

Government of India  
Ministry of Communications  
Department of Posts

# Operational Guide



## IT 2.0

# Employee Self Service



# Operational Guide IT 2.0

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For  
**Employee Self Service**  
(Common for all employees)



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## ABBREVIATIONS

Sl No.	Abbreviation	Description
1	IT	Information Technology
2	URL	Uniform Resource Locator
3	ID	Identification
4	CL	Casual Leave
5	RH	Restricted Holiday
6	HPL	Half Pay Leave
7	EXOL	Extra Ordinary Leave
8	PL	Paternity Leave
9	ML	Maternity Leave
10	CCL	Child Care Leave
11	EL	Earned Leave
12	MC	Medical Certificate
13	F/N	Fore Noon
14	A/N	After Noon
15	AIPR	Annual Immovable Property Returns
16	PDF	Portable Document Format
17	PIS	Personal Information System
18	LMS	Leave Management System
19	LTC	Leave Travel Concession
20	GPF	General Provident Fund
21	NOC	No objection Certificate



**Operational Guide:**

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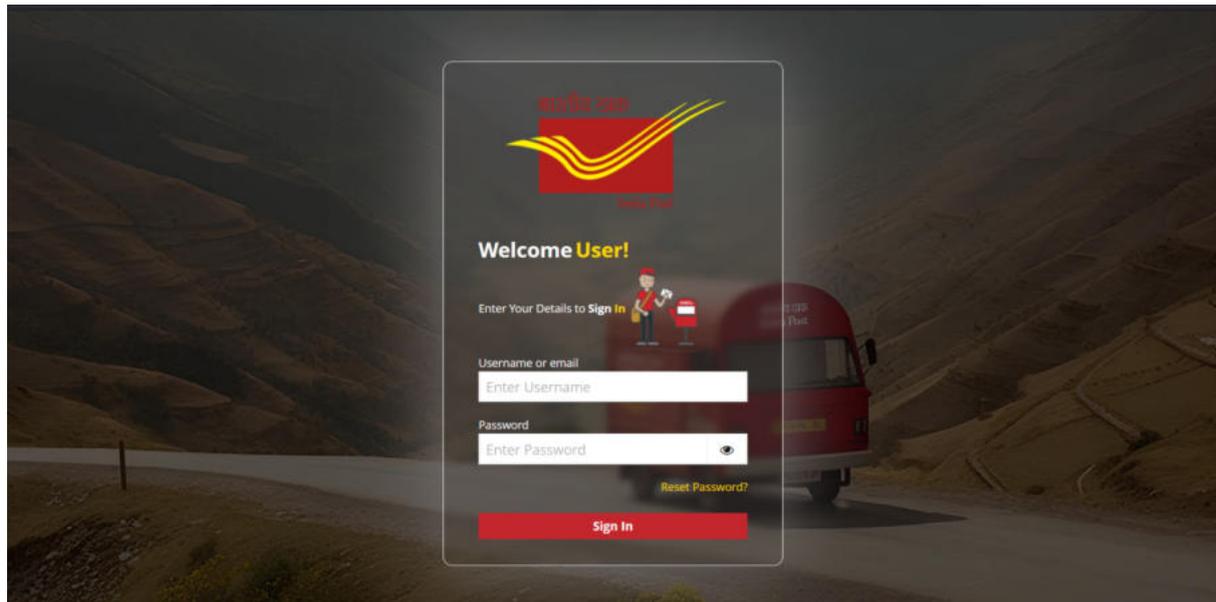
**DISCLAIMER**

The operational procedure provided in this Operational Guide is just an illustration to assist the user in effectively utilizing the IT 2.0 Software. If the reader has any doubts regarding department ruling and guidelines, they should refer to the respective manuals and volumes. The IT 2.0 Operational Guide should not be cited as authoritative Rulings.

## 1 Introduction

This Operational Guide on Employee Self Service is intended for employees to manage leaves, update personal information, and perform other related tasks.

## 2 User Login



The user has to login through web browser using URL

<https://training.cept.gov.in/employeeportal>

Enter your login credentials (User name & Password) and click on “Sign In”

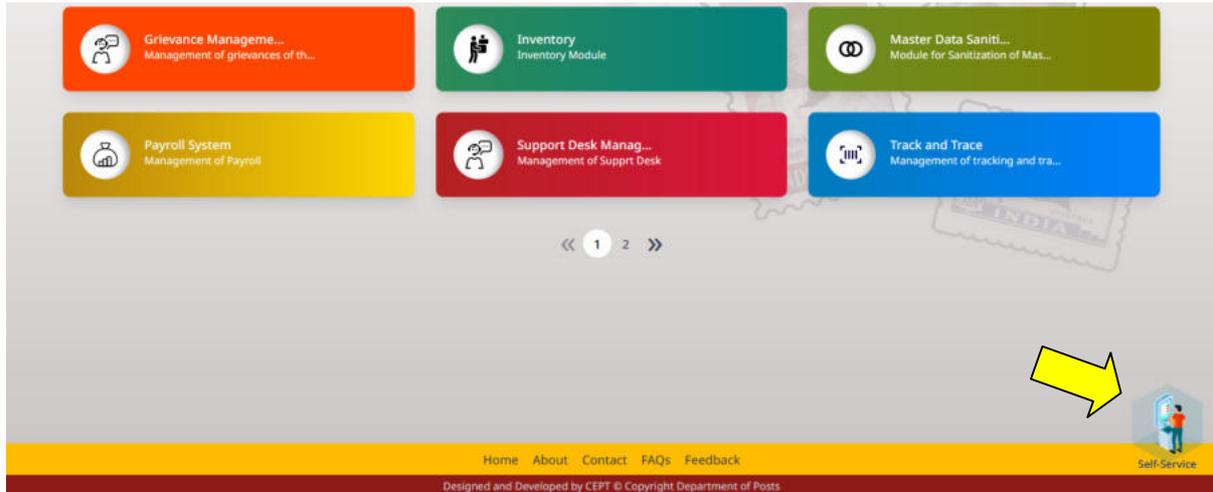
User name will be 8 digit employees ID and Default password will be Dop@1234

**Note:** The aforementioned URL is for the purpose of training only. After IT 2.0 is rolled out, production URL will be different and login will be through TAT authentication which will be communicated at the time of rollout.

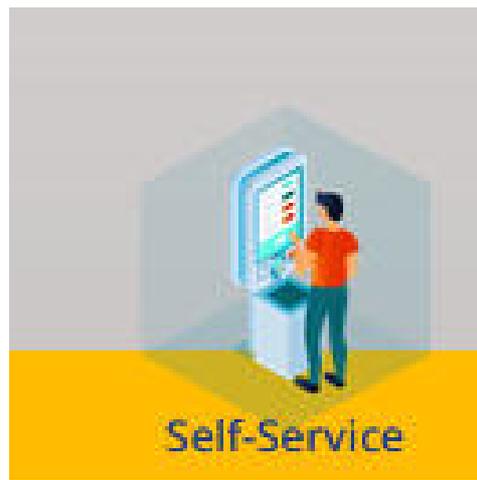
Enter your login credentials (8-digit employee ID & Password) and click on “**Sign In.**”



## Operational Guide for Employee Self Service Portal



After successful “**Sign In**”, User will get Home screen as shown above. On the home screen, user will find cards according to their role assignment. The link for “**Self Service**” is provided in the bottom right corner.



Click on “**Self Service**” icon to access cards related to employee self-service,

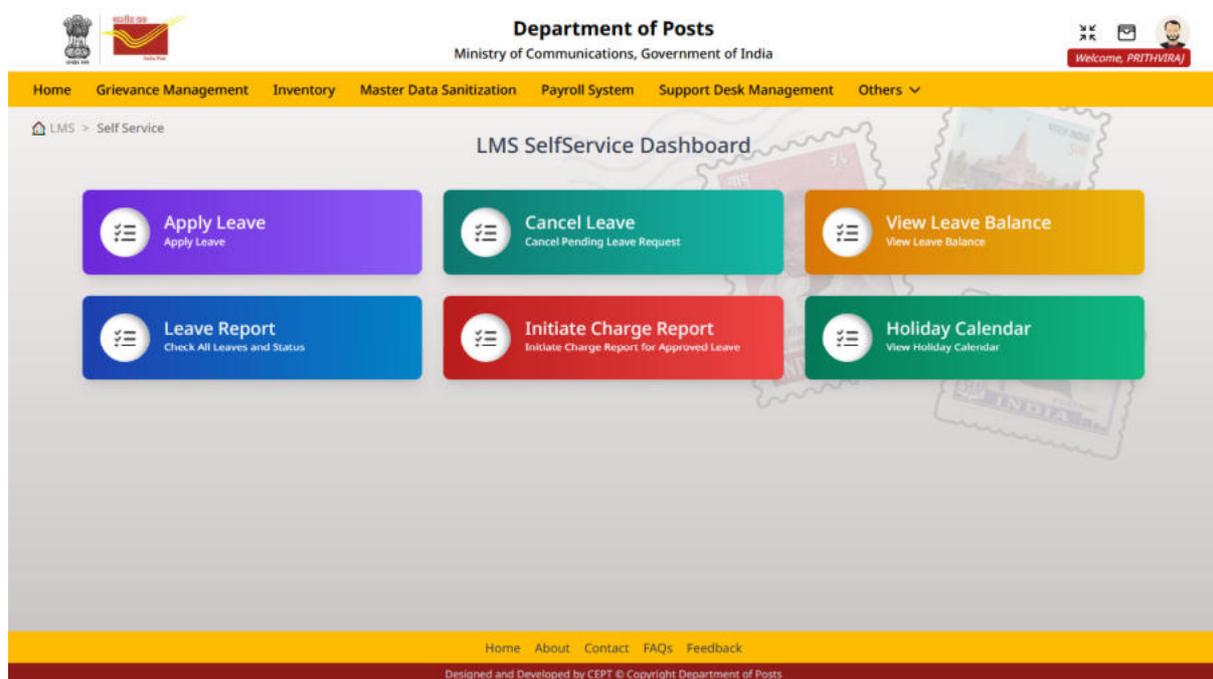


Upon clicking on “**Employee Self Service**”, a new page will open with displaying the following 3 (three) cards.

- (1) Leave Management System (LMS)
- (2) Personnel Information System (PIS)
- (3) Employee Payments System (EPS)

Click on the “**Leave Management System**” card.

## 2.1 Leave Management System



Upon clicking the “**Leave Management System**” card, the page appears with Six (6) sub cards.

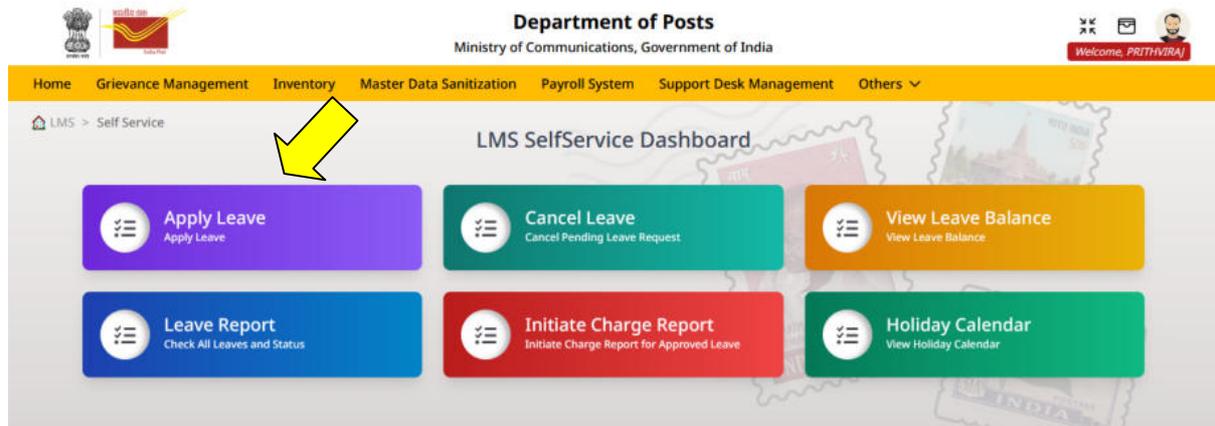
- ➔ Apply Leave
- ➔ Cancel Leave
- ➔ View Leave Balance
- ➔ Leave Report
- ➔ Initiate Charge Report
- ➔ Holiday Calendar



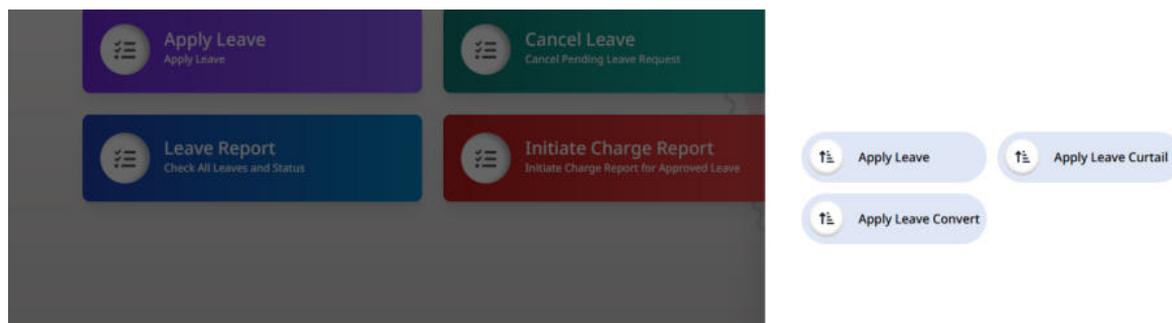
## Operational Guide for Employee Self Service Portal



### 2.1.1 Apply Leave



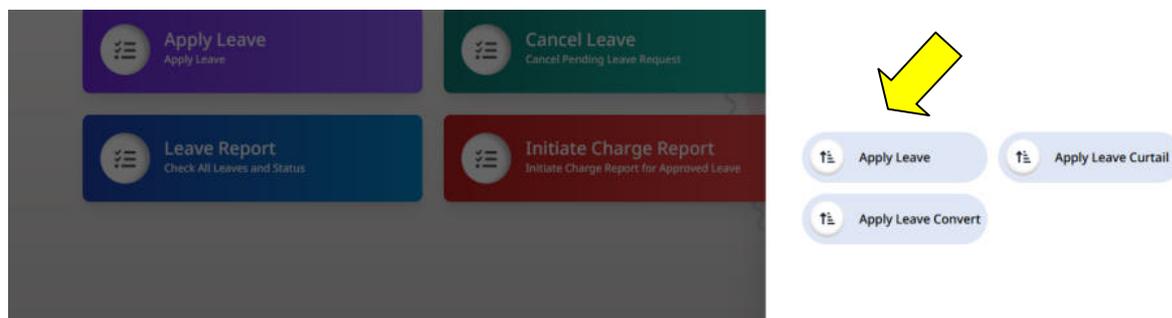
Click on the “**Apply Leave**” sub card under “**Leave Management System**” card.



