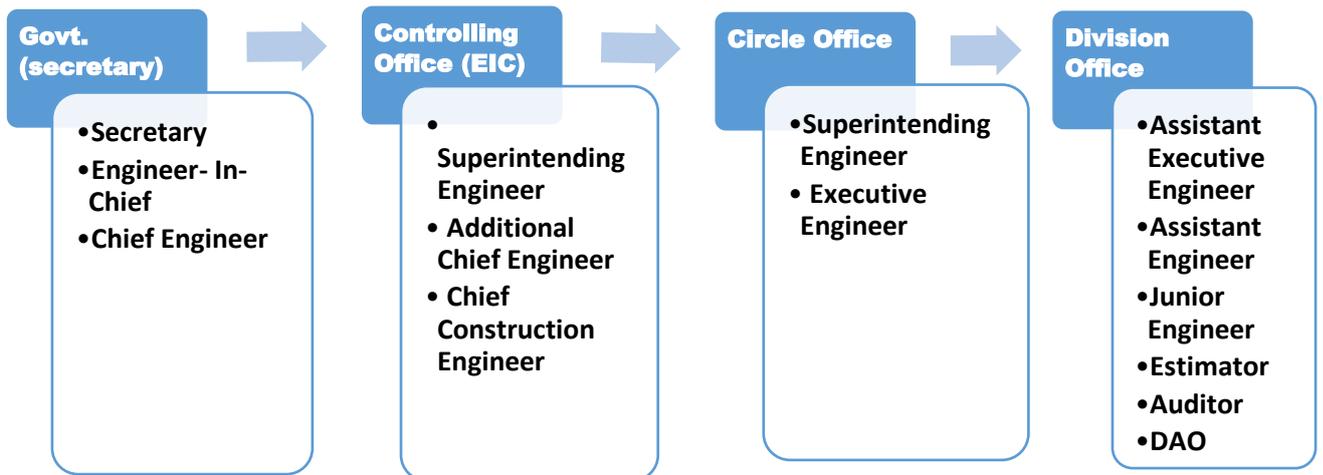


Employee Registration

Hierarchy based employee registration process using SMS OTP flow starts from the Department Head (Secretary) login and subsequently continues with its underlying offices i.e. controlling office (Engineer-In-Chief And Chief Engineer) login to Circle Office (Circle Officer) login to Division Office (Division officer) .

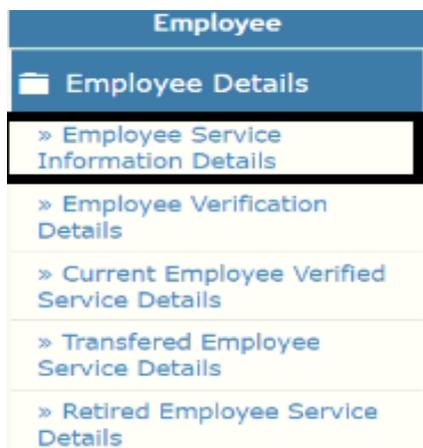
Registration of employees under the different hierarchy will be as per the followings:



1. Login using Government (Secretary) login.

1.1. Employee Service Information Details

By selecting [Employee->Employee Details ->Employee Service Information Details](#), displays 'Employee Service Information Details' screen. This screen can be used for entering employees with their personal details like Employee name, PAN no, phone no, Aadhar no etc.



Search

Employee Name Employee No. filter Clear

Employee Service Information Details

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	RD SEC	GPF/13754	OLOLO7474L	13754	Secretary	Secretary	Commissioner-cum-Secretary	01/07/2021	7972328468		

Add New Employee Click on Add New Employee button

Figure 1: Employee Service Information Details Screen

- Enter Employee Name and Employee No and click on “Filter” button to display the search employee details.
- Click on “Add New Employee” button to add employee’s personal details.

Employee Service Information Details

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	RD SEC	GPF/13754	OLOLO7474L	13754	Secretary	Secretary	Commissioner-cum-Secretary	01/07/2021	7972328468		

Add Record

Fields marked with an asterisk * are required.

Employee Number * HRMS ID *

Title * First Name *

Middle Name Last Name *

Employee Name * Mobile Number *

PAN No. (XXXXXXXXXX)

Office Name *

Designation * Role: *

Date of Joining * E-mail ID

Username *

Click on Save button Save Cancel

Figure 2: Employee Details Entry Screen

- Enter Employee Number and HRMS Id.
- Select Title from the list.
- Enter First Name, Middle Name and Last Name.
- Enter the Employee mobile number.
- Enter Aadhar number and PAN number and email id.
- Select office name, designation and role from the list.
- Provide the date of joining and select the username from the list.
- To save the entered values click on the “Save” button.
- To cancel the entry or the modification click on the “Cancel” button.

The below figure shows the personal details of Engineer-In-Chief and Secretary which is entered by Secretary.

Search

Employee Name Employee No. filter Clear

Employee Service Information Details

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	RD EIC	GPF/13755	BMEPM6838D	2555	Engineer In Chief	Engineer In Chief	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR	01/07/2021	8249507377		
2	RD SEC	GPF/13754	OLOLO7474L	13754	Secretary	Secretary	Commissioner-cum-Secretary	01/07/2021	7972328468		

Add New Employee

Click on Edit icon Click on Delete icon

Figure 3: Employee Service Information Details Screen

- To change personal information details of employees click on “Edit” icon.

