HRMS system. The left sidebar is the same as in the previous screenshot. The main content area has tabs for Posting History, Compensation History, Current Leave Balance, Leave Balance History, Leave Availed History, Education Details, Annual Property Return, and Last 10 Year PAR ratings. The 'Leave Balance History' tab is active, showing a 'Certificate' section with a search bar. Below the search bar is a table with columns: Sr no, Type of Leave Quota, Start Date, End Date, Entitlement, and Deduction. The table contains one entry: Sr no 1, Type of Leave Quota Casual Leave, Start Date 10/07/2023, End Date 11/07/2023, Entitlement 3, and Deduction 2. At the bottom, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

4.9 Leave Availed History: -

- User Leave Availed History. (યુઝરની ઉપલબ્ધ રજાની માહિતી)

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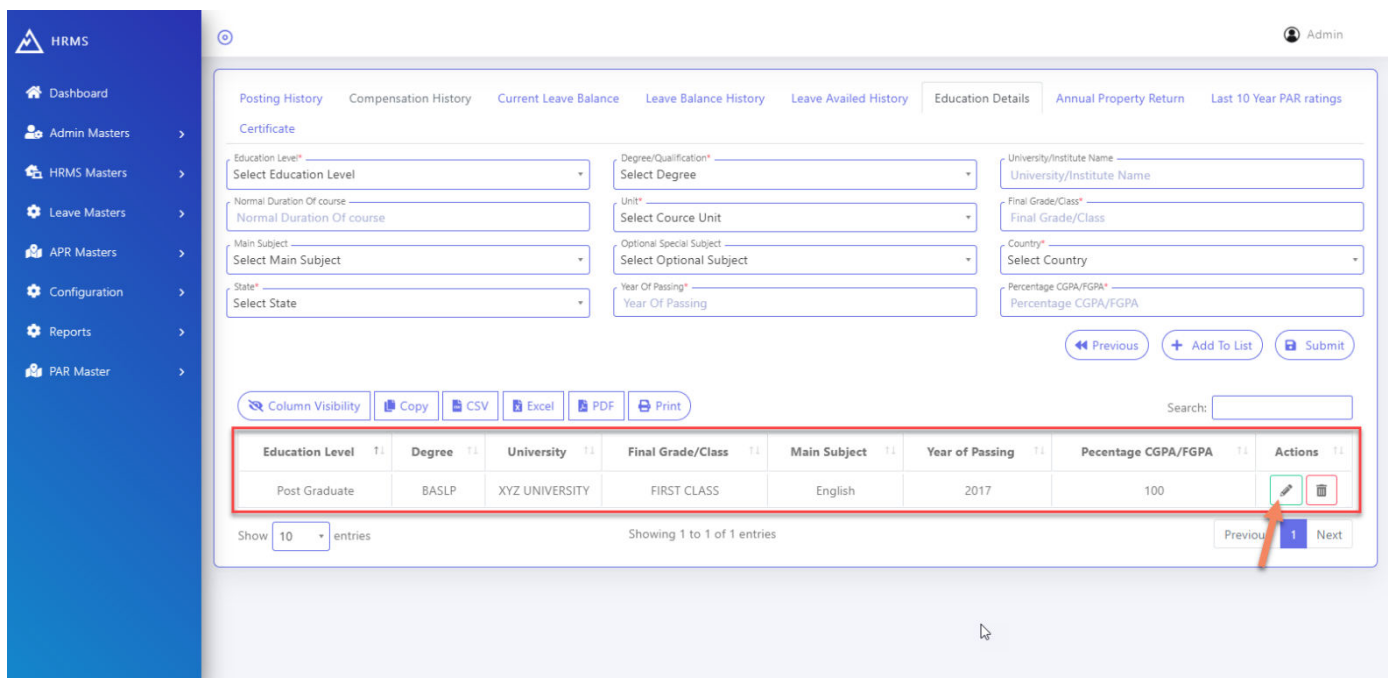
The screenshot shows the 'Leave Availed History' page in the HRMS system. The left sidebar contains navigation options: HRMS, Dashboard, Admin Masters, HRMS Masters, Leave Masters, APR Masters, Configuration, Reports, and PAR Master. The main content area has tabs for Posting History, Compensation History, Current Leave Balance, Leave Balance History, Leave Availed History (selected), Education Details, Annual Property Return, and Last 10 Year PAR ratings. Below the tabs is a search bar and a table with the following data:

| Sr no | Type of Leave Quota | Start Date | End Date | Leave Days | Hours | Start Time | End Time | Prefix Date | Suffix Date |
|-------|---------------------|------------|------------|------------|-------|------------|----------|-------------|-------------|
| 1 | Casual Leave | 10/07/2023 | 11/07/2023 | 2 | 1 | - | - | 08/07/2023 | - |

Below the table, there is a 'Show 10 entries' dropdown, 'Showing 1 to 1 of 1 entries' text, and navigation buttons: Previous, 1, Next, and Save & Next.

