

User Manual

Service Book



General Administration Department
Government of Gujarat

Prepared for:



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 |
|------------------|---------|
| Service Book | 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

 Home

 Employee Modules

 Manager Modules

 CCA

 Submit

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



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

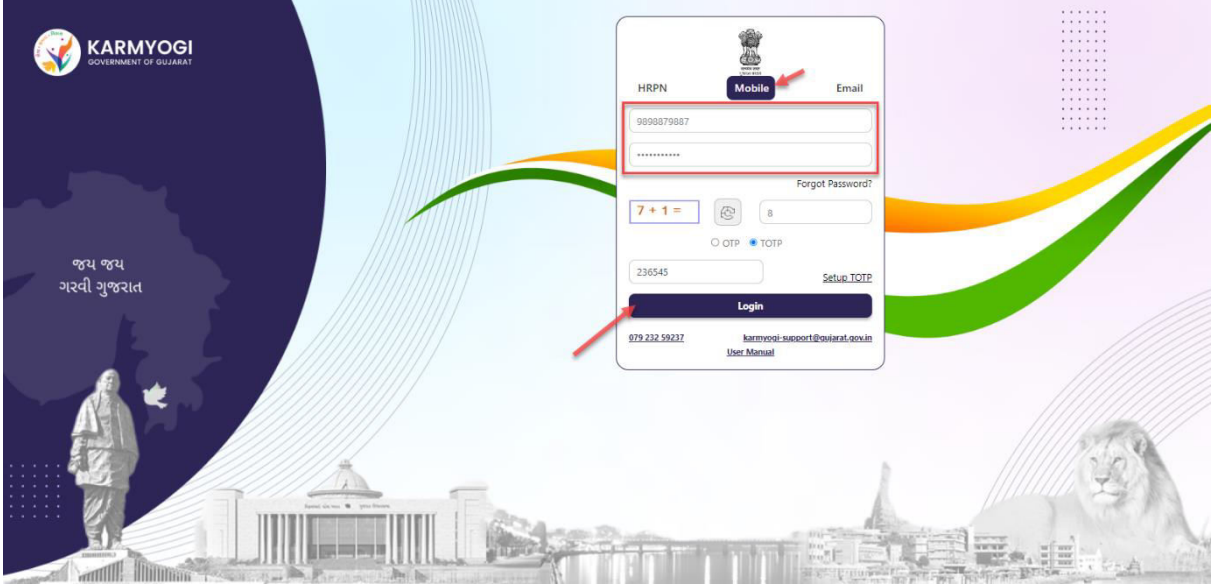
URL: - <https://karmyogi.gujarat.gov.in>

3.1 Login Page (લોગિનપેજ)

There Options available to login in KARMYOGI

1. Using Mobile No:

- Enter Mobile No (મોબાઈલ 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.)



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.)