Employee Service Information Details

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	RD EIC	GPF/13755	BMEPM6838D	2555	Engineer In Chief	Engineer In Chief	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR	01/07/2021	8249507377		
2	RD SEC	GPF/13754	OLOLO7474L	13754	Secretary	Secretary	Commissioner-cum-Secretary	01/07/2021	7972328468		

Edit Record

Fields marked with an asterisk * are required.

Employee Number * HRMS ID *

Title * First Name *

Middle Name Last Name *

Employee Name * Mobile Number *

PAN No. (XXXXXX0000X)

Office Name *

Designation * Role *

Date of Joining * E-mail ID

Username *

Click on update button Update Cancel

Figure 4: Employee Details Edit Screen

- To save the changed details click on “update” button.
- To delete any record click on “Delete” icon.

1.2. Employee Verification Details

By selecting **Employee->Employee Details ->Employee Verification Details**, displays 'Employee Verification Details' screen. This screen can be used for verification of the entered employees through one time password (OTP).

Here the registering employee can verify his/her mobile number and his underlying officer's mobile number.



1.2.1. Generate OTP

Search

Employee Name Employee No. filter Clear

Username must be mapped with employee to generate OTP
Mobile numbers of employees must be available to generate OTP
Role must be mapped with employee to generate OTP

Employee Verification Details

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Generate OTP	Retire/Transfer Employee
1	RD EIC	GPF/13755	BMEPM6838D	2555	Engineer In Chief	Engineer In Chief	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR	01/07/2021	8249507377		
2	RD SEC	GPF/13754	OLOLO7474L	13754	Secretary	Secretary	Commissioner-cum-Secretary	01/07/2021	7972328468		

Click on Generate OTP icon

Figure 5: Employee Verification Details Screen

- To register the mobile no of the employees through OTP click on the "Generate OTP" icon.
- The below screen appears after clicking on "Generate OTP" icon.

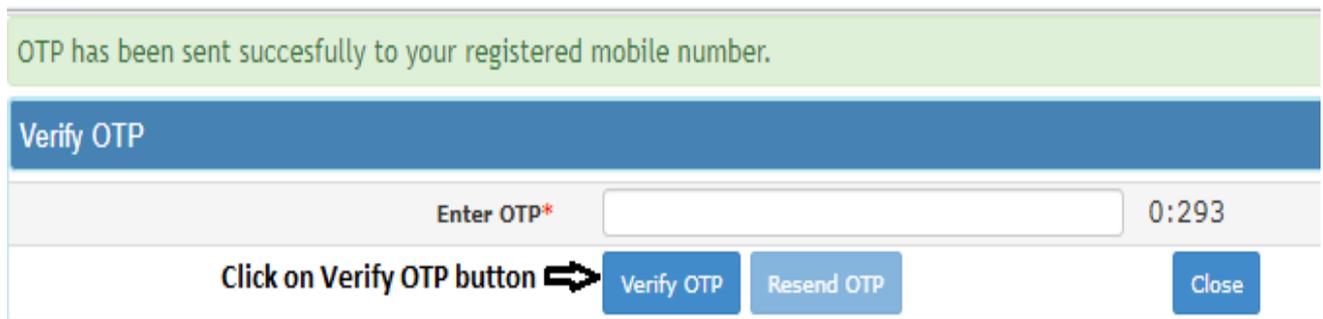


Figure6: Verify OTP Screen

- Enter the OTP in the field and click on "Verify OTP" button.
- Click on "Close" button to get back to employee verification details screen.