4.10 Education Details: -



- It will show the user's education details which were entered while registering if there is no correction then click on submit button. (યુઝરના અભ્યાસની વિગત બતાવશે જે રજીસ્ટ્રેશન વખતે દાખલ કરી હતી, જો કોઈ ભૂલ ના હોય તો સબમિટ બટન પર ક્લિક કરો)



The screenshot shows the 'Education Details' page in the HRMS system. The left sidebar is the same as in the previous screenshot. The main content area has tabs for Posting History, Compensation History, Current Leave Balance, Leave Balance History, Leave Availed History, Education Details (selected), Annual Property Return, and Last 10 Year PAR ratings. Below the tabs is a search bar and a form with the following fields:

- Education Level* (Select Education Level)
- Degree/Qualification* (Select Degree)
- University/Institute Name (University/Institute Name)
- Normal Duration Of course (Normal Duration Of course)
- Unit* (Select Course Unit)
- Final Grade/Class* (Final Grade/Class)
- Main Subject (Select Main Subject)
- Optional Special Subject (Select Optional Subject)
- Country* (Select Country)
- State* (Select State)
- Year Of Passing* (Year Of Passing)
- Percentage CGPA/FGPA* (Percentage CGPA/FGPA)

Below the form are buttons: Previous, Add To List, and Submit. There are also utility buttons: Column Visibility, Copy, CSV, Excel, PDF, and Print. Below these is a table with the following data:

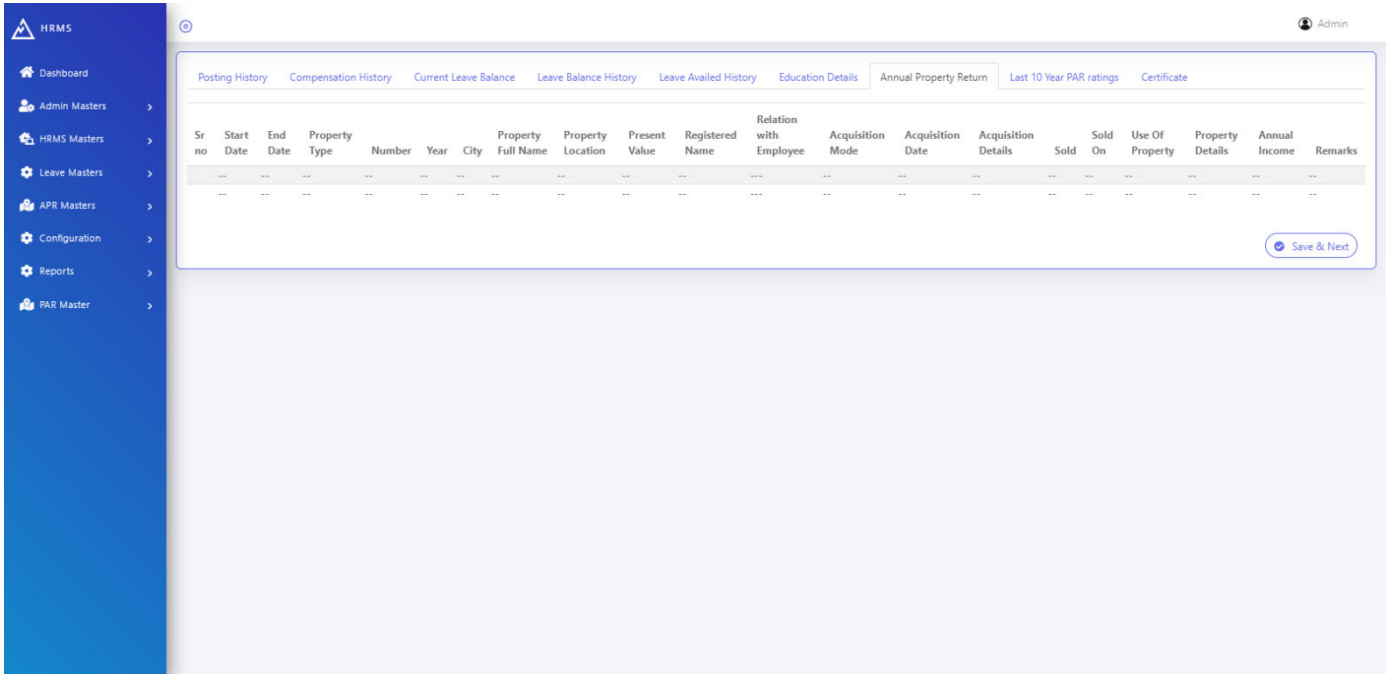
| Education Level | Degree | University | Final Grade/Class | Main Subject | Year of Passing | Percentage CGPA/FGPA | Actions |
|-----------------|--------|----------------|-------------------|--------------|-----------------|----------------------|---|
| Post Graduate | BASLP | XYZ UNIVERSITY | FIRST CLASS | English | 2017 | 100 |   |