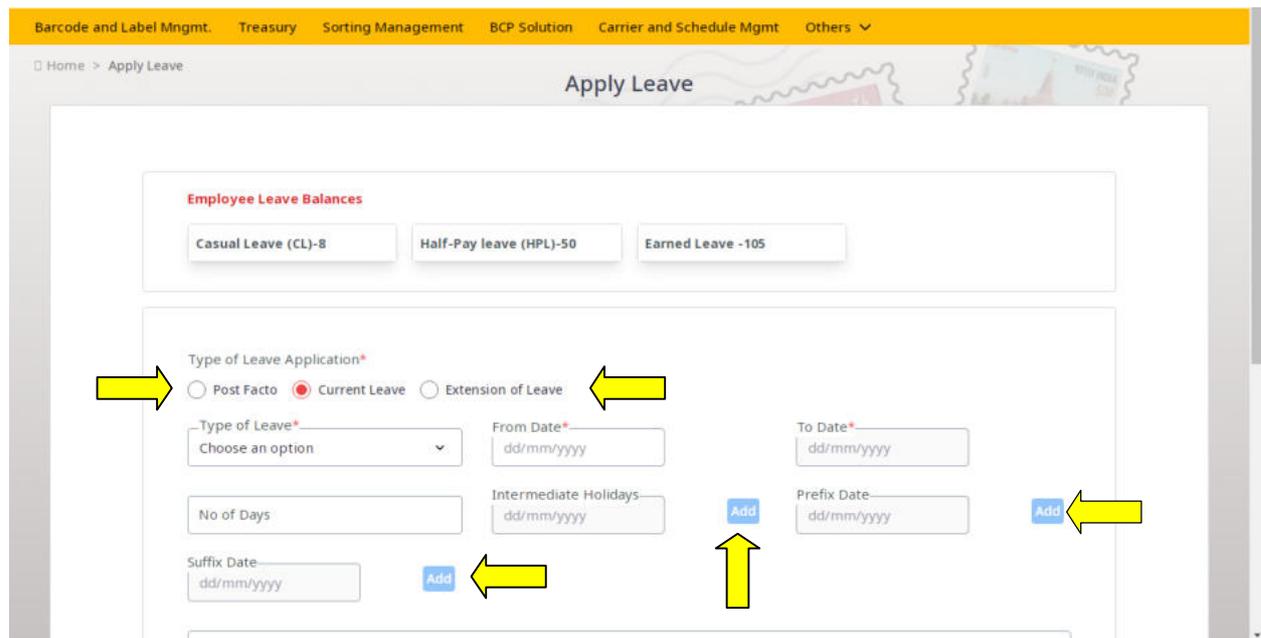
Upon clicking the “Apply Leave” Sub card, Right panel appears with three (3) options.

- ➔ Apply Leave
- ➔ Apply Leave Curtail
- ➔ Apply Leave Convert

#### Apply Leave :-



Click on “**Apply Leave**” option to apply the leave request.



On clicking on “**Apply Leave**” option under “**Apply Leave**” Sub-card, a new page will appear. This page will display the Leave balances held by the employee under different categories of leave Such as CL (Casual Leave), RH (Restricted Holiday), HPL (Half Pay Leave), EL (Earned Leave) etc., will be shown.

Under the ‘Type of Leave application’ section, there are 3 radio buttons provided.

1. **Post Facto**- Select this radio button if you are applying for leave after the leave period has ended.
2. **Current Leave** - Select this radio button if you are applying for leave that is either currently ongoing or is planned to start.
3. **Extension of Leave**- Select this radio button if you are extending an existing leave period.

The Employee needs to select or fill-in the relevant data in the fields for ‘Type of leave’, ‘From date’ and ‘To Date’. The No. of days based on the leave period will be automatically calculated. They should select Intermediate holidays during the leave period and click on the **Add** button. Additionally, they can Select Prefix date if the preceding date to the ‘From date’ is a Sunday or a Holiday, and click on the **Add** button. They can Select Suffix date if the next day after the ‘To date’ is a Sunday or a Holiday and click on **Add** button.



Operational Guide for Employee Self Service Portal



Type of Leave\*

Casual Leave (Half Day CL F/N) ▾

- Choose an option
- Earned Leave
- Restricted Holiday (RH)
- Casual Leave (CL)
- Half-Pay leave (HPL)
- Commutated Leave
- Paternity Leave
- EXOL-With MC
- Leave not Due
- Unavailed Joining Time
- Special CL-Working Days
- PL-Child Adoption
- Special CL- Calendar Days
- EXOL- Without MC
- EL With MC
- Training
- Tour
- Casual Leave (Half Day CL F/N)
- Casual Leave (Half Day CL A/N)

The aforementioned types of leaves can be chosen from the ‘Type of leave’ drop down list.

Type of Leave Application\*

Post Facto  Current Leave  Extension of Leave

Type of Leave\*  
Casual Leave (CL) ▾

From Date\*  
07/06/2024

To Date\*  
07/06/2024

No of Days  
1

Intermediate Holidays  
dd/mm/yyyy Add

Prefix Date  
dd/mm/yyyy Add

Suffix Date  
dd/mm/yyyy Add

Reason for Leave\*  
To attend domestic work.

Permission required to leave

Headquarters  
Phone No.  
9999999999

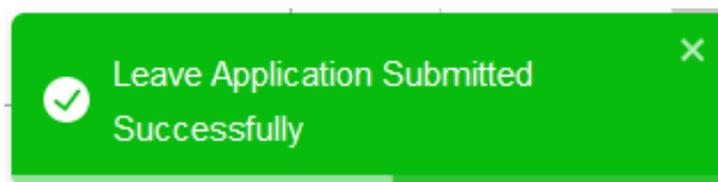
Leave Station

Address Line2  
addr, 560001

Submit

Leave Application Submitted Successfully

After entering all necessary data, click on **Submit** button.

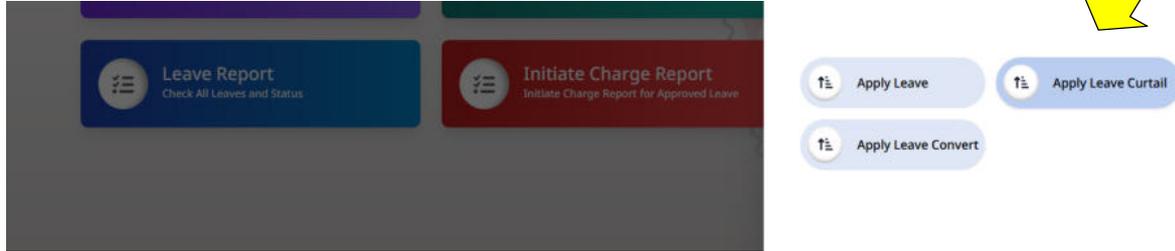


After clicking on **Submit** button, a pop-up message “**Leave Application Submitted Successfully**” will appear.

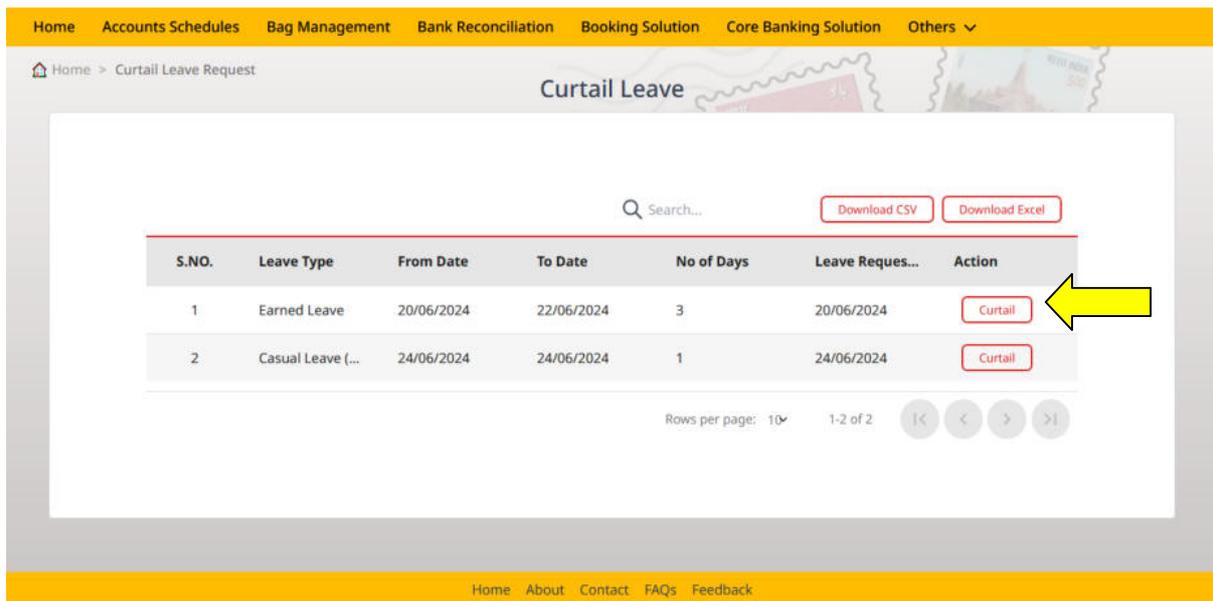


**Apply Leave Curtail:-**

Curtail leave means to shorten or reduce the duration of an approved leave.



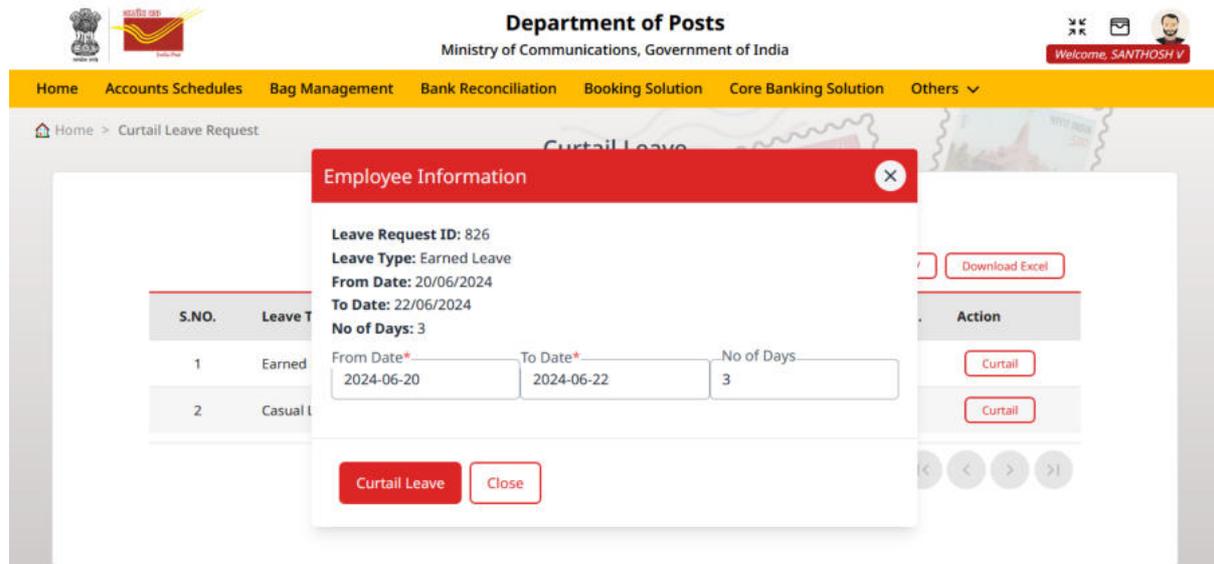
Click on "Apply Leave Curtail" option from the available actions. Under "Apply Leave" Sub-card, a new page will appear with list of applied leave requests.