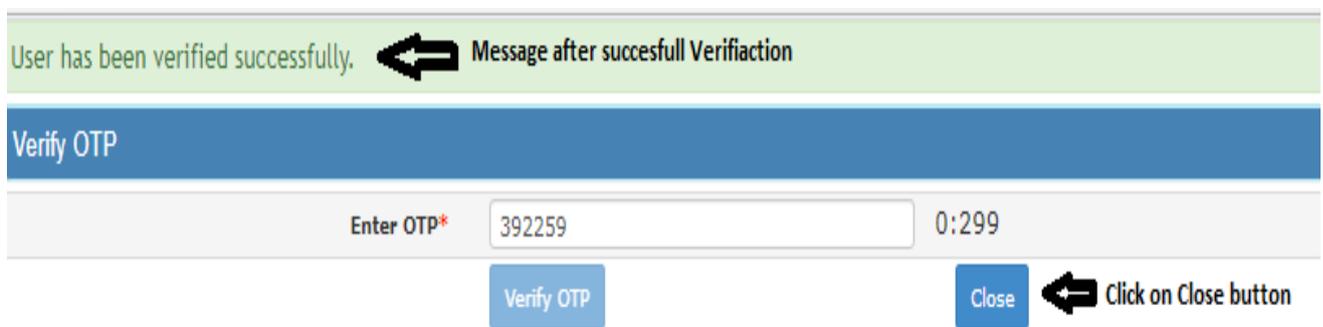


Figure 7: Verified OTP Screen

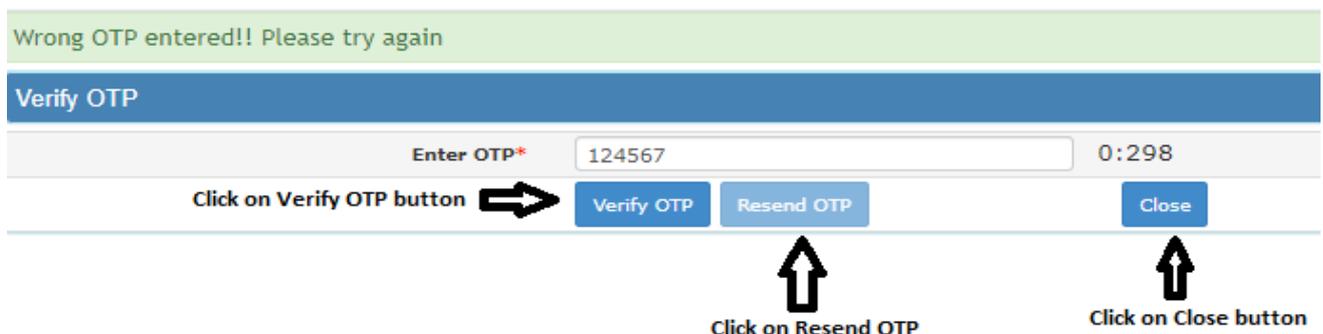


Figure 8: Wrong OTP entered Screen

- The screen appears after verifying wrong OTP.
- Click on "Resend OTP" button to send the OTP again to the registered mobile no.
- Click on "Close" button to get back to employee verification details screen.

1.2.2. Retired/Transfer Employee for Verification

The registering employee can either transfer or retire the registered employees through Retired/Transfer Employee screen.

Employee Verification Details											
Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Generate OTP	Retire/Transfer Employee
1	RD EIC	GPF/13755	BMEPM6838D	2555	Engineer In Chief	Engineer In Chief	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR	01/07/2021	8249507377		 Click on the icon
2	RD SEC	GPF/13754	OLOLO7474L	13754	Secretary	Secretary	Commissioner-cum-Secretary	01/07/2021	7972328468		

[Transferred / Retired Employees Record](#)

Retire/Transfer Employee

Fields marked with an asterisk * are required.

Employee Number *	GPF/13755	HRMS ID*	2555
PAN No. (XXXXX0000X)	BMEPM6838D	Employee Name*	RD EIC
Designation*	Engineer In Chief	Role: *	Engineer In Chief
Office Name	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR		
Mobile Number*	8249507377	Retired / Transferred*	Retired
Date of Joining *	01/07/2021	Date of Relieve*	01/07/2021

Click on Update button

Figure 9: Retired/ Transfer Employee Entry Screen

- Click on “Retire/Transfer Employee” link, here the employees can be either transferred/retired.
- Select Retired or transferred from the list.
- Choose the date of relieve.
- To save the changed details click on “update” button.

1.2.3. Transferred/Retired Employees Records for Verification

Employee Verification Details											
Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Generate OTP	Retire/Transfer Employee
1	RD EIC	GPF/13755	BMEPM6838D	2555	Engineer In Chief	Engineer In Chief	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR	01/07/2021	8249507377		
2	RD SEC	GPF/13754	OLOLO7474L	13754	Secretary	Secretary	Commissioner-cum-Secretary	01/07/2021	7972328468		

Click on the link [Transferred / Retired Employees Record](#)

Transferred / Retired Employees

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of Relieve	Mobile Number	Status
1	RD CE	GPF/13634	CCVVC4525G	13634	Chief Engineer	NA	CHIEF ENGINEER RURAL WORKS ODISHA, BHUBANESWAR	30/06/2019	9764291045	Transferred

Figure 10: Transferred/Retired Employees Records Screen

This screen shows the employees status whether the employee is either transferred or retired.

1.3. Current Employee Verified Service Details

By selecting **Employee->Employee Details ->Current Employee Verified Service Details**, displays 'Employee Verified Service Details' screen. In this screen the registered employee can update his mobile number and can update his service details in case of retire or transfer.



Current Employee Verified Service Records												
Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Charge Type	Name of the Office	Date of joining	Verified Mobile Number	Update Mobile Number	Retire / Transfer Employee
1	Sanjeeb Kumar Mohanty	PWO/52097	AFNPM7189J	70000538	Chief Engineer	Chief Engineer	Primary	CHIEF ENGINEER RURAL WORKS ODISHA,BHUBANESWAR	28/07/2021	9437574704 Click on the icon to update mobile number		
2	Ramesh Kumar Behera	PWO/52402	AHYPB6827B	9008107	Chief Engineer	Chief Engineer	Primary	CHIEF ENGINEER OFFICE II	28/07/2021	7077743797		
3	Pradip Kumar Samal	PWO50360	NA	25004087	Engineer In Chief	Engineer In Chief	Primary	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR	31/10/2021	9437493595		

Figure 11: Current Employee Verified Service Records Screen

- Click on "Update Mobile number" icon to change the verified employee's mobile number.

1.3.1 Update Mobile Number

The image shows a form titled 'Update Mobile number'. A note at the top states 'Fields marked with an asterisk * are required.' The form contains the following fields: Employee Number* (GPF/13754), HRMS ID* (13754), PAN No. (XXXXX0000X) (OLOLO7474L), Employee Name* (RD SEC), Mobile Number* (7972328468), E-mail ID, Date of Joining* (01/07/2021), Office Name (Commissioner-cum-Secretary), Designation* (Secretary), and Role* (Secretary). At the bottom, there is a text prompt 'Click on Update button' with an arrow pointing to 'Update' and 'Cancel' buttons.

Figure 12: Update Mobile Number Screen

- To register the changed mobile no of the verified employees click on the "Update" button.

1.3.2 Retire/ Transfer Employee

Retired/Transferred Employee

Fields marked with an asterisk * are required.

Employee Number *	GPF/13754	HRMS ID *	13754
PAN No. (XXXXX0000X)	OLOLO7474L	Employee Name *	RD SEC
Mobile Number *	7972328468		
Office Name	Commissioner cum Secretary		
Date of Joining *	01/07/2021	Date of Relieve *	01/07/2021
Designation *	Secretary	Role: *	Secretary
Retired / Transferred *	Retired		

Click on Update button ➡ Update Cancel

Figure 13: Retired/Transferred Employee Screen

- Click on “Retire or Transferred Employee” icon, here the verified employees can be either transferred/ retired.
- Click on “Update” button to save changes.

1.4. Transferred Employee Service Details

By selecting **Employee->Employee Details->Transferred Employee Service Details**, displays ‘Transferred Employee Service Details’ screen. This screen shows the transferred details of the employees.

[Best viewed in Internet Explorer 8.0+ , Mozilla Firefox 36+ , Google Chrome 37+]

🏠 You are here / Employee / Employee Details

Search

Employee Name Employee No. filter Clear

Transferred Employee Service Details

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Previous Office	Designation	Date of Joining	Date of Relieve	Mobile No.	Add
1	A.NAGESWAR ACHARY	GPF/66117PWO	NA	NA	CUTTACK INV. SUB-DIVN NO-I,DASPALLA	Assistant Engineer	01/09/2013	31/03/2018	NA	
2	Abhimanyu Swain	GPF/4678	NA	NA	Hydrometry Sub-Division Phulbani	Junior Engineer	01/03/2012	30/09/2014	NA	
3	Achyutananda Mishra	GPF/7881	NA	NA	E.E.,L.S.Canal Division No-II, Loisingha	Head Clerk	01/07/2011	31/08/2016	NA	

Click on the icon

Figure 14: Transferred Employee Service Details Screen

Add Record

Fields marked with an asterisk * are required.

Employee Number *	GPF/2327	HRMS ID	123645
PAN No. (XXXXX0000X)	BMEPM6838D	Employee Name	Ajaya Kumar Chakra
Mobile Number	8249507377		
Office Name *	CENTRAL CIRCLE RURAL WORK, BHUBANESWAR		
Designation *	Suprintending Engineer	Role: *	Circle Officer
Date of Joining *	01/07/2021		

Click on the button ➡ Save Cancel

Figure 15: Add Record Screen

- Select office name
- Select Designation and role from the list.
- Provide the date of joining.
- To save the entered values click on the “Save” button.
- To cancel the entry or the modification click on the “Cancel” button.

1.5. Retired Employee Service Details

By selecting [Employee->Employee Details->Retired Employee Service Details](#), displays ‘Retired Employee Service Details’ screen. This screen shows the retired details of the employees.



Click on

Retired Employee ServiceDetails

Search										
Employee Name			Employee No.		filter		Clear			
Retired Employee Service Details										
Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Previous Office	Designation	Role	Date of Joining	Date of Relieve	Mobile No.
1	Dev Narayan Pal	GPF/912	FRSGT4141G	912	CENTRAL CIRCLE RURAL WORK, BHUBANESWAR	Suprientending Engineer	Circle Officer	01/07/2007	30/06/2020	8971111111
2	rd se se	GPF/13741	RFTYU7485L	13741	RURAL WORKS CIRCLE , SAMBALPUR	Suprientending Engineer	Circle Officer	01/07/2021	20/07/2021	9764291045

Figure 17: Retired Employee Service Details Screen

1.6. Additional Charge Employee

By selecting [Employee->Employee Details->Additional Charge Employee](#), displays 'Additional Charge Employee' screen.



- Through “Additional Charge Employee” link an employee can be given charges of more than one office.
- Only the verified employee can only be assigned for additional charge.
- The Registered Authority will search the employee by selecting his department and office where he was originally appointed.
- Then the Registered authority will add the employee in the office where he is having additional charges in addition to the primary office.

[Best viewed in Internet Explorer 8+, Mozilla Firefox 36+, Google Chrome 37+]

You are here / Employee / Employee Details

Search

Department* Rural Development Controlling Office -- Select --

Circle Office -- Select -- Division Office -- Select --

Sub-Division Office -- Select -- Section Office -- Select --

filter Clear

Employee must be verified to assign the Additional Charge.

Additional Charge Employee Details

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Office	Designation	Role	Date of Joining	Verified Mobile No.	Add
1	KAJAL KUMAR DUTTA	PRAN/1110011912	AJPPD5196C	91088432	RURAL WORKS DIVISION, ANGUL	Divisional Accounts Officer	Divisional Accounts Officer	2019-06-07	7735553181	+
2	Sanjib Kumar Ghose	PRAN/110047605823	AXXPG9110H	91149125	RURAL WORKS DIVISION, ANGUL	Estimator	Estimator	2008-07-17	9437255401	+

Add Record

Fields marked with an asterisk * are required.