Below the table, there is a 'Show 10 entries' dropdown, 'Showing 1 to 1 of 1 entries' text, and navigation buttons: Previous, 1, Next. An orange arrow points to the 'Submit' button.

4.11 Annual Property Return: -

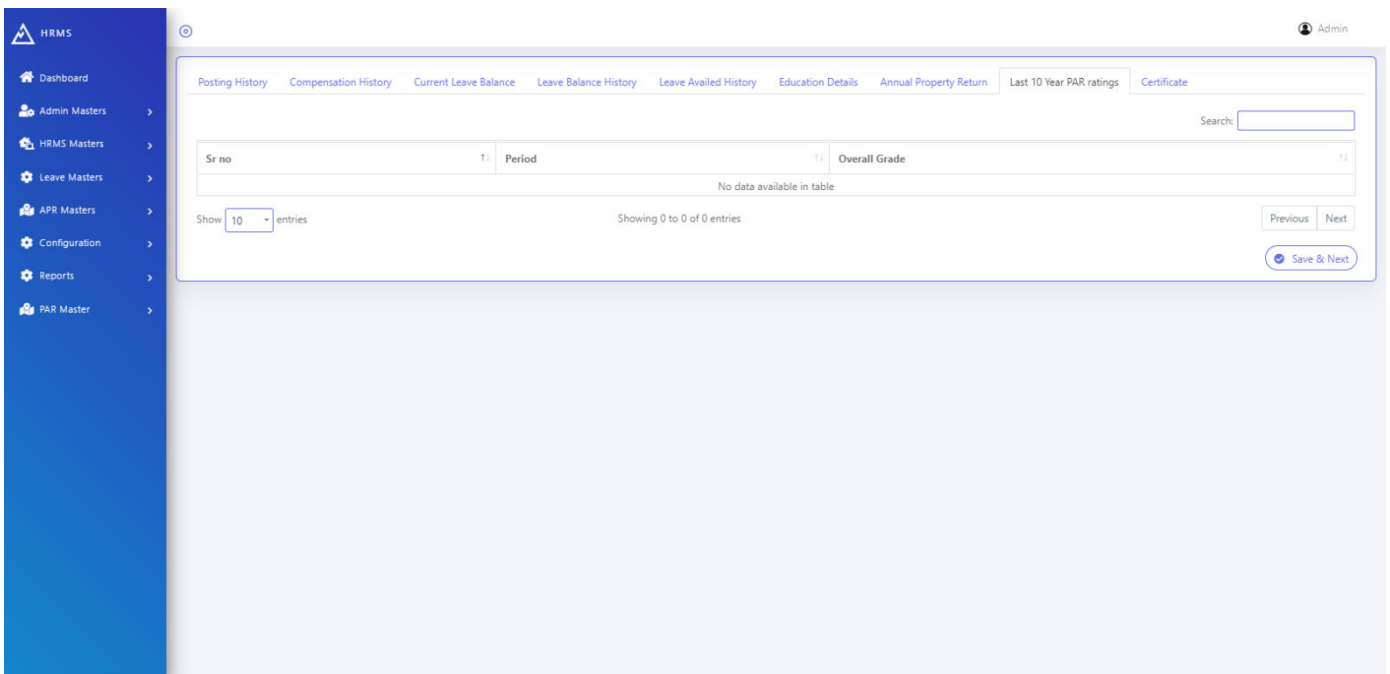
- User Annual Property Return. (યુઝરની વાર્ષિક મિલકતની વિગત)

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4.12 Last 10 Year Par Ratings: -

- User Last 10 Year PAR Ratings. (યુઝરના છેલ્લા ૧૦ વર્ષના કામ અને વડતરનું રેટિંગ)