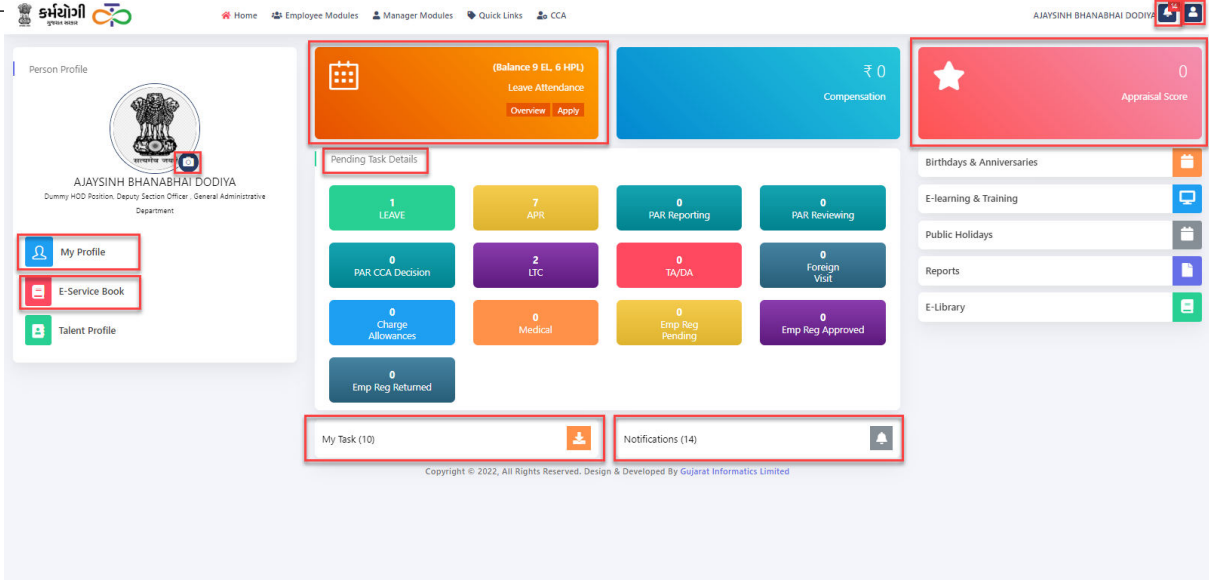


3. Using Personal Email ID, No:

- 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 ઇન કરશે.)



3.2 User dashboard (વપરાશકર્તા ડેશબોર્ડ)



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.)

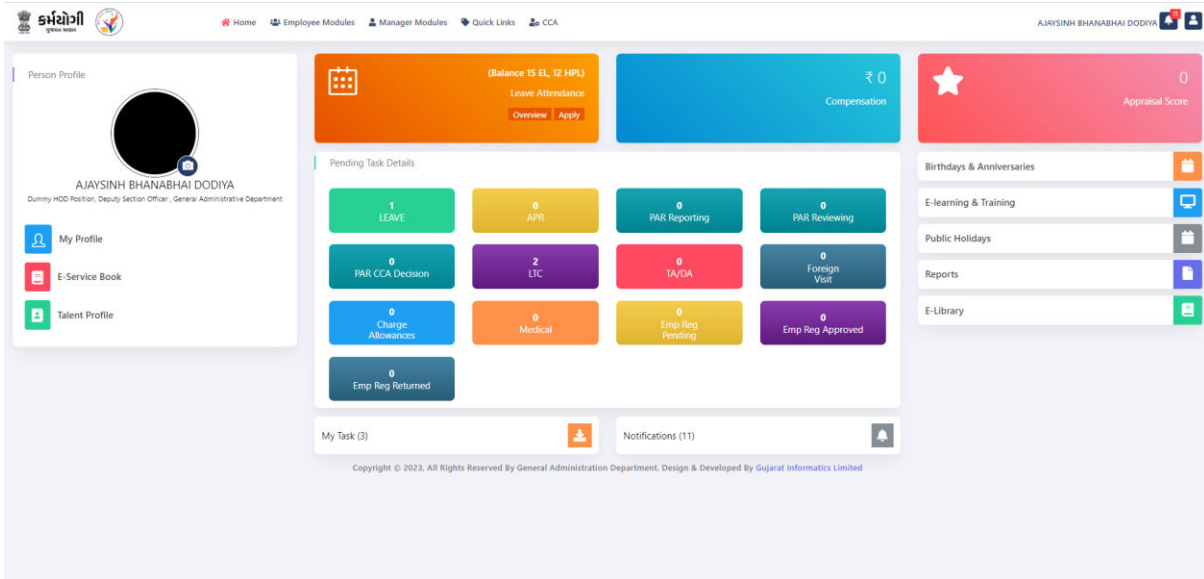
URL: - <https://karmyogi.gujarat.gov.in>