Employee Number PRAN/1110011912 Employee Name KAJAL KUMAR DUTTA

HRMS ID 91088432 PAN No AJPPD5196C

Mobile Number 7735553181

Division Office Master Login (Current Division Office =RURAL WORKS DIVISION, BALASORE)

Sub-Division Office --Select-- Section Office --Select--

Designation* Divisional Accounts Officer Role:* Divisional Accounts Officer

Date of Joining* 09/11/2021 Username* amsbalasoredao

Click on save button → Save Cancel

Figure 19: Additional Charge Employee Details Screen

- Select Department name and office name like circle, Division of the Employee where he was originally posted.
- Click on “Filter” button to see the list of employee in that office.
- Click on “add” icon.
- Select Designation and role from the list.
- Provide the date of joining.
- To save the entered values click on the “Save” button.
- To cancel the entry or the modification click on the “Cancel” button.
- Now the employee details gets visible in current employee verified service details screen of the respective office.

2. Login using Engineer-In-Chief (EIC) login.

2.1. Employee Service Information Details

After Logging in Engineer-In-Chief clicks on [Employee->Employee Details ->Employee Service Information Details](#), displays 'Employee Service Information Detail' screen. This screen can be used for registering employees with their personal details like name, post, phone no, email id etc...

[Best viewed in Internet Explorer 8.0+ , Mozilla Firefox 36+, Google Chrome 37+]

🏠 You are here / Employee / Employee Details

Search

Employee Name Employee No. filter Clear

Employee Service Information Details

Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	A Sudarsan Rao	GPF/7105	DERTG8965G	7105	Supriending Engineer	NA	CENTRAL CIRCLE RURAL WORK, BHUBANESWAR	01/03/2021	6666666666		
2	RD CIR BBSR	GPF/13753	OTYP7474L	13753	Additional Chief Engineer	Circle Officer	CENTRAL CIRCLE RURAL WORK, BHUBANESWAR	01/07/2021	7972328468		
3	test ACE	GPF/13725	RFTGY4444L	13725	Additional Chief Engineer	Circle Officer	NORTHERN CIRCLE RURAL WORKS, ANGUL	01/07/2021	7972328468		
4	RD EIC	GPF/13755	BMEPM6838D	2555	Engineer In Chief	Engineer In Chief	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR	01/07/2021	8249507377		

Add New Employee Click on Add New Employee

Figure 20: Employee Service Information Details Screen

As Engineer-In-Chief (EIC) is registered and verified in Secretary login, now Engineer-In-Chief (EIC) as a login user will register his underlying officers i.e. Circle Officer

Add Record

Fields marked with an asterisk * are required.

Employee Number *	GPF/13757	HRMS ID*	47874
Title*	Mr.	First Name *	Sumit
Middle Name		Last Name *	mishra
Employee Name*	Sumit mishra	Mobile Number*	7455568764
PAN No. (XXXXXX000X)	RFEED7474L		
Office Name*	RURAL WORKS CIRCLE, BERHAMPUR		
Designation*	Supriending Engineer	Role: *	Circle Officer
Date of Joining *	01/05/2020	E-mail ID	
Username *	rwcirberhampur		

Click on Save button Save Cancel

Figure 21: Employee Details Entry Screen

- Select Title from the list.
- Enter First Name, Middle Name and Last Name.
- Enter the Mobile number.
- Enter Aadhar Number.
- Enter PAN Number.
- Select office name, role and designation from the list.
- Enter the email id.
- Provide the date of joining.
- To save the entered values click on the “Save” button.
- To cancel the entry or the modification click on the “Cancel” button.

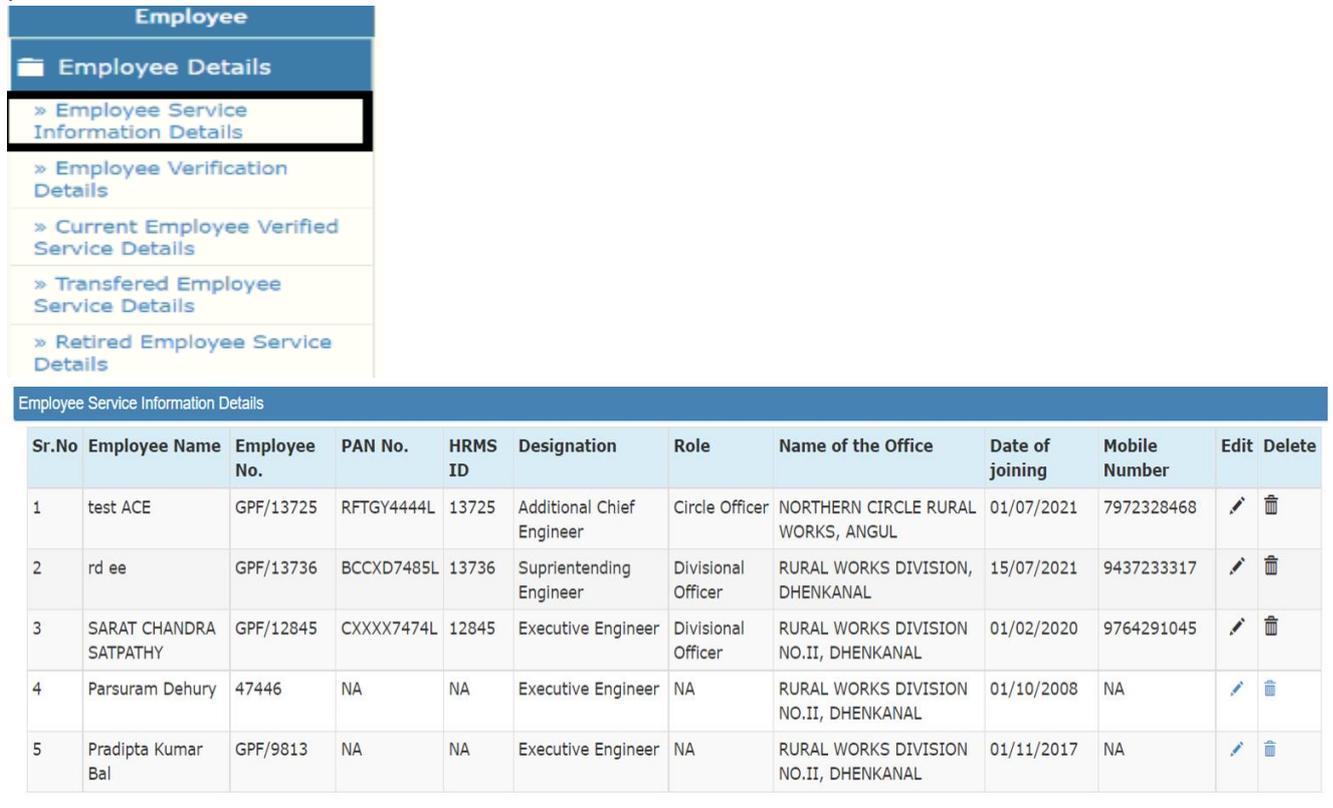
Employee Service Information Details											
Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	A Sudarsan Rao	GPF/7105	DERTG8965G	7105	Suprientending Engineer	NA	CENTRAL CIRCLE RURAL WORK, BHUBANESWAR	01/03/2021	6666666666		
2	RD CIR BBSR	GPF/13753	OTYP7474L	13753	Additional Chief Engineer	Circle Officer	CENTRAL CIRCLE RURAL WORK, BHUBANESWAR	01/07/2021	7972328468		
3	test ACE	GPF/13725	RFTGY4444L	13725	Additional Chief Engineer	Circle Officer	NORTHERN CIRCLE RURAL WORKS, ANGUL	01/07/2021	7972328468		
4	RD EIC	GPF/13755	BMEPM6838D	2555	Engineer In Chief	Engineer In Chief	ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR	01/07/2021	8249507377		