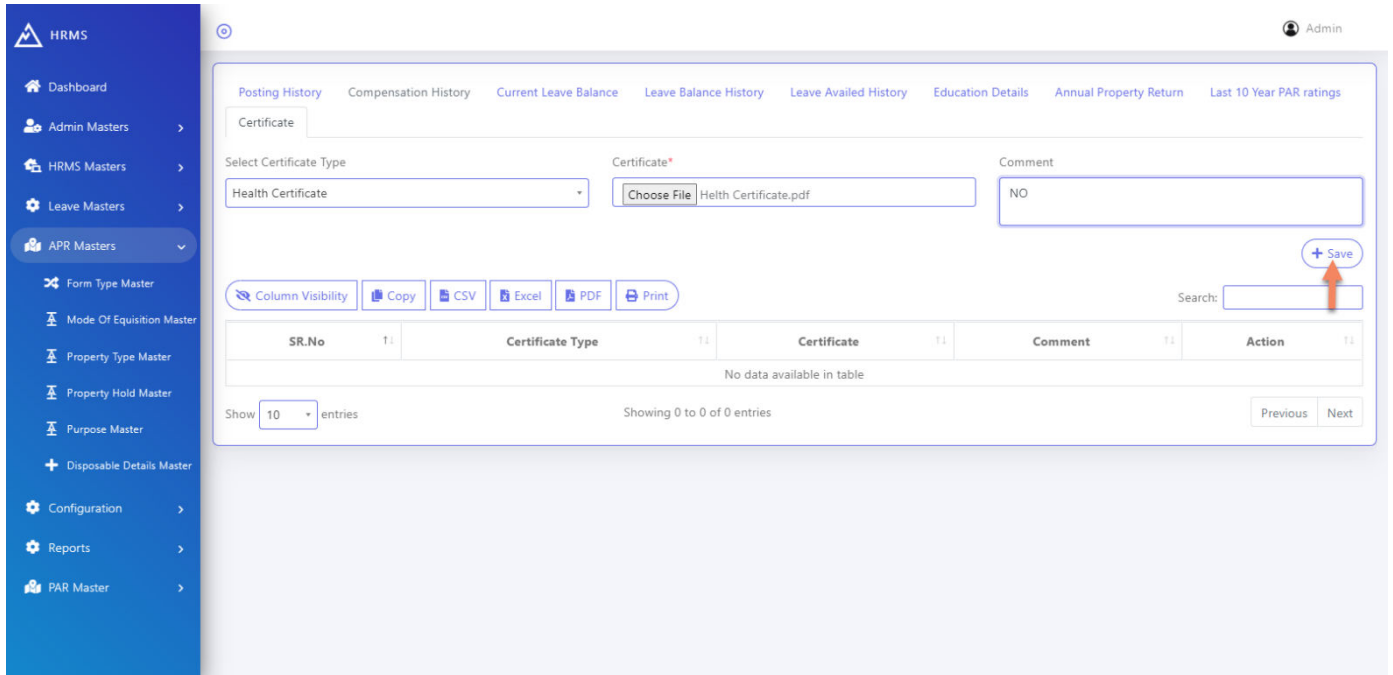


4.13 Certificate: -

- Add User Certificate like health Certificate, Character Certificate, Marriage Certificate etc. and Click Save Button. (યુઝર ના સર્ટિફિકેટ એડ કરો, જેમ કે હેલ્થનું સર્ટિફિકેટ, ચારિત્ર્ય પ્રમાણપત્ર, લગનનું

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પ્રમાણપત્ર વગેરે ત્યાર બાદ સેવ બટન પર ક્લિક કરો)



The screenshot shows the HRMS interface for adding a certificate. The left sidebar contains a navigation menu with options like Dashboard, Admin Masters, HRMS Masters, Leave Masters, APR Masters, Form Type Master, Mode Of Acquisition Master, Property Type Master, Property Hold Master, Purpose Master, Disposable Details Master, Configuration, Reports, and PAR Master. The main content area is titled 'Certificate' and includes a breadcrumb trail: Posting History > Compensation History > Current Leave Balance > Leave Balance History > Leave Availed History > Education Details > Annual Property Return > Last 10 Year PAR ratings > Certificate. The form fields are: 'Select Certificate Type' (dropdown menu with 'Health Certificate' selected), 'Certificate*' (file upload field with 'Choose File' button and 'Health Certificate.pdf' filename), and 'Comment' (text area with 'NO' entered). Below the form are utility buttons: Column Visibility, Copy, CSV, Excel, PDF, and Print. A search bar is also present. A '+ Save' button is highlighted with a red arrow. Below the form is a table with columns: SR.No, Certificate Type, Certificate, Comment, and Action. The table is currently empty, displaying 'No data available in table'. At the bottom, there is a 'Show 10 entries' dropdown and 'Showing 0 to 0 of 0 entries' text, along with 'Previous' and 'Next' navigation buttons. The user 'Admin' is logged in, as indicated in the top right corner.