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

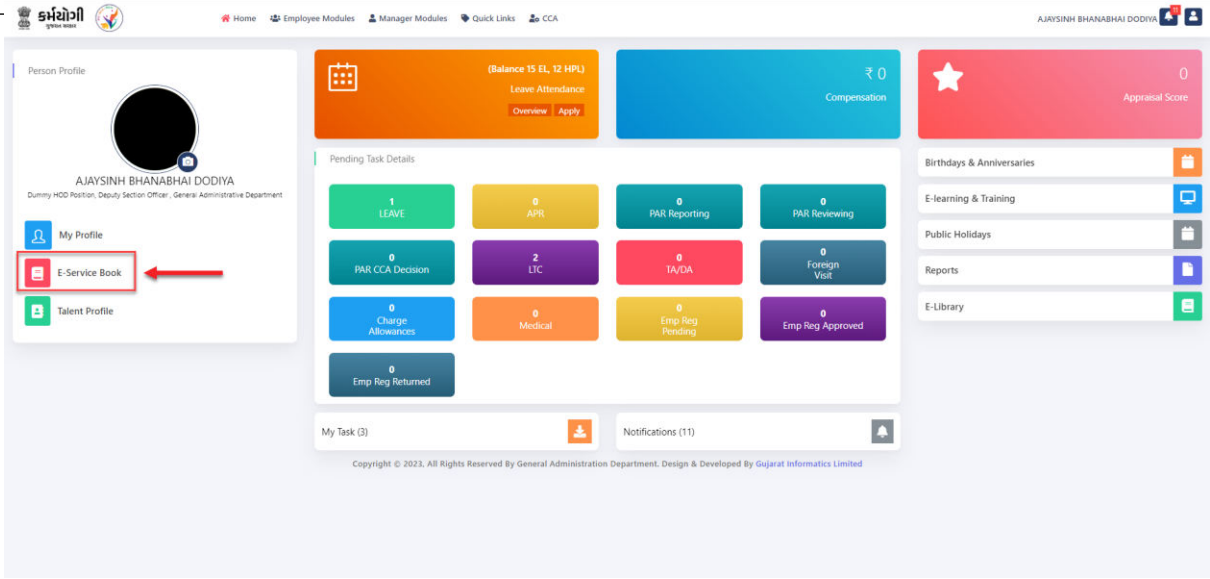
4.2 Home Page

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



4.3 Navigate E-service Book

- Navigate to “E-Service Book” from the home page. (વપરાશકર્તા નીચે દર્શાવ્યા મુજબ ઈ- સર્વિસ બુક પર ક્લિક કરી પોતાની સર્વિસ બુકની વિગત જોઈ શકે છે)



- Click on “E-Service Book”, a new page will open as shown below. (ઈ-સર્વિસ બુક પર ક્લિક કર્યા બાદ નીચે બતાવ્યા મુજબનું નવું પેજ ખુલશે)

Note: The e-service book module is read only for the user but the user can upload his certificate in it. (વપરાશકર્તા પોતાની ઈ-સર્વિસ બુક માં પોતાના પ્રમાણપત્ર જ અપલોડ કરી શકશે બીજી કોઈ માહિતી એડ નહીં કરી શકે)

User can see all details of Basic Details, Employee Personal Information, Posting History, Compensation History, Leave Details, Annual Property Return, Last 10 Year PAR ratings, LTC, Certificate. The user can download e-service book as a pdf format.

(વપરાશકર્તા પોતાની મૂળભૂત વિગતો, કર્મચારીની વ્યક્તિગત માહિતી, પોસ્ટિંગ ઇતિહાસ, વળતર ઇતિહાસ, રજાની વિગતો, વાર્ષિક મિલકત વળતર, છેલ્લા 10 વર્ષના PAR રેટિંગ્સ, LTC, પ્રમાણપત્રની તમામ વિગતો જોઈ શકે છે. વપરાશકર્તા પીડીએફ ફોર્મેટ તરીકે ઈ-સર્વિસ બુક ડાઉનલોડ કરી શકે છે.)


4.4 Employee Personal Information: -

- Employee Personal Information: - (વપરાશકર્તાની અંગત માહિતી)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052494 | P Permanent | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book **Download E-Servicebook** 

[Home / E-Service Book](#)

| Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LTC | Certificate |
|-------------------------------|-----------------|----------------------|---------------|------------------------|--------------------------|-----|-------------|
|-------------------------------|-----------------|----------------------|---------------|------------------------|--------------------------|-----|-------------|

Basic Information

| | | |
|---|---------------------------------|-------------------------------|
| Personnel Number 20052494 | Employee First Name AJAYSINH | Employee Last Name DODIYA |
| Position Name Dummy HOD Position | Cadre Deputy Section Officer | Employee Group P Permanent |
| Department General Administrative Department | Office Name | |