Figure 22: Employee Service Information Details Screen

3. Login using Circle Officer login.

3.1. Employee Service Information Details

After Logging in Superintendent Engineer clicks on [Employee->Employee Details->Employee Service Information Details](#), displays 'Employee Service Information Detail' screen. This screen can be used for registering employees with their personal details like name, post, and phone no, email id etc...

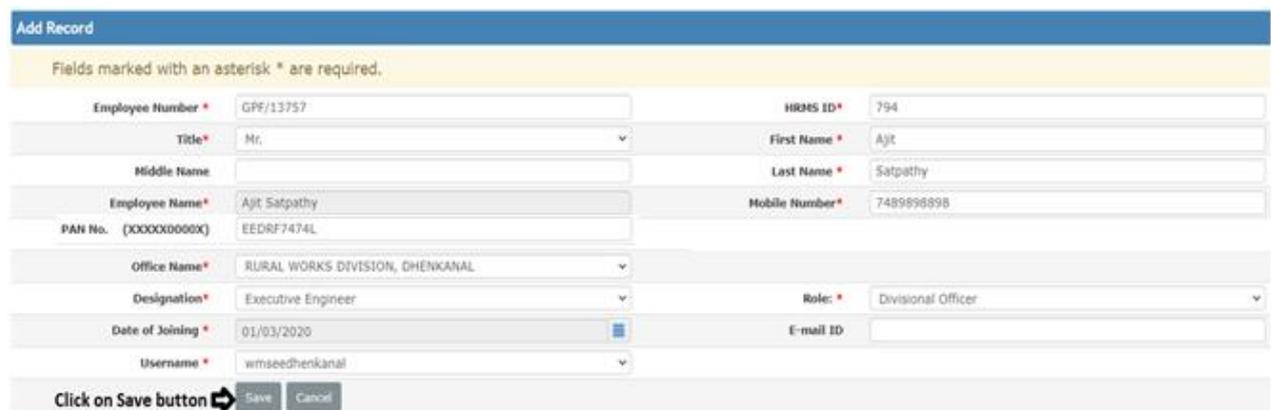


Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	test ACE	GPF/13725	RFTGY4444L	13725	Additional Chief Engineer	Circle Officer	NORTHERN CIRCLE RURAL WORKS, ANGUL	01/07/2021	7972328468		
2	rd ee	GPF/13736	BCCXD7485L	13736	Supriending Engineer	Divisional Officer	RURAL WORKS DIVISION, DHENKANAL	15/07/2021	9437233317		
3	SARAT CHANDRA SATPATHY	GPF/12845	CXXX7474L	12845	Executive Engineer	Divisional Officer	RURAL WORKS DIVISION NO.II, DHENKANAL	01/02/2020	9764291045		
4	Parsuram Dehury	47446	NA	NA	Executive Engineer	NA	RURAL WORKS DIVISION NO.II, DHENKANAL	01/10/2008	NA		
5	Pradipta Kumar Bal	GPF/9813	NA	NA	Executive Engineer	NA	RURAL WORKS DIVISION NO.II, DHENKANAL	01/11/2017	NA		

Add New Employee Click on Add New Employee button

Figure 24: Employee Service Information Details Screen

As Circle Officer is registered and verified in Engineer-In-Chief (EIC) login, now Circle Officer as a login user will register his underlying officers i.e. Divisional Officer.



Fields marked with an asterisk * are required.

Employee Number * GPF/13757 HRMS ID* 794

Title* Mr. First Name * Ajit

Middle Name Last Name * Satpathy

Employee Name* Ajit Satpathy Mobile Number* 748989898

PAN No. (XXXXX0000X) EEDRF7474L

Office Name* RURAL WORKS DIVISION, DHENKANAL

Designation* Executive Engineer Role: * Divisional Officer

Date of Joining * 01/03/2020 E-mail ID

Username * wmsedhenkanal

Click on Save button Save Cancel

Figure 25: Employee Details Entry Screen

- Select Title from the list.
- Enter First Name, Middle Name and Last Name.
- Enter the Mobile number.
- Enter Aadhar Number.
- Enter PAN Number.
- Select office name, role and designation from the list.
- Enter the email id.
- Provide the date of joining.
- To save the entered values click on the “Save” button.
- To cancel the entry or the modification click on the “Cancel” button.

Employee Service Information Details											
Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	test ACE	GPF/13725	RFTGY4444L	13725	Additional Chief Engineer	Circle Officer	NORTHERN CIRCLE RURAL WORKS, ANGUL	01/07/2021	7972328468		
2	rd ee	GPF/13736	BCCXD7485L	13736	Supriending Engineer	Divisional Officer	RURAL WORKS DIVISION, DHENKANAL	15/07/2021	9437233317		
3	SARAT CHANDRA SATPATHY	GPF/12845	CXXXX7474L	12845	Executive Engineer	Divisional Officer	RURAL WORKS DIVISION NO.II, DHENKANAL	01/02/2020	9764291045		
4	Parsuram Dehury	47446	NA	NA	Executive Engineer	NA	RURAL WORKS DIVISION NO.II, DHENKANAL	01/10/2008	NA		
5	Pradipta Kumar Bal	GPF/9813	NA	NA	Executive Engineer	NA	RURAL WORKS DIVISION NO.II, DHENKANAL	01/11/2017	NA		

Figure 26: Employee Service Information Details Screen

4. Login using Divisional Officer login.

4.1. Employee Service Information Details

After Logging in Executive Engineer clicks on [Employee->Employee Details ->Employee Service Information Details](#), displays 'Employee Service Information Detail' screen. This screen can be used for registering employees with their personal details like name, post, and phone no, email id etc...

As Divisional officer is registered and verified in Circle officer login, now divisional officer as a login user will register his underlying officers i.e. Junior Engineer (JE), Assistant Engineer (AE), Assistant Executive Engineer (AEE), Estimators, Auditors and Divisional Accounts Officer (DAO).

Employee	
Employee Details	
» Employee Service Information Details	
» Employee Verification Details	
» Current Employee Verified Service Details	
» Transferred Employee Service Details	
» Retired Employee Service Details	

Employee Service Information Details											
Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	Ajit Satpathy	GPF/13757	EEDRF7474L	41	Executive Engineer	Divisional Officer	RURAL WORKS DIVISION, ANGUL	01/03/2020	7489898898		
2	test dao	GPF/13756	OOKKI7474L	13756	Divisional Accounts Officer	Divisional Accounts Officer	RURAL WORKS DIVISION, ANGUL	01/07/2021	7987987989		
3	Ranjita Rani Behera	GPF/NPS	NA	NA	Junior Engineer	NA	RURAL WORKS DIVISION, ANGUL	01/02/2020	NA		
4	Rabindra Kumar Sahoo	JEC06	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ANGUL	01/02/2014	NA		
5	Hemanta Chandra Sahoo	GPF/50460	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ANGUL	01/04/2010	NA		
6	Akhil Kumar Harichandan	GPF/10338	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ANGUL	01/07/2015	NA		
7	Suwendhu Bhusan Sahu	JEC/00012	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ANGUL	01/12/2018	NA		
8	Pradipta Kumar Bhol	GPF/ 67141	NA	NA	Deputy Executive Engineer	NA	RURAL WORKS SUBDIVISION, ANGUL	01/01/2016	NA		
9	Manoranjan Dash	GPF/10471	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ATTHAMALLICK	01/02/2014	NA		
10	Saharay Singh	JEC03	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ATTHAMALLICK	01/04/2010	NA		

« < 1 2 3 4 > »

Add New Employee Click on Add New Employee button

Figure 28: Employee Service Information Details Screen

Add Record

Fields marked with an asterisk * are required.

Employee Number *	GPF/13758	HRMS ID *	13758
Title *	Mr.	First Name *	Prateek
Middle Name		Last Name *	gupta
Employee Name *	Prateek gupta	Mobile Number *	7987165468
PAN No. (XXXXX0000X)	IUYH7474L		
Division Office	RURAL WORKS DIVISION, ANGUL		
Sub-Division Office	RURAL WORKS SUBDIVISION, TALCHER	Section Office	RURAL WORKS SECTION, PABITRANAGAR
Designation *	Junior Engineer	Role: *	Section Officer
Date of Joining *	01/07/2021	E-mail ID	
Username *	WMSSPABITRANAGAR		

Click on Save button  

Figure 29: Employee Details Entry Screen

- Select Title from the list.
- Enter First Name, Middle Name and Last Name.
- Enter the Mobile number.
- Enter Aadhar Number and PAN Number.
- Select office name and Designation from the list.
- Enter the email id.
- Provide the date of joining.
- To save the entered values click on the “Save” button.