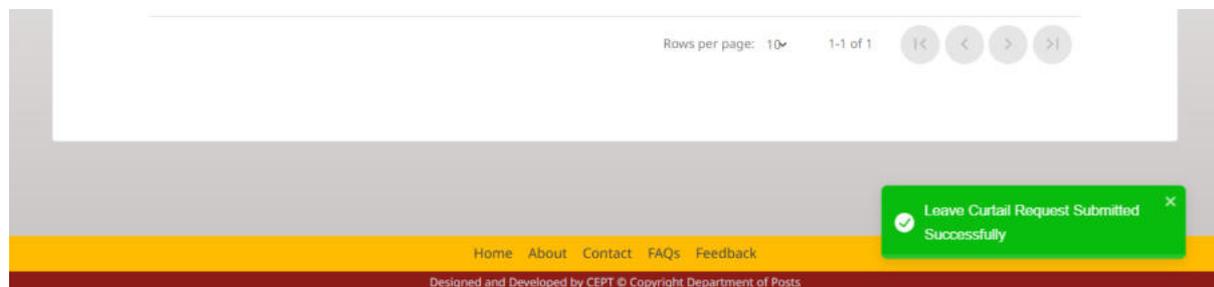
Click on **Curtail** Button to view the request information,



## Operational Guide for Employee Self Service Portal



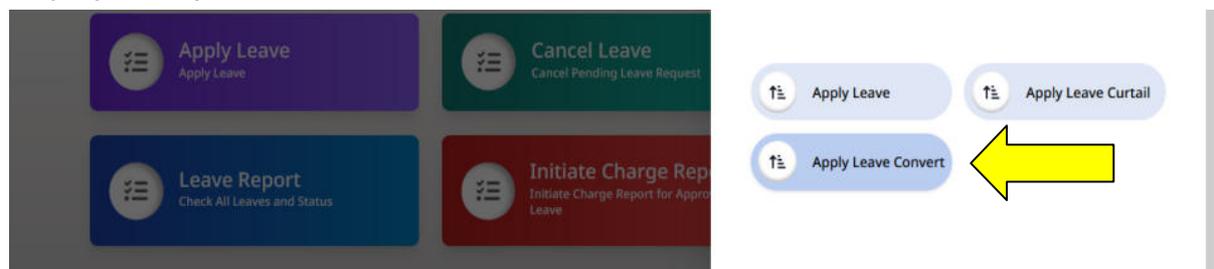
After Click on **Curtail** Button a new window will open containing the Leave information such as Leave Request Id, Leave Type, From Date, To Date and No of Days. Modify the new proposed leave dates and click on **Curtail Leave** Button. Your Curtail Leave request will be reviewed and approved by Leave sanctioning authority.



After clicking on **Curtail Leave** button “**Leave curtail request submitted successfully**” Message appears.

### Apply Leave Convert:-

This option is used when changing one type of leave to another. For example an employee may want to convert Casual Leave into Earned leave or vice versa.



Click on "**Apply Leave Convert**" option from the available actions. Under "**Apply Leave**" Sub-card, a new page will appear with list of approved leave requests.



## Operational Guide for Employee Self Service Portal



Home Accounts Schedules Bag Management Bank Reconciliation Booking Solution Core Banking Solution Others ▾

Home > Convert Leave Request

### Convert Leave

Search... Download CSV Download Excel

S.NO.	Leave Type	From Date	To Date	No of Days	Leave Request Date	Action
1	Casual Leave (CL)	24/06/2024	24/06/2024	1	24/06/2024	Convert
2	Earned Leave	20/06/2024	22/06/2024	3	20/06/2024	Convert

User Click on **Convert** button to convert the Leave from one type to another type.

Employee Information

Leave Request ID: 832  
 Leave Type: Casual Leave (CL)  
 From Date: 24/06/2024  
 To Date: 24/06/2024  
 No of Days: 1

Type of Leave\*  
 Choose an option

Convert Leave Close

After Click on **Convert** Button a new window will appear containing the Leave information such as Leave Request Id, Leave Type, From Date, To Date and No of Days. Select the Type of Leave to convert against applied leave type.

Employee Information

Leave Request ID: 832  
 Leave Type: Casual Leave (CL)  
 From Date: 24/06/2024  
 To Date: 24/06/2024  
 No of Days: 1

Type of Leave\*  
 Earned Leave  
 Choose an option  
 Leave not Due  
 Child care Leave  
 Earned Leave  
 Commuted Leave  
 Half-Pay leave (HPL)  
 Casual Leave (CL)

Convert Leave Close

Select the Appropriate type of Leave and click on **Convert Leave** Button. Your Convert Leave request will be reviewed and approved by Leave sanctioning authority.



## Operational Guide for Employee Self Service Portal



S.NO.	Leave Type	From Date	To Date	No of Days	Leave Request Date	Action
1	Casual Leave (CL)	24/06/2024	24/06/2024	1	24/06/2024	<a href="#">Convert</a>
2	Earned Leave	20/06/2024	22/06/2024	3	20/06/2024	<a href="#">Convert</a>

Rows per page: 10 | 1-2 of 2

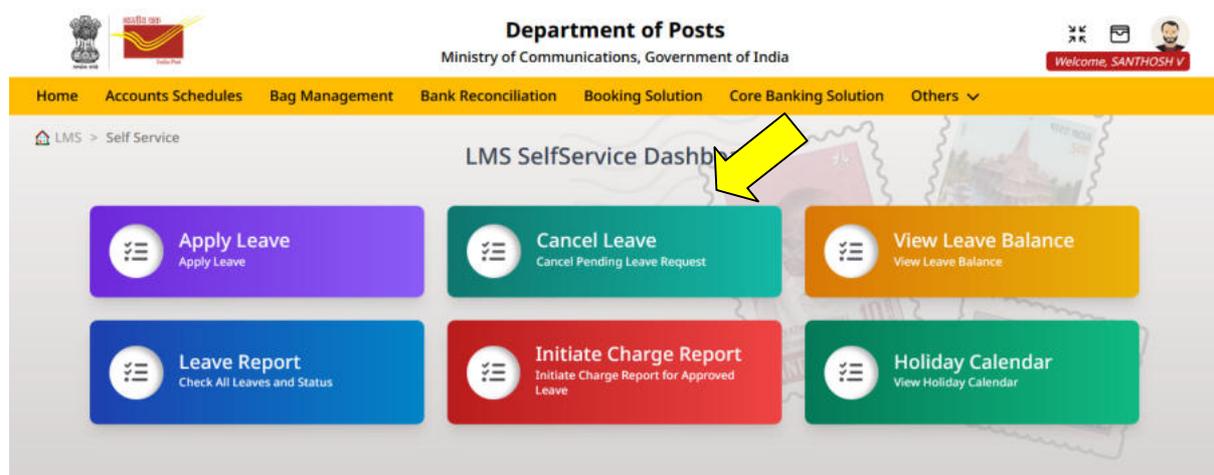
Home About Contact FAQs Feedback

Designed and Developed by CEPT © Copyright Department of Posts

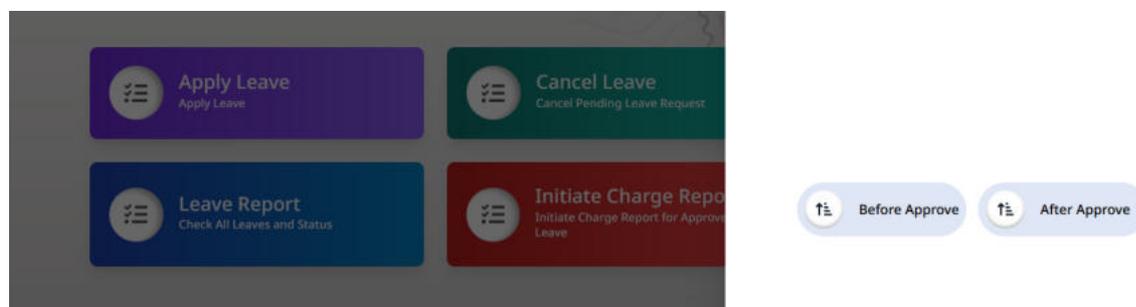
Leave Conversion Request Submitted Successfully

After clicking on **Covert** button “**Leave Conversion request submitted successfully**” Message appears.

### 2.1.2 Cancel Leave



Click on “**Cancel Leave**” sub card under “**Leave Management**” card.

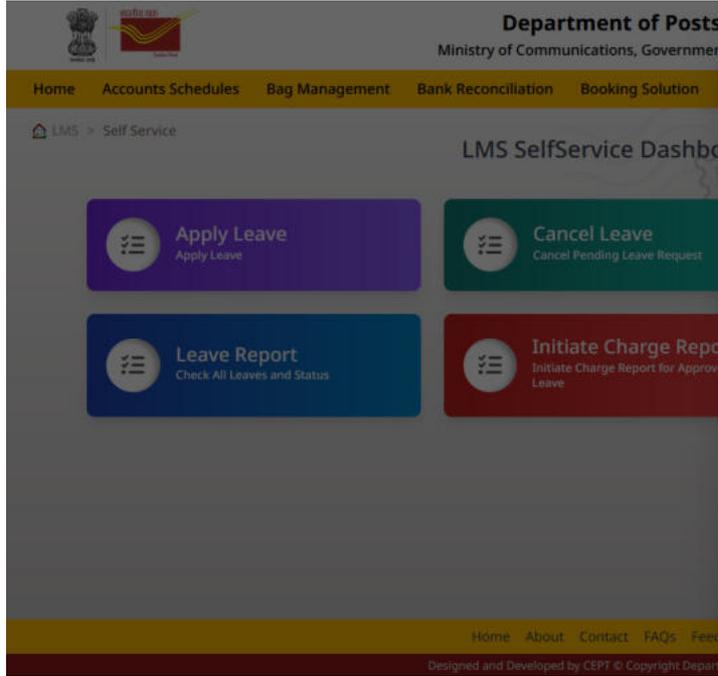


Upon clicking the “**Cancel Leave**” Sub card, Right panel appears with two (2) options.

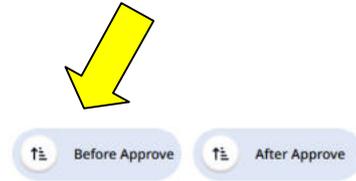
- ➔ Before Approve
- ➔ After Approve



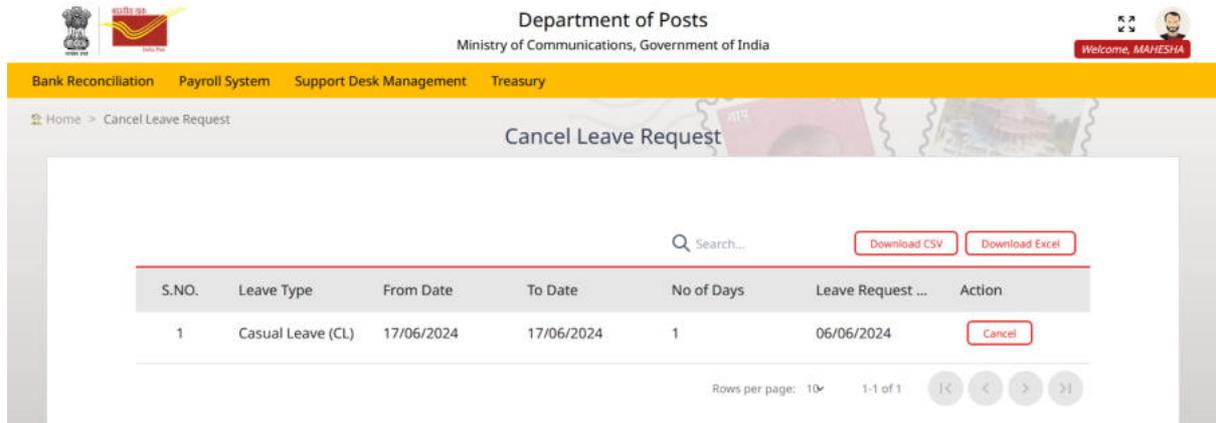
Operational Guide for Employee Self Service Portal



Cancel Leave



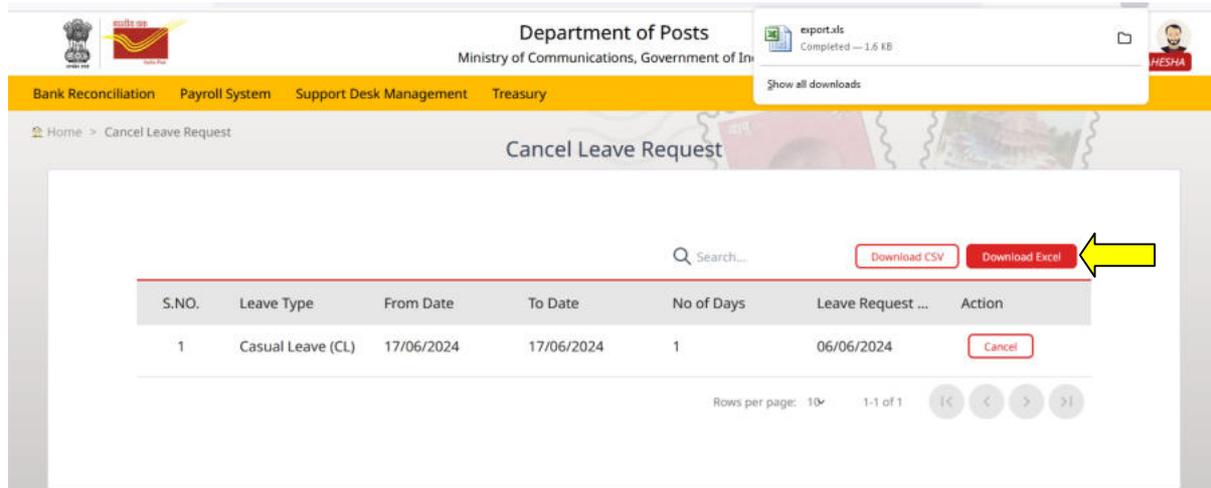
Click on “**Before Approve**” option to cancel the applied leave before the approval by the approving authority.



After click on “**Before Approve**” option, any leaves that have already been applied for will be displayed.

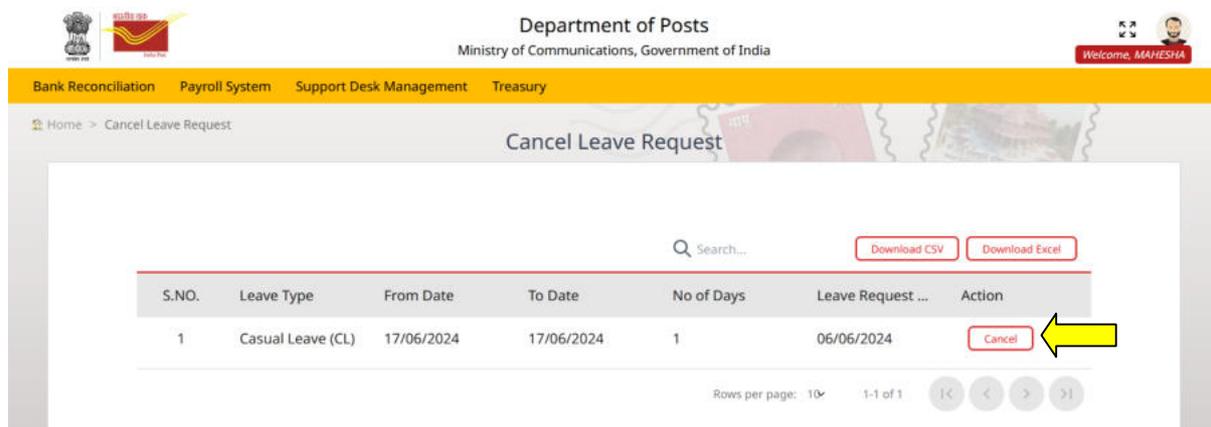


## Operational Guide for Employee Self Service Portal

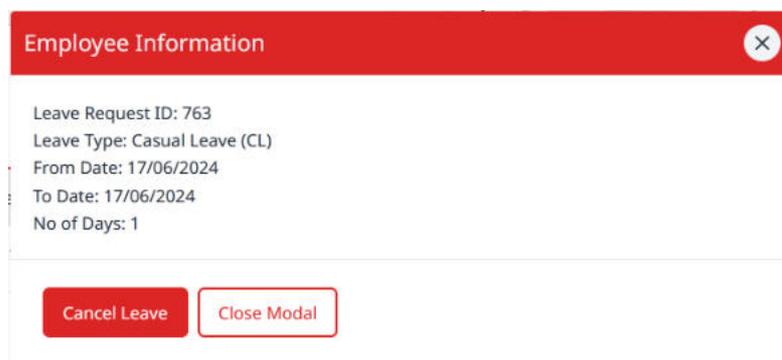


Leave request already submitted by employee are shown. You can download this list using the '**Download CSV**' or '**Download Excel**' buttons.

The downloaded Excel OR CSV file includes a list of various types of leaves applied by the employee, along with other details such as the Leave Approver ID.



To cancel the leave request, before approve, click on **Cancel** button next to the leave request.

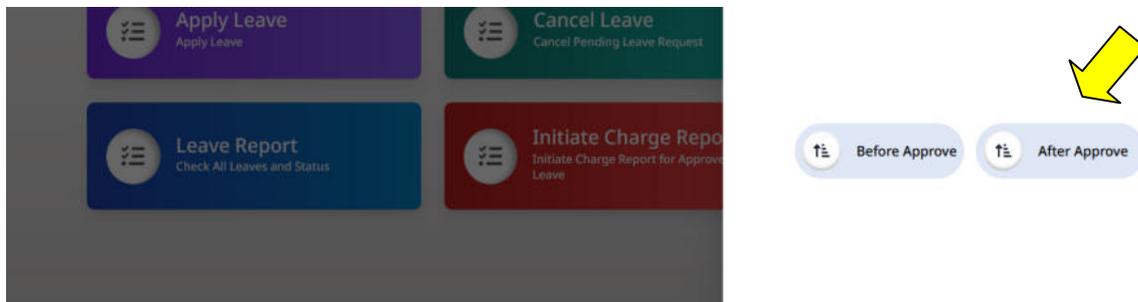


After clicking on **Cancel** button, a pop-up window will appear, showing brief details of the leave request. Click **Cancel Leave** to confirm the cancellation.

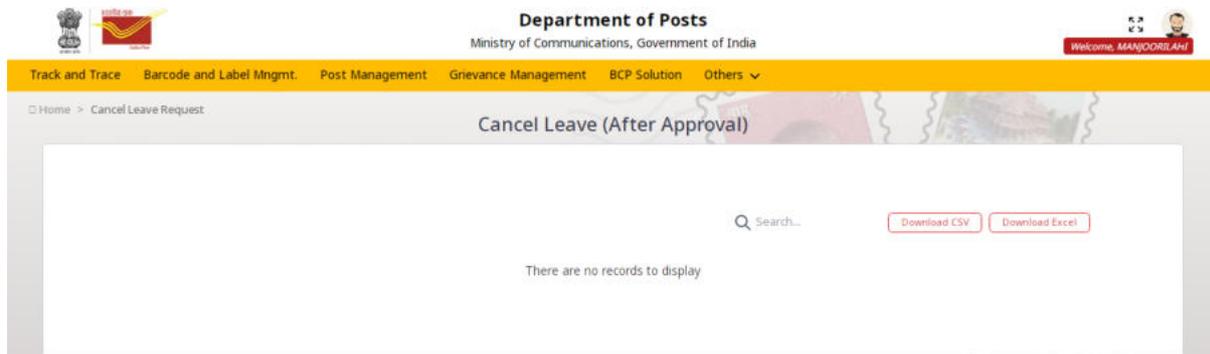


On clicking the **Cancel Leave** button, a pop-up message “**Leave Cancelled Successfully**” will appear.

### 2.1.3 After Approve



Click on “**After Approve**” option under “**Cancel Leave**” Sub- card.



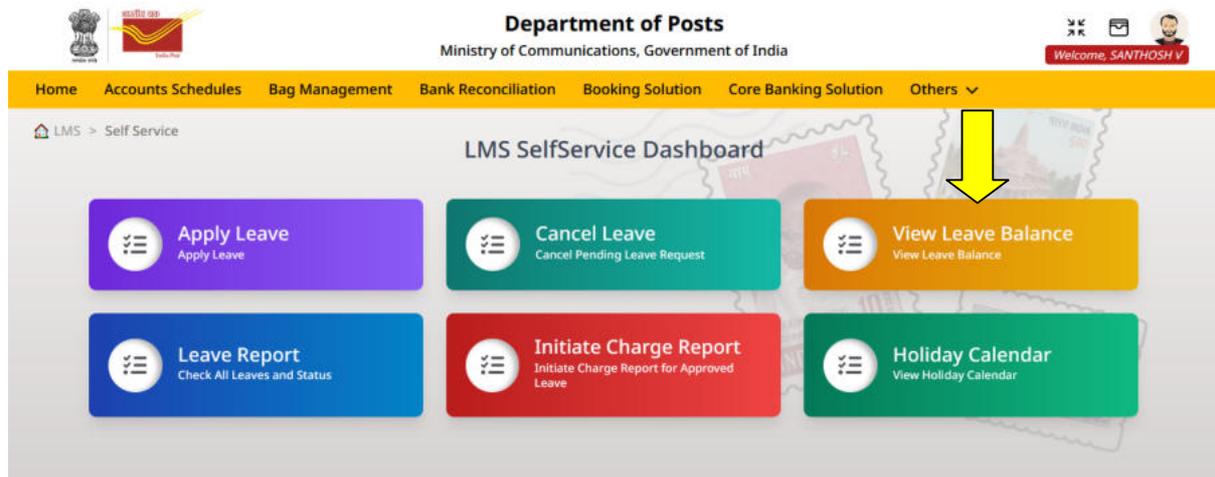
If an employee wishes to cancel any approved leave request(s), they can view the list of already approved leaves on “**After Approval**” Option. Click on the **Cancel** button next to the leave request that the employee does not wish to avail.



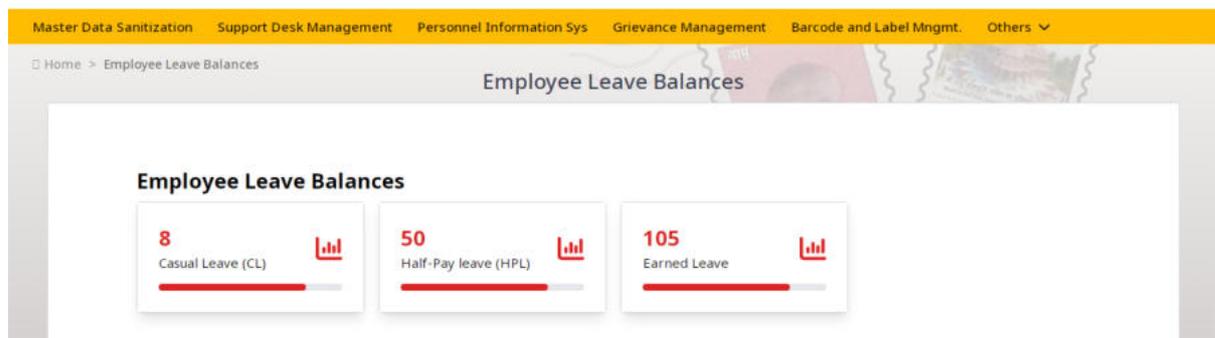
## Operational Guide for Employee Self Service Portal



### 2.1.4 View Leave Balance

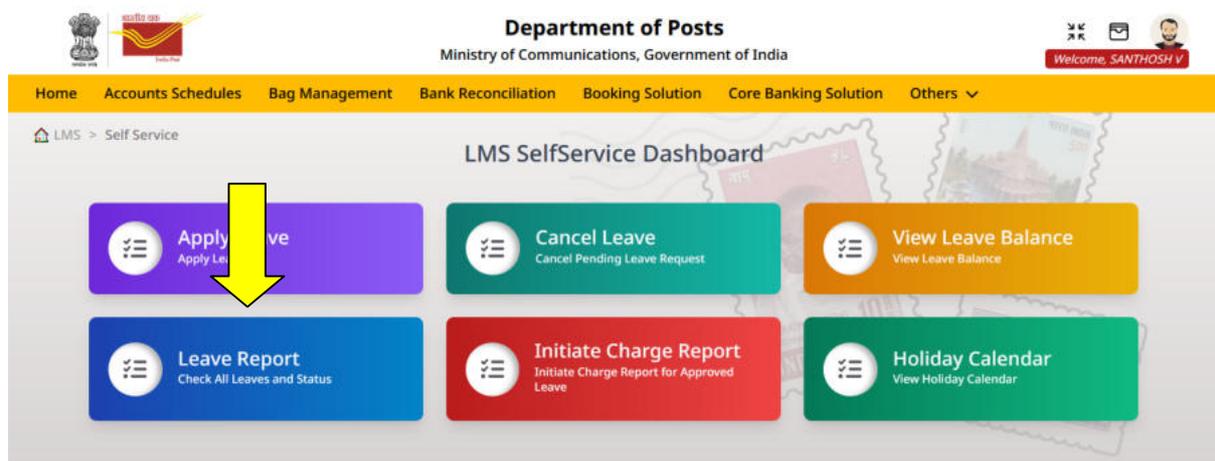


Click on “**View Leave Balance**” sub card under “**Leave Management System**” card.



After clicking on “**View Leave Balance**” sub card, the page shown above will appear. It displays the leave balance of all leave types.

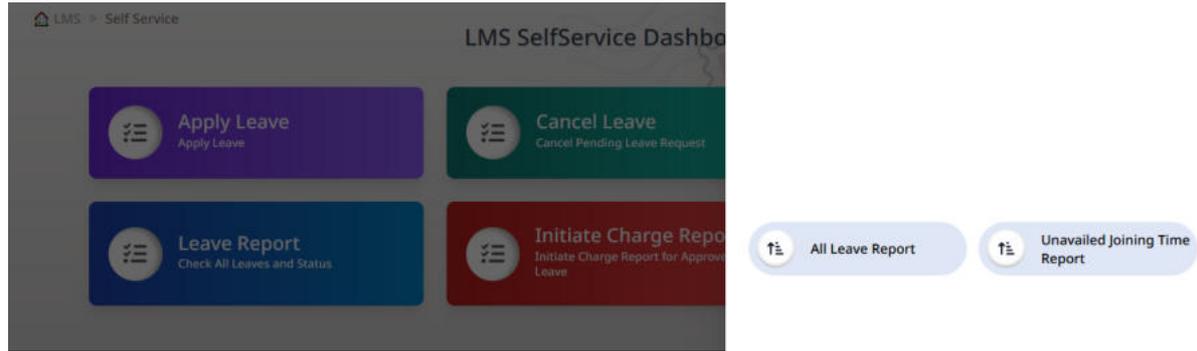
### 2.1.5 Leave Report



Click on “**Leave Report**” sub card under “**Leave Management System**” card.

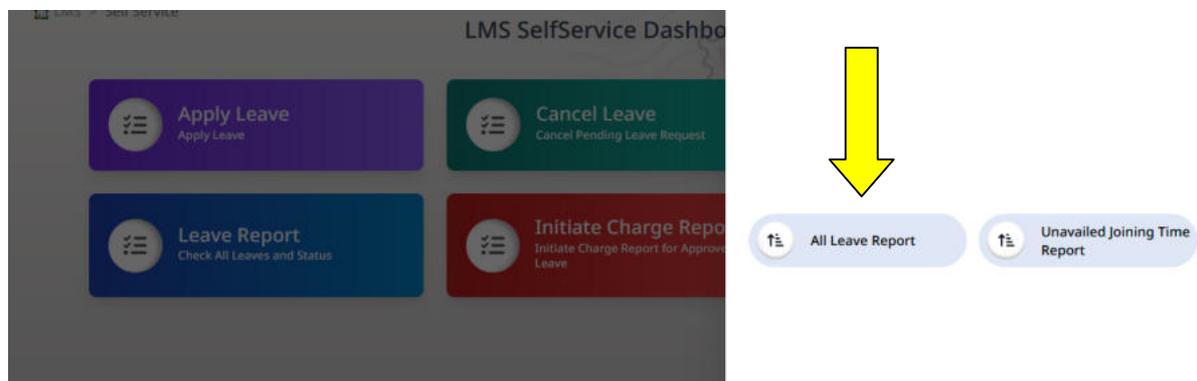


## Operational Guide for Employee Self Service Portal

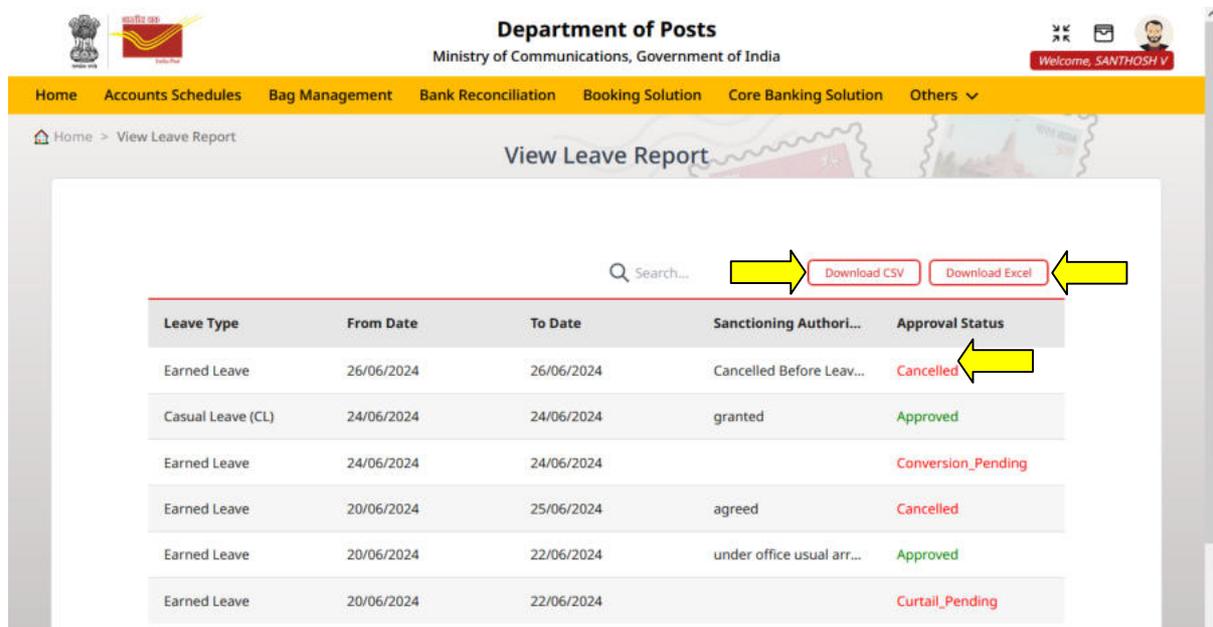


Upon clicking the “**Leave Report**” Sub card, Right panel appears with two (2) options.

- ➔ All Leave Report
- ➔ Unavailed Joining Time Report



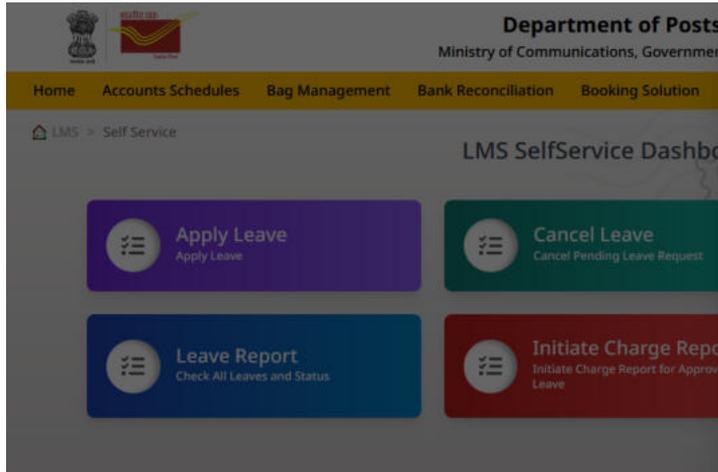
Click on “**All Leave Report**” option under “**Leave Report**” Sub card.



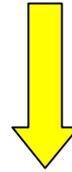
On clicking on “**All Leave Report**”, a page displaying all types of leaves with their approval statuses will appear. You can download this list in CSV, Excel format by clicking on ‘Download CSV’ or ‘Download Excel’ buttons.



## Operational Guide for Employee Self Service Portal



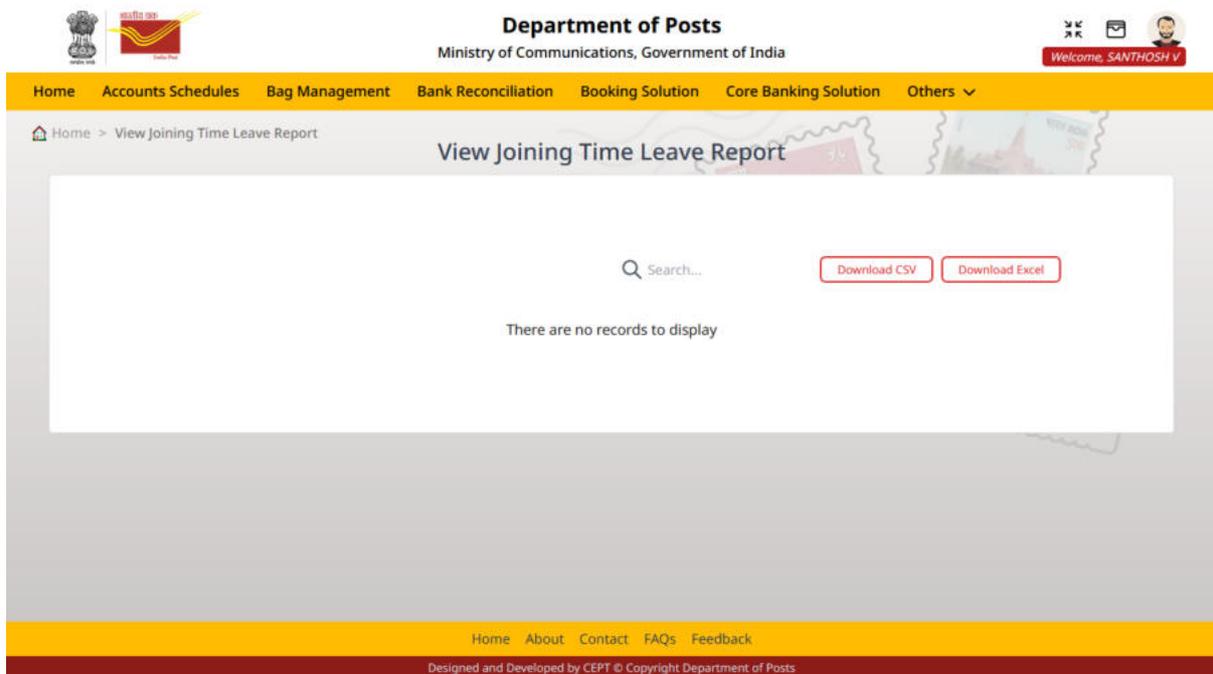
### Leave Report



All Leave Report

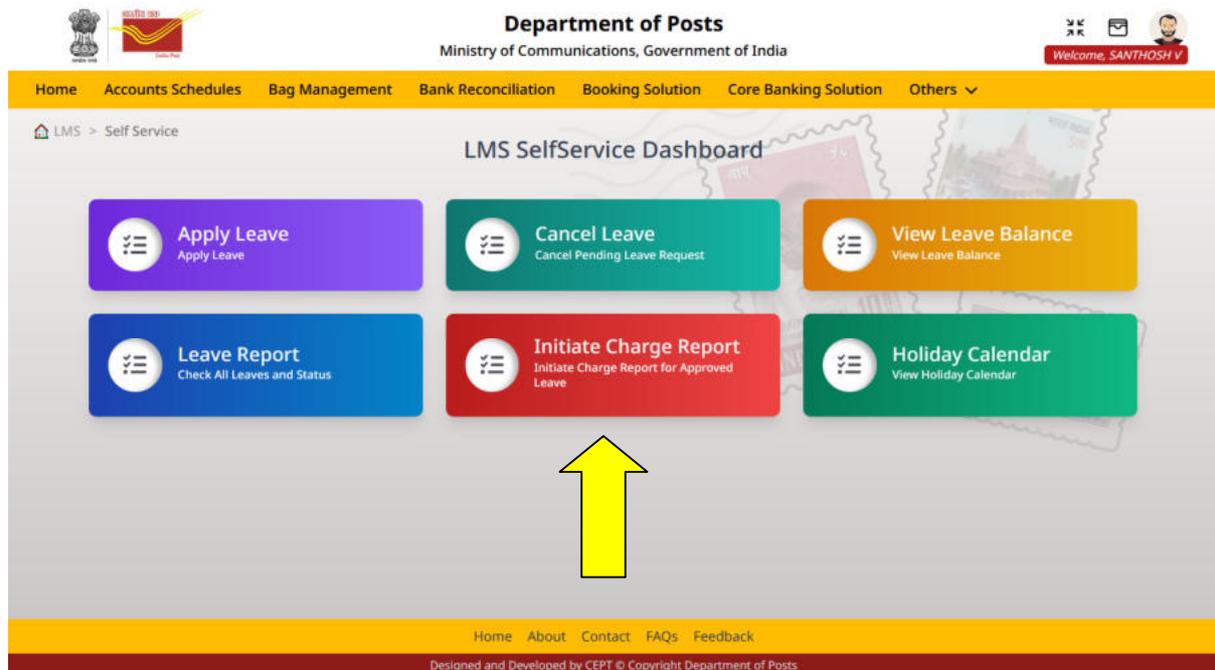
Unavailed Joining Time Report

This report pertains to Un-availed joining time for logged – in employee.

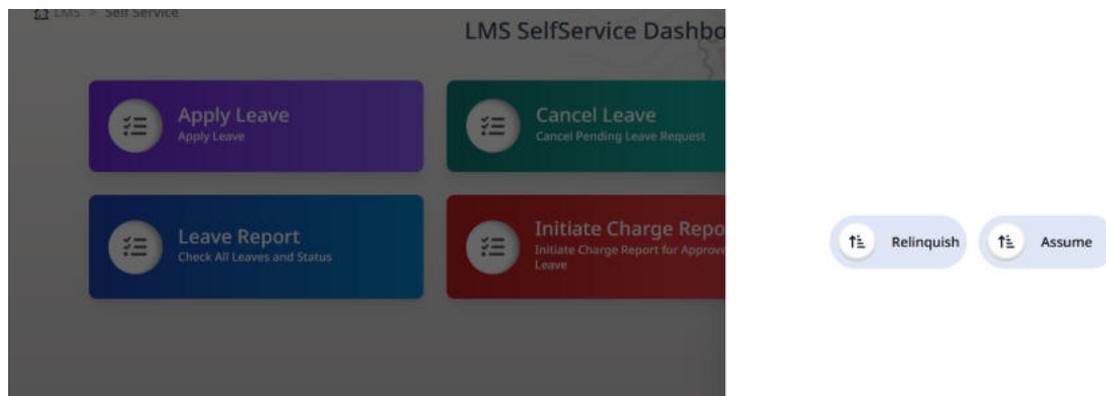




### 2.1.6 Initiate Charge Report



Click on “Initiate Charge Report” sub card under “Leave Management System” card.