Personal Information

| | | |
|-----------------------------|--|------------------------------------|
| Date Of Birth 31-12-1994 | Age 28 | GPF Number 731731 |
| Seniority Number | First Appointment Date First appointment date | Retirement Date Retirement date |

Total Experience
3 5 13

Communication Details

| | | |
|------------------------------------|-------------------------------|--------------------------|
| PAN Number PAN Number | E-Mail Id dodiya@gmail.com | Cell Number 800088888 |
| Passport Number Passport Number | Extension Extension | |

Address

| | | |
|-------------------------------------|-------------------------------|----------------------------------|
| Address Type Permanent Residence | Care Of Care of | Street/House No. RADHE GREENS |
| 2nd Address Line S G HIGHWAY | City Ahmadabad (Ahmedabad) | State Gujarat |
| District Ahmedabad | Postal Code 382481 | Country |
| Telephone No. 777788877 | | |

Family Details

| Title | First Name | Middle Name | Last Name | Date of Birth | Place of Birth | Name at Birth | Gender | Country | Nationality | Relationship | Actions |
|-------|------------|-------------|-----------|---------------|----------------|---------------|--------|---------|-------------|--------------|---------|
| Mrs. | ANKITA | AJAYSINH | DODIYA | 01/06/1996 | | ANKITA | F | INDIA | Indian | Spouse | - |

Showing 1 to 1 of 1 entries

Education Details

| 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 | 100.00 | - |

Showing 1 to 1 of 1 entries

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4.5 Posting History: -

- Posting History Details (વપરાશકર્તાના પોસ્ટિંગની વિગત)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052494 | P Permanent | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book Home / E-Service Book

Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LTC | Certificate

Search:

| Sr.No | Start Date | End Date | Position | Cadre | Action Type | Action Reason | Department | Office | Action |
|-------|------------|----------|--------------------|------------------------|-------------|--------------------------------|-----------------------------------|--------|--------|
| 1 | 01/01/2020 | - | Dummy HOD Position | Deputy Section Officer | Appointment | Appointment-Qualifying Service | General Administrative Department | | - |

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4.6 Compensation History: -

- Compensation History Details. (વપરાશકર્તાના વળતરની વિગત)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052485 | B Probationer | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book Home / E-Service Book

Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LTC | Certificate

Search:

| Sr No | Period From | Period To | Payscale Type | Payscale Area | Ps Group | Ps Level | Pay Change Reason | Brand Pay | Grade Pay | Basic Pay | Currency |
|-------|-------------|------------|---------------|---------------|----------|----------|-------------------|-----------|-----------|-----------|----------|
| 1 | 01/01/2021 | 30/06/2045 | 6th | 4400,4400 | 5A | Level 1 | 0 | 0 | 0 | 0 | |

Show 10 Entries Showing 1 to 1 of 1 entries Previous 1 Next

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4.7 Leave Details: -

- Leave Details. (વપરાશકર્તાની રજાની વિગત)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052485 | B Probationer | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book Home / E-Service Book

Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LIC | Certificate

Current Leave Balance Details

Search:

| Sr no | Type of Leave Quota | Total Entitlement | Total Leave Taken | Total Balance |
|-------|---------------------|-------------------|-------------------|---------------|
| 1 | HPL | 20 | 0 | 20 |
| 2 | Earned Leave | 15 | 0 | 15 |
| 3 | Casual Leave | 5 | 2 | 3 |

Show 10 Entries Showing 1 to 3 of 3 entries Previous 1 Next

Leave Balance History

Search:

| Sr no | Type of Leave Quota | Start Date | End Date | Entitlement | Deduction | Status |
|-------|---------------------|------------|------------|-------------|-----------|----------|
| 1 | Casual Leave | 10/07/2023 | 11/07/2023 | 3 | 2 | Approved |

Show 10 Entries Showing 1 to 1 of 1 entries Previous 1 Next

Leave Avail History

Search:

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

Show 10 Entries Showing 1 to 1 of 1 entries Previous 1 Next

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4.8 Annual Property Return: -