Employee Service Information Details											
Sr.No	Employee Name	Employee No.	PAN No.	HRMS ID	Designation	Role	Name of the Office	Date of joining	Mobile Number	Edit	Delete
1	Ajit Satpathy	GPF/13757	EEDRF7474L	41	Executive Engineer	Divisional Officer	RURAL WORKS DIVISION, ANGUL	01/03/2020	7489898898		
2	test dao	GPF/13756	OOKK17474L	13756	Divisional Accounts Officer	Divisional Accounts Officer	RURAL WORKS DIVISION, ANGUL	01/07/2021	7987987989		
3	Ranjita Rani Behera	GPF/NPS	NA	NA	Junior Engineer	NA	RURAL WORKS DIVISION, ANGUL	01/02/2020	NA		
4	Rabindra Kumar Sahoo	JEC06	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ANGUL	01/02/2014	NA		
5	Hemanta Chandra Sahoo	GPF/50460	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ANGUL	01/04/2010	NA		
6	Akhil Kumar Harichandan	GPF/10338	NA	NA	Junior Engineer	NA	RURAL WORKS SUBDIVISION, ANGUL	01/07/2015	NA		

Figure 30: Employee Service Information Details Screen

SMS Notifications:

Employee Registration: -

1. While registering the mobile number of employees OTP will be sent containing message “**12345** OTP for registering **Employee Name** as **Executive Engineer** in **RURAL WORKS DIVISION, BHUBANESWAR**” to the registering authority.
2. Once the Mobile no is verified, a confirmation message “**Employee Name** has been registered successfully in **RURAL WORKS DIVISION, BHUBANESWAR** with Mobile No **1234567890**” will be sent to the registering authority.
3. After mobile no is verified, a message containing “You have been registered as **Executive Engineer** in **RURAL WORKS DIVISION, BHUBANESWAR**. User_ID **wmseebhubaneswar** and Password **AB!123**” will be sent to the registered authority.

Issue Section and e-MB: -

1. Once type of issue has been raised a message containing “**Land acquisition** issues faced by **RURAL WORKS SECTION, BHUBANESWAR** in Work ID.**3/802/4**” will be sent to concerned Section Officer and Divisional Officer.
2. After e-MB is issued by Divisional Officer to the concerned Section officer, a message containing “eMB No.**RDD006/3/802/5/1** for Work ID **3/802/5** issued on **Dt.28/05/2021** in favour of **JE/AE NAME** of **RW Section Name.**” will be sent to Section officer of section.
3. On click of **Upload button** of Contractor Acceptance Form in MB book, a message containing “Please submit your Consent on the measurement dated **28/05/2021** taken by **JE Name** of **JE Office Name** for the Bill No. **xxxxx** of Work ID. **3/802/5**” will be sent to Contractor.

Administrative Approval and Technical Sanction: -

1. When Divisional Officer transfers either AA-RAA-TS details to subsequent forwarded authorities as per delegation of power a text message “**Administrative Approval** of WorkID **3/802/5** is lying with **RURAL WORKS DIVISION, BHUBANESWAR**” will be sent to the sending authorities and another message “Administrative Approval for WorkID **3/802/5** is forwarded by **RURAL WORKS DIVISION, BHUBANESWAR**” will be sent to the receiving authorities.
2. After AA-RAA-TS is approved by the approving authorities as per delegation of power, a message “Administrative Approval of Work ID **3/802/5** is approved by **ENGINEER IN CHIEF RURAL WORKS BHUBANESWAR** on **01/07/2021** bearing No.**124**” will be sent to Divisional officer.

Billing: -

1. Once bill is finalized by section officer, initial forwarding message “Bill No.1 Dated **07/06/2021** of WorkID. **3/802/6** having Gross Amt. **Rs.12345.0** and Net Amt. **Rs.12345.0** is submitted by **(Officer Designation) of (Office Name)**” will be sent to Sub-Divisional officer.
2. After bill is finalized by Sub-Divisional officer, message containing “Bill No.1 Dt. **01/01/2021** of WorkID.**3/802/5** having Gross Amt. **Rs.1245.0** and Net Amt. **Rs.1245.0** is submitted by **(Officer Designation) of (Office Name)**” will be sent to Divisional Officer and Auditor. Similarly the same message will be sent to subsequent forwarding authorities like DAO and Divisional officer till bill finalization by Divisional officer.
3. When the bill is rejected by Sub-divisional officer, then subsequent message “Bill No.1 Dated **07/06/2021** of Work ID. **3/802/6** has been rejected by **Assistant Executive Engineer** for **AE** remarks” will send to Section officer. Accordingly, if bill is rejected by Divisional officer, then the message will be sent to all the subordinate officers like Section officer, Sub-divisional officer, Auditor and DAO.
4. While finalizing the bill for iFMS, Divisional officer will get OTP containing a message”**112233** OTP for finalization of Bill No.1 against the Work ID **3/802/6**”.
5. After the bill is finalized to iFMS, a message “Bill No.1Dt.**01/07/2021** of WorkID.**3/802/5** having Gross amt. **Rs.12456.0** and Net amount **Rs.1256.0** is finalized for payment.” will be sent to Divisional officer and Contractor.

N.B:- Billing Hierarchy-

Section officer→Sub-divisional officer→Auditor→DAO→Divisional officer

Accounts: -

1. After the monthly Accounts rejected by DAG, message “Accounts for the month of **MARCH** has been rejected by **DAG** due to **AG remarks**” will be sent to Divisional officer and DAO with the reason for rejection.