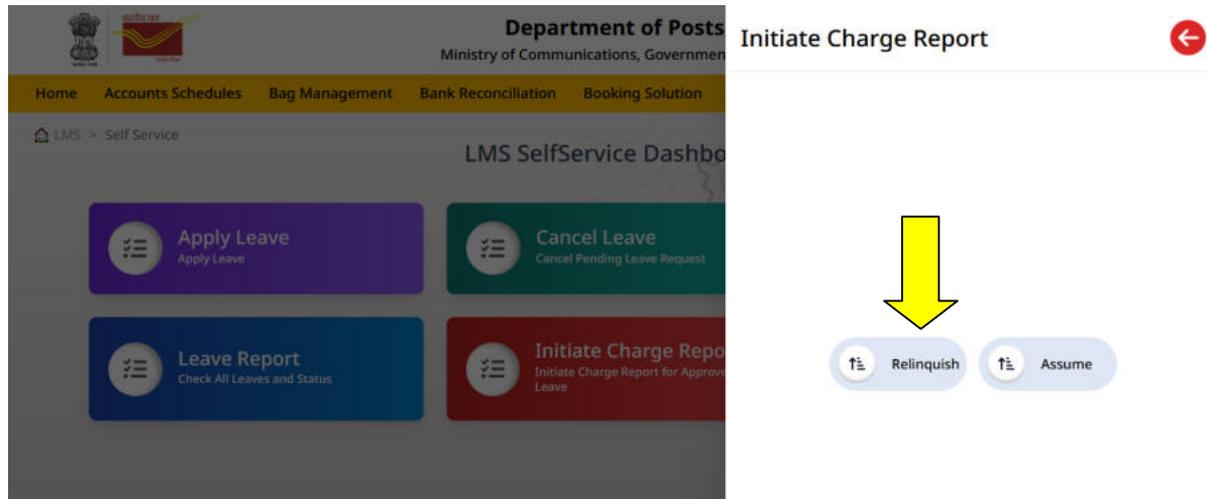


After clicking on “Initiate Charge Report” sub card, two options will appear viz.,

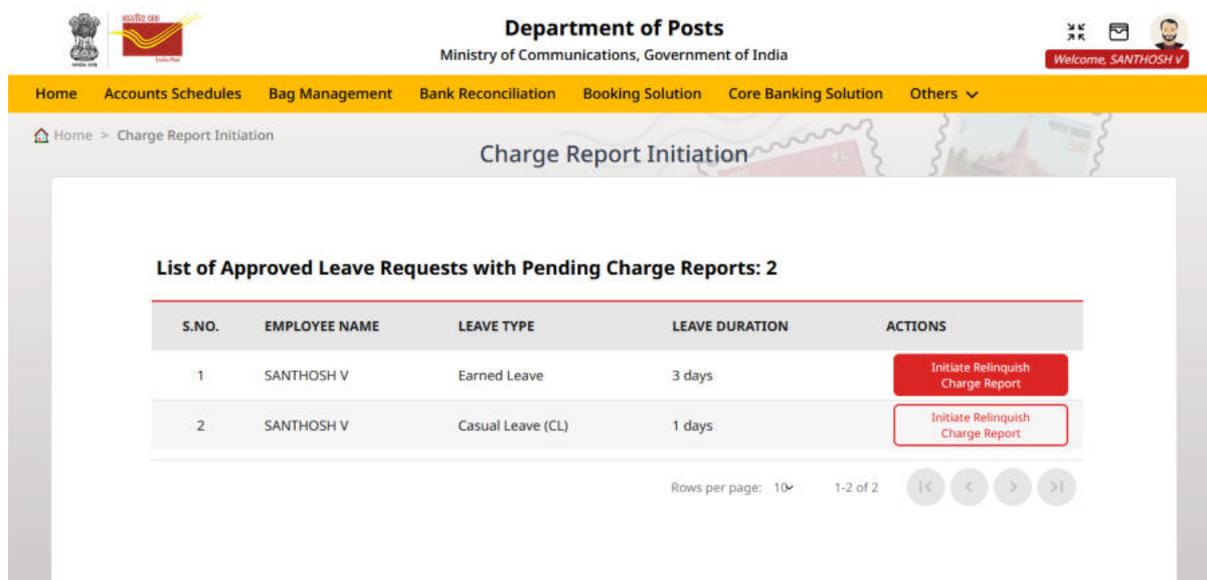
- ➔ Relinquish
- ➔ Assume



### 2.1.6.1 Relinquish



Click on **“Relinquish”** option under **“Initiate Charge Report”** sub card.



After clicking on **“Relinquish”** option, the charge report initiation page will open. This page will show a list of approved leave requests with pending charge reports. The Employee needs to select each row data and click on **“Initiate Relinquish Charge Report”** to initiate the process of Relinquish charge report (i.e. Relieved)



## Operational Guide for Employee Self Service Portal



**Department of Posts**  
Ministry of Communications, Government of India

Home Accounts Schedules Bag Management Bank Reconciliation Booking Solution Core Banking Solution Others

**भारतीय डाक विभाग (Department of Posts, India)**  
देविंग नियम 267, डाक-तार विंग पुस्तिका का खण्ड-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

**चार्ज की बदली पर चार्ज रिपोर्ट और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)**

Certified that the charge of the office of: Was made over by: **SANTHOSH V** To name: **SUHASA** At place: On the (date): **24/06/2024 Forenoon** In accordance with Leave Request Number: **832** Dated: **24/06/2024**

Relieved Officer Relieving Officer

- \* Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
- \* Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Amount & Stamp Details	Rupees	Paisa
Cash	0	0
Stamp Interest	25973	0

Relieved Officer Relieving Officer

Download

After Clicking "Initiate Relinquish Charge Report" a new screen will open with a **Download** button.

List of Approved Leave Requests with Pending Charge Reports: 1

S.NO.	EMPLOYEE NAME	LEAVE TYPE	LEAVE DURATION	ACTIONS
1	SANTHOSH V	Casual Leave (CL)	1 days	Initiate Relinquish Charge Report

Rows per page: 10 1-1 of 1

Charge Report Downloaded Successfully!

Click the **Download** button to download the Relinquish charge report in PDF file format.

**भारतीय डाक विभाग (Department of Posts, India)**  
देविंग नियम 267, डाक-तार विंग पुस्तिका का खण्ड-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

**चार्ज की बदली पर चार्ज रिपोर्ट और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)**

Certified that the charge of the office of: Was made over by: **SANTHOSH V** To name: **MANISHA** At place: On the (date): **20/06/2024 Forenoon** In accordance with Leave Request Number: **826** Dated: **20/06/2024**

Relieved Officer Relieving Officer

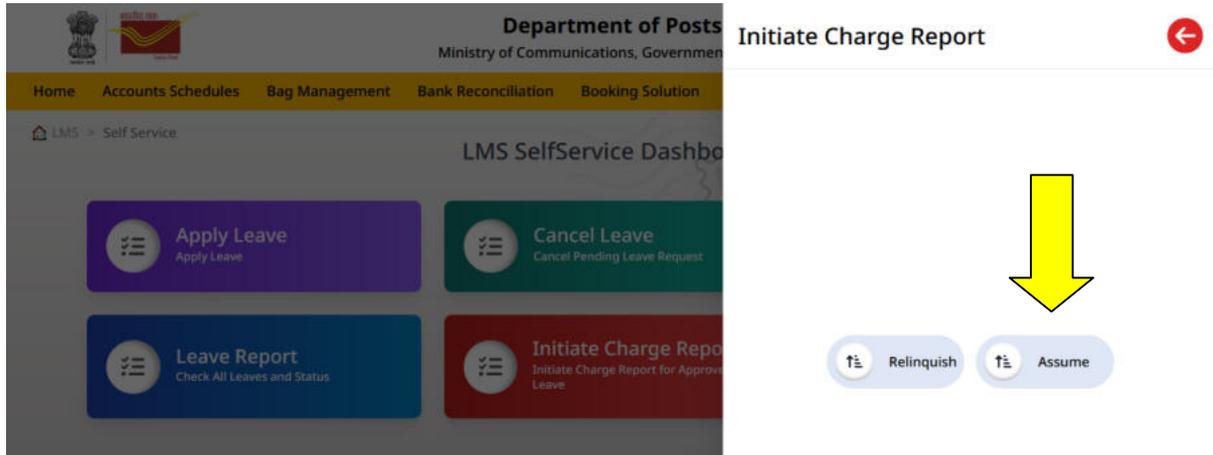
- \* Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
- \* Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Amount & Stamp Details	Rupees	Paisa
Cash	0	0
Stamp Interest	0	0

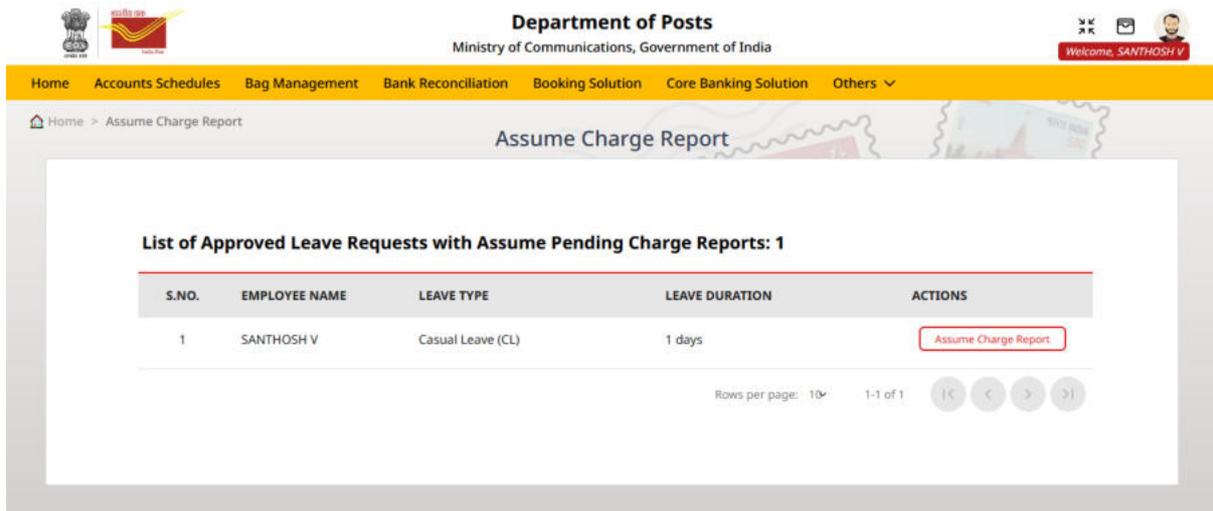
Relieved Officer Relieving Officer



2.1.6.2 Assume



Click on the “Assume” option under “Initiate Charge Report” sub card.



After clicking “Assume” option, the charge report initiation page will open. The Page will show a list of approved leave requests with pending charge reports. The Employee needs to select each row and initiate the process of Assuming charge report (i.e. Relieving)



## Operational Guide for Employee Self Service Portal



**भारतीय डाक विभाग (Department of Posts, India)**  
 देखिए नियम 267, डाक-तार विज्ञ पुस्तिका का खण्ड-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

**चार्ज की बदली पर चार्ज रिपोर्ट और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)**

Certified that the charge of the office of: Was made over by: **SANTHOSH V** To name: **SUHASA** At place: On the (date): **24/06/2024 Forenoon** In accordance with Leave Request Number: **832** Dated: **24/06/2024**

**Relieved Officer** **Relieving Officer**

- \* Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
- \* Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Amount & Stamp Details	Rupees	Paisa
Cash	0	0
Stamp Interest	25973	0

**Relieved Officer** **Relieving Officer**

[Download](#)

After Clicking "Assume Charge Report" button a new screen will open with a **Download** button.

- \* Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
- \* Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Amount & Stamp Details	Rupees	Paisa
Cash	0	0
Stamp Interest	25973	0

**Relieved Officer** **Relieving Officer**

[Download](#)

✔ Charge Report Downloaded Successfully!

Click the **Download** button to download the Relinquish charge report in PDF file format.

**भारतीय डाक विभाग (Department of Posts, India)**  
 देखिए नियम 267, डाक-तार विज्ञ पुस्तिका का खण्ड-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

**चार्ज की बदली पर चार्ज रिपोर्ट और नकदी और टिकटों की रसीद (Charge Report and Receipt for cash and stamps on transfer of charge)**

Certified that the charge of the office of: Was made over by: **SANTHOSH V** To name: **SUHASA** At place: On the (date): **24/06/2024 Forenoon** In accordance with Leave Request Number: **832** Dated: **24/06/2024**

**Relieved Officer** **Relieving Officer**

- \* Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
- \* Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the same.

Amount & Stamp Details	Rupees	Paisa
Cash	0	0
Stamp Interest	25973	0

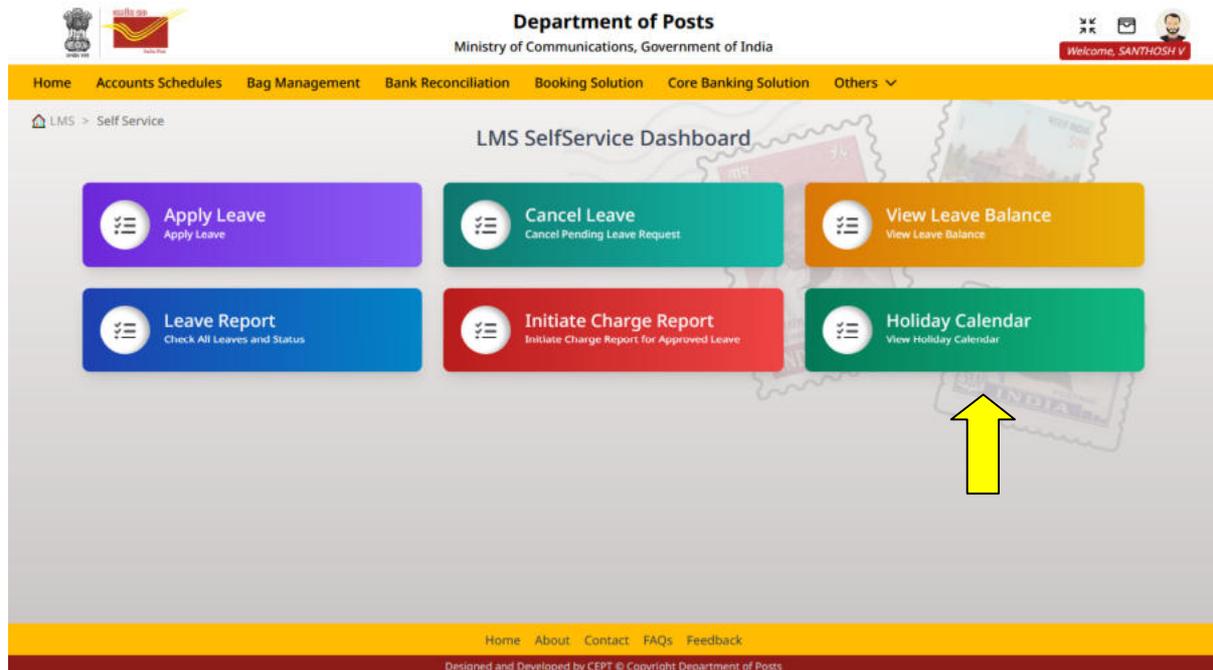
**Relieved Officer** **Relieving Officer**



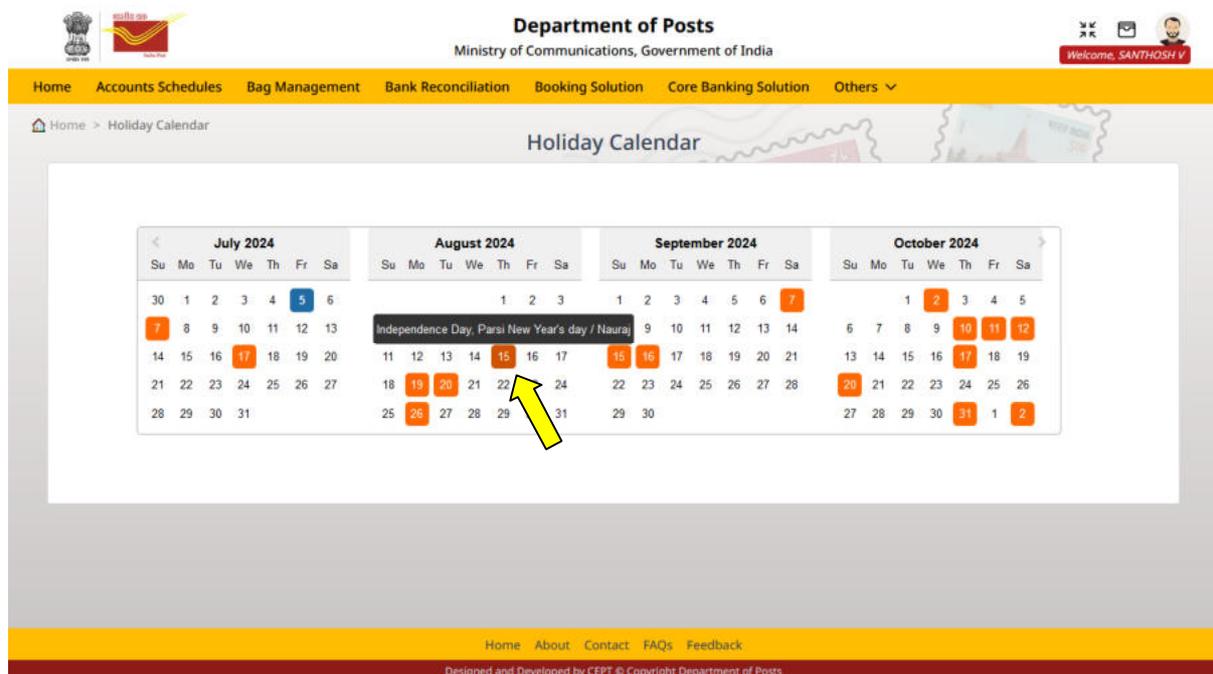
## Operational Guide for Employee Self Service Portal



### 2.1.7 Holiday Calendar



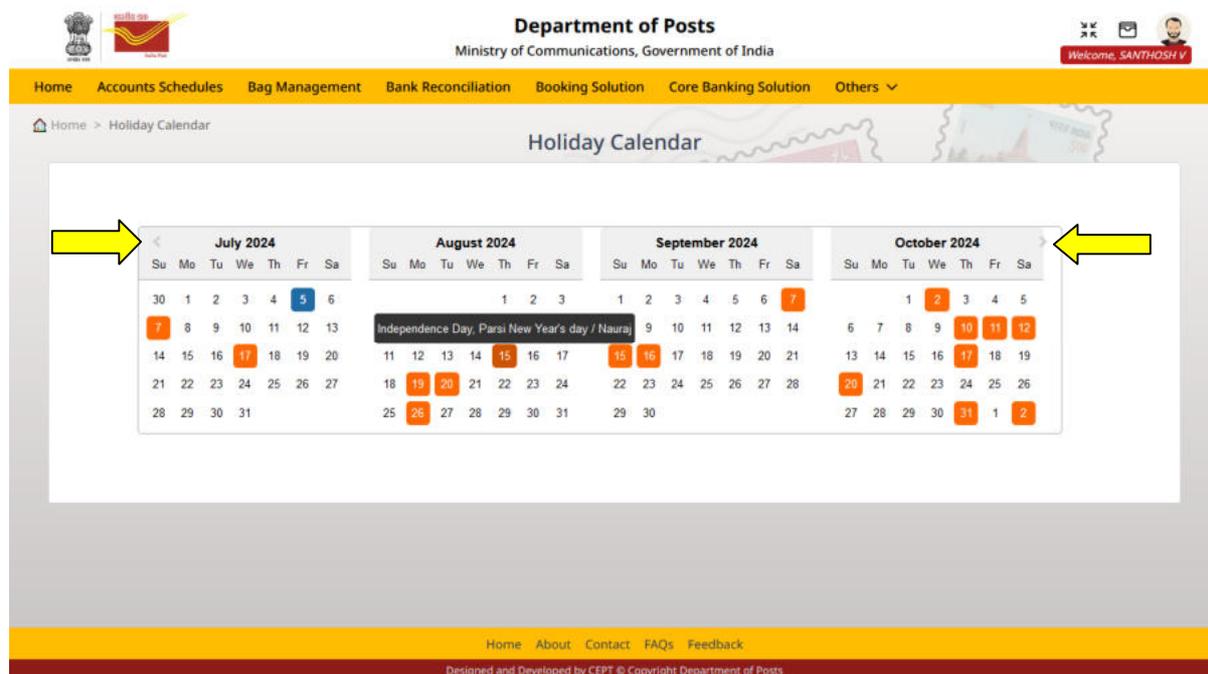
Click on “**Holiday Calendar**” sub card under “**Leave Management System**”



After clicking on “**Holiday Calendar**” sub card, the above page will appear as shown above. All Closed Holidays are shown in Orange coloured and Restricted Holidays are shown in Blue coloured. When you hover the mouse pointer over any of these Blue or Orange coloured dates, the holiday description will be displayed.



## Operational Guide for Employee Self Service Portal



By default, four (4) month-wise calendars starting from the current month will be displayed. Users can navigate forward and backward through the calendars by clicking the <or> icons.

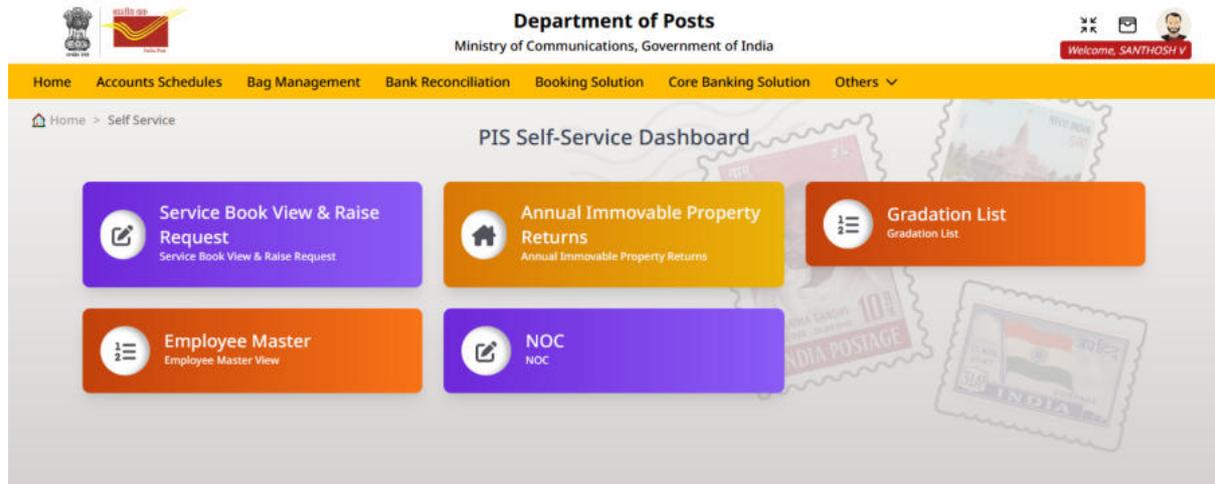
### 2.2 Personal Information System



Click on “**Personal Information System**” card.



## Operational Guide for Employee Self Service Portal

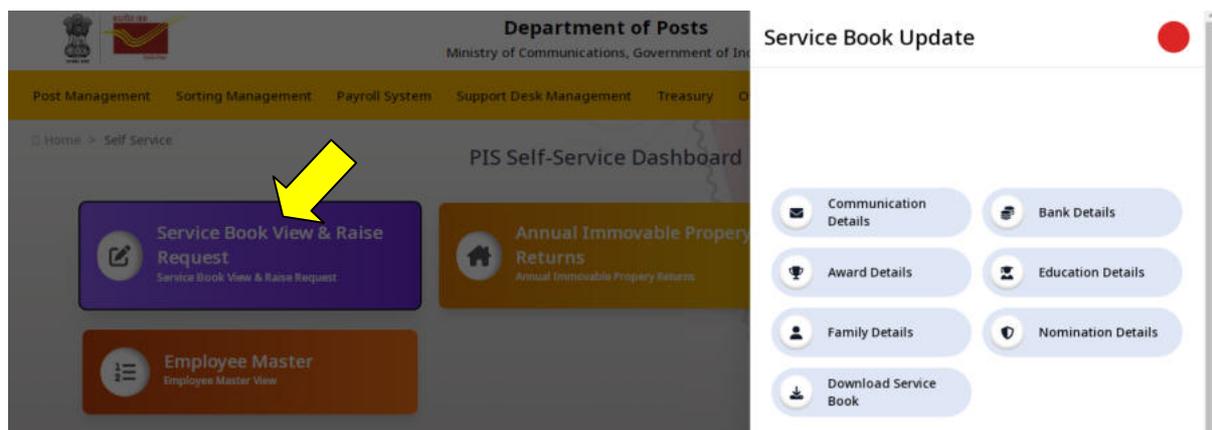


After clicking on “**Personal Information System**” card, the page shown above will appear with the following 5 sub cards.

- ➔ Service Book View & Raise Request
- ➔ Annual Immovable Property Returns
- ➔ Gradation List
- ➔ Employee Master
- ➔ NOC

### 2.2.1 Service Book View & Raise Request

Click on “**Service Book View & Raise Request**” sub card.



On clicking on “**Service Book View & Raise Request**”, following 7 options appear on screen right panel of the screen viz.

- ➔ Communication Details
- ➔ Bank Details
- ➔ Award Details

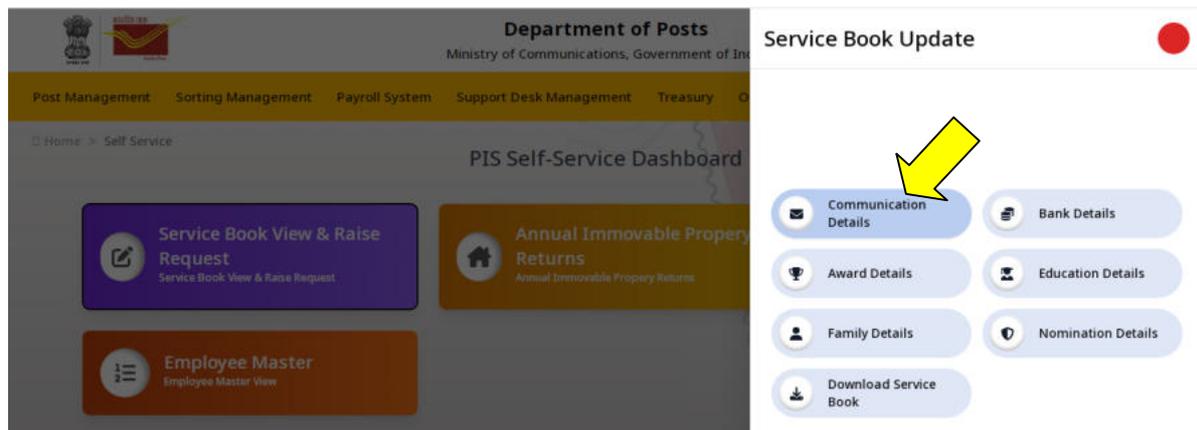


## Operational Guide for Employee Self Service Portal

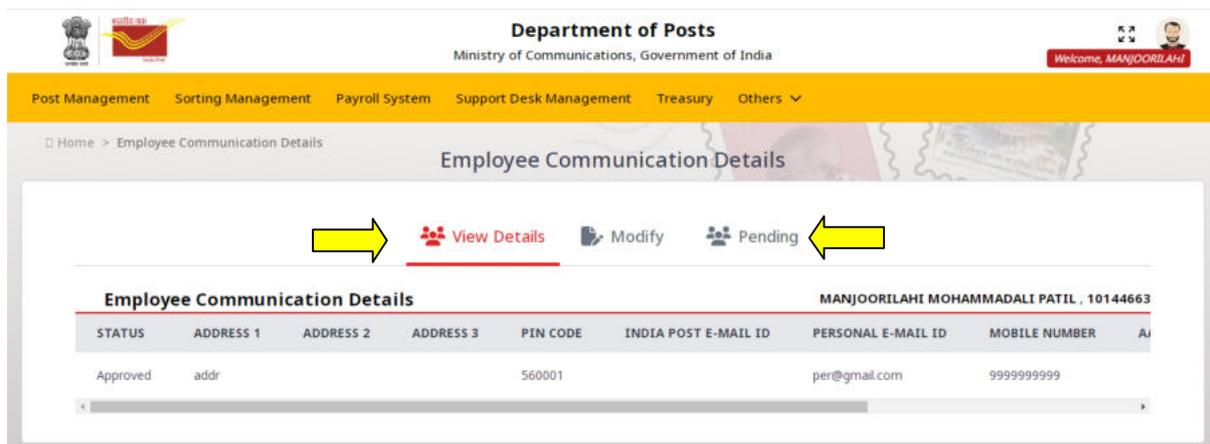


- ➔ Education Details
- ➔ Family Details
- ➔ Nomination Details
- ➔ Download Service Book

### 2.2.1.1 Communication Details



Click on “**Communication Details**” option available in “**Service Book View & Raise Request**” sub card.



When clicking on “**Communication Details**” option, the employee communication details page will open with 3 tabs viz., View Details, Modify, and Pending. By default, the ‘View Details’ tab will be shown containing the employee’s communication details such as Address, e-mail IDs (personal and official, if available), Mobile Number, Aadhaar, PAN.



## Operational Guide for Employee Self Service Portal



Department of Posts  
Ministry of Communications, Government of India

Welcome, MANJOORLAHI

Post Management | Sorting Management | Payroll System | Support Desk Management | Treasury | Others

Home > Employee Communication Details

Employee Communication Details

View Details **Modify** Pending

Employee Communication Details							MANJOORLAHI MOHAMMADALI PATIL , 10144663	
ACTION	ADDRESS 1	ADDRESS 2	ADDRESS 3	PIN CODE	INDIA POST E-MAIL ID	PERSONAL E-MAIL ID	MOBILE NUMBER	AA
<b>Modify</b>	addr			560001		per@gmail.com	9999999999	

After clicking on the 'Modify' tab, the 'View Details' tab information will be shown with a **Modify** button. Click on the **Modify** button.

Department of Posts  
Ministry of Communications, Government of India

Welcome, MANJOORLAHI

Post Management | Sorting Management | Payroll System | Support Desk Management | Treasury | Others

Home > Employee Communication Details

Employee Communication Details

View Details **Modify** Pending

Employee Communication Details							MANJOORLAHI MOHAMMADALI PATIL , 10144663	
ACTION	ADDRESS 1	ADDRESS 2	ADDRESS 3	PIN CODE	INDIA POST E-MAIL ID	PERSONAL E-MAIL ID	MOBILE NUMBER	AA
<b>Save</b>	<input type="text" value="address"/>	Communication Address	Communication Address	560001		India Post Email Id	per@gn	
Cancel								

After clicking on **Modify** button, all fields will become editable, with a **Save** button. The employee can make necessary changes in the required fields then click on **Save** button.

Department of Posts  
Ministry of Communications, Government of India

Welcome, MANJOORLAHI

Post Management | Sorting Management | Payroll System | Support Desk Management | Treasury | Others

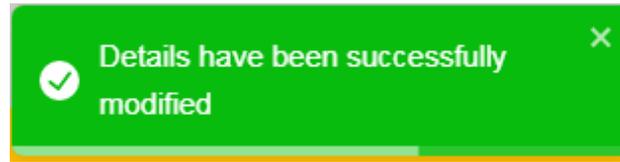
Home > Employee Communication Details

Employee Communication Details

View Details **Modify** Pending

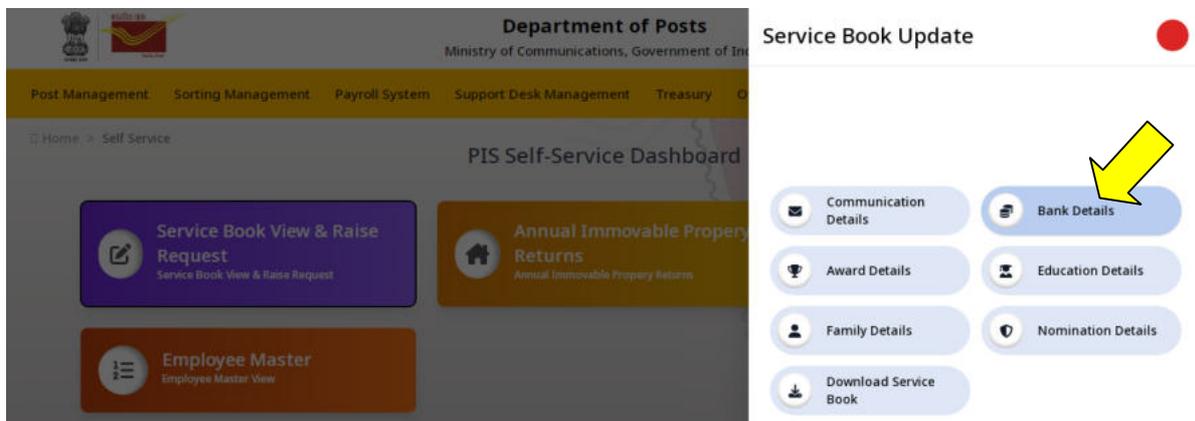
Employee Communication Details							MANJOORLAHI MOHAMMADALI PATIL , 10144663	
ACTION	ADDRESS 1	ADDRESS 2	ADDRESS 3	PIN CODE	INDIA POST E-MAIL ID	PERSONAL E-MAIL ID	MOBILE NUMBER	AA
<b>Modify</b>	addr			560001		per@gmail.com	9999999999	

Details have been successfully modified

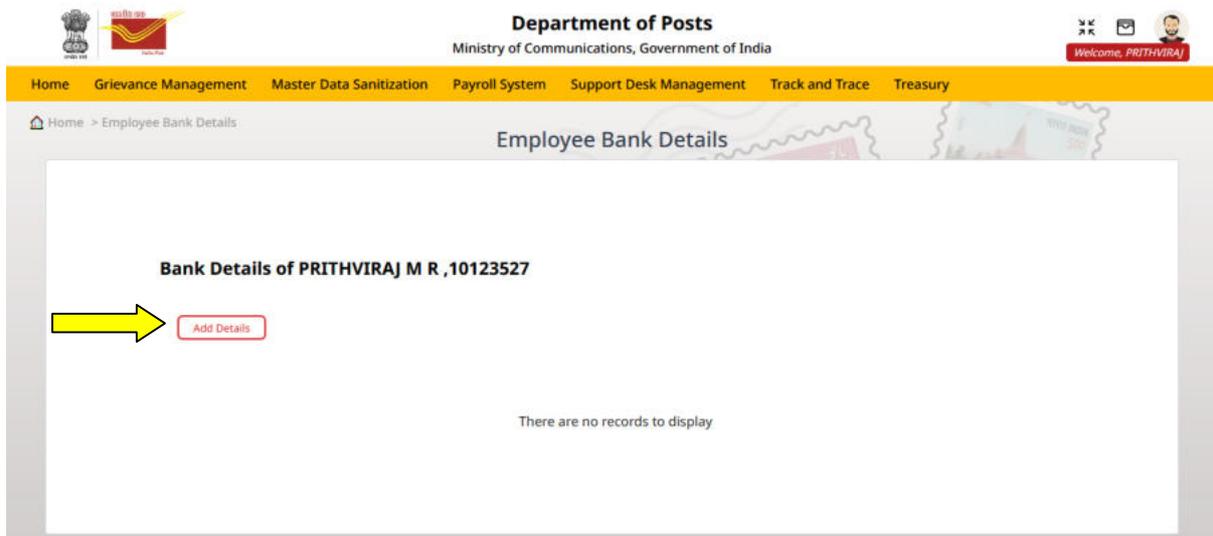


After clicking on **Save** button, a pop-up message “**Details have been successfully modified**” appears.

### 2.2.1.2 Bank Details



Click on “**Bank Details**” option under “**Service Book View & Raise Request**” sub card.



If no bank details are found for the employee, a screen with an “**Add details**” button will appear.



## Operational Guide for Employee Self Service Portal



**Employee Bank Details**

Employee ID\* 10123527 Employee Name PRITHVIRAJ M R Bank Name\* State Bank of India

Bank Type\* SBI Draw Type Pay cycle Branch Code\* 571401005

Bank Account Number\* 64206775655 IFSC Code\* SBIN0040025 Branch Address Line 1\* B M Road

Branch Address Line 2 Mandya PIN Code\* 571401 Remarks Kindly Approve.

Order File\*  
Browse... Passbook Xerox.docx

**Add** **Cancel**

After clicking on the “**Add details**” button, a form to add the employee’s bank details will be available. The Employee ID and Name fields will be populated by default. Enter the necessary data into the following fields Bank Name, Branch Code, Bank Account Number, IFSC Code, Branch Address Line 1, Branch Address Line 2, PIN Code, and Remarks. Select the Bank Type from the drop-down list (SBI, Non-SBI, and POSB) and the Draw Type from the drop-down list (Not Primary & Pay Cycle). Upload the order file document either PDF or Jpeg format and click the **Add** button.

**Insert Employee Bank Details**

Employee ID\* 10123527 Employee Name PRITHVIRAJ M R Bank Name\*

Bank Type\* SBI Draw Type Not primary Branch Code\*

Bank Account Number\* IFSC Code\* Branch Address Line 1\*

Branch Address Line 2 PIN Code\* Remarks

Order File\*  
Browse... No file selected.

**Add** **Cancel**

Bank Details details submitted successfully. Pending for Approval

After clicking on the **Add** button submit the information. The request will then be sent to the approver for approval.



## Operational Guide for Employee Self Service Portal



Home Accounts Schedules Bag Management Bank Reconciliation Booking Solution Core Banking Solution Others

Home > Employee Bank Details

### Employee Bank Details

Bank Details of SANTHOSH V , 10063582

Add Details

S.NO.	BANK NAME	BANK TYPE	DRAW TYPE	STATUS
> 1	SBI	SBI	Not primary	Pending
> 2	DOP	POSB	Monthly Pay	Approved

Rows per page: 10 1-2 of 2

Home About Contact FAQs Feedback

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After adding the bank details, a new screen will appear as shown above. You can see the details by expanding each row using the '>' button.

Add Details

S.NO.	BANK NAME	BANK TYPE	DRAW TYPE	STATUS
> 1	SBI	SBI	Not primary	Pending
∨ 2	DOP	POSB	Monthly Pay	Approved

### View & Modify Employee Bank Details

Employee ID\* 10063582 Employee Name SANTHOSH V Bank Name DOP

Bank Type\* POSB Draw Type\* Not primary Branch Code 002002002

Bank Account Number 0234654323 IFSC Code ipos0000dop Branch Address Line 1 RAJAJINAGAR HO

Branch Address Line 2 BENGALURU Pin Code\* 560010 Remarks

Modify

User can modify the approved bank details by clicking the **Modify** button. After clicking the **Modify** button, the fields will become editable.



## Operational Guide for Employee Self Service Portal



S.NO.	BANK NAME	BANK TYPE	DRAW TYPE	STATUS	
>	1	SBI	SBI	Not primary	Pending
∨	2	DOP	POSB	Monthly Pay	Approved

**View & Modify Employee Bank Details**

Employee ID\*  Employee Name  Bank Name

Bank Type\*  Draw Type\*  Branch Code

Bank Account Number  IFSC Code  Branch Address Line 1

Branch Address Line 2  Pin Code\*  Remarks

**Modified Details**

S.NO.	MODIFIED FIELD NAME	MODIFIED FIELD VALUE
1	ifsc_code	IPOS00000DOP

Rows per page: 10\* 1-1 of 1

**Data modified successfully, Pending for Approval**

Modify the details you wish to change and click the **Save** button. A **“Data modified successfully”** message will appear in the bottom right corner of the screen.