- Annual Property Return Details. (વપરાશકર્તાની વાર્ષિક મિલકતની વિગત)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052494 | P Permanent | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book Home / E-Service Book

Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LIC | Certificate

Search:

| Sr no | Start Date | End Date | Property Type | Number | Year | City | Property Full Name | Property Location | Present Value | Registered Name | Relation with Employee | Acquisition Mode | Acquisition Date | Acquisition Details | Sold | Sold On | Use Of Property | Property Details | Annual Income |
|----------------------------|------------|----------|---------------|--------|------|------|--------------------|-------------------|---------------|-----------------|------------------------|------------------|------------------|---------------------|------|---------|-----------------|------------------|---------------|
| No data available in table | | | | | | | | | | | | | | | | | | | |

Show 10 Entries Showing 0 to 0 of 0 entries Previous Next

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4.9 Last 10 Year PAR ratings: -

- Last 10 Year PAR Ratings Detail. (વપરાશકર્તાના છેલ્લા ૧૦ વર્ષના કામ અને વડતરનું રેટિંગની વિગત)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052494 | P Permanent | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book Home / E-Service Book

Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LTC | Certificate

Search:

| Sr no | Period | Overall Grade |
|----------------------------|--------|---------------|
| No data available in table | | |

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4.10 LTC: -

- LTC Detail. (વપરાશકર્તાના એલટીસીની વિગત)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052485 | B Probationer | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book Home / E-Service Book

Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LTC | Certificate

LTC Application

For the LTC Block year 2023-2026 LTC is sanctioned by order no. LTC/102023/288/KH Dt: 13.07.2023 for the following Details.

| Sr No. | From Date | To Date | Leave Type | Places of Travel |
|--------|-----------|-----------|--------------|-----------------------|
| 1 | 1.08.2024 | 7.08.2024 | Earned Leave | Ahmedabad - Ahmedabad |

Family Details

| Sr No. | Name | Relation | Age |
|--------|-----------------|----------|-----|
| 1 | AJAYSINH DODIYA | Self | 28 |
| 2 | ANOTA DODIYA | Spouse | 27 |

LTC EL Encashment

4.11 Certificates: -

- Certificate Details. Here user can upload his certificate, like health Certificate, Character Certificate, Marriage Certificate etc. and Click Save Button. (વપરાશકર્તાના સર્ટિફિકેટની વિગત, વપરાશકર્તા અહિયાં પોતાના સર્ટિફિકેટ અપલોડ કરી શકે છે, જેવા કે હેલ્થનું સર્ટિફિકેટ, ચારિત્ર્ય પ્રમાણપત્ર, લગ્નનું પ્રમાણપત્ર વગેરે ત્યાર બાદ સેવ બટન પર ક્લિક કરો)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052494 | P Permanent | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book Home / E-Service Book

Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LTC | Certificate

Select Certificate Type: Health Certificate
 Certificate*: Health Certificate.pdf
 Comment:

Column Visibility | Copy | CSV | Excel | PDF | Print

| SR.No | Certificate | Certificate Type | Comment | Action |
|-------|--------------------|------------------|---------|--------|
| 1 | Health Certificate | | NO | |

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- Certificate Added. (પ્રમાણપત્ર સફળતા પૂર્વક એડ થયું)

User Service Book Home / Employee Module / User Service Book

Basic Details

| Personnel No | Employee Group | Employee Name | Service & Class | Position | Department | Cadre | Office Name |
|--------------|----------------|-----------------|-----------------|--------------------|-----------------------------------|------------------------|-------------|
| 20052494 | P Permanent | AJAYSINH DODIYA | Class 2 | Dummy HOD Position | General Administrative Department | Deputy Section Officer | |

E-Service Book Home / E-Service Book

Employee Personal Information | Posting History | Compensation History | Leave Details | Annual Property Return | Last 10 Year PAR ratings | LTC | Certificate

Select Certificate Type:
 Certificate*: No file chosen
 Comment:

Column Visibility | Copy | CSV | Excel | PDF | Print

| SR.No | Certificate | Certificate Type | Comment | Action |
|-------|--------------------|------------------|---------|--------|
| 1 | Health Certificate | | NO | |
| 2 | Health Certificate | | 2 | |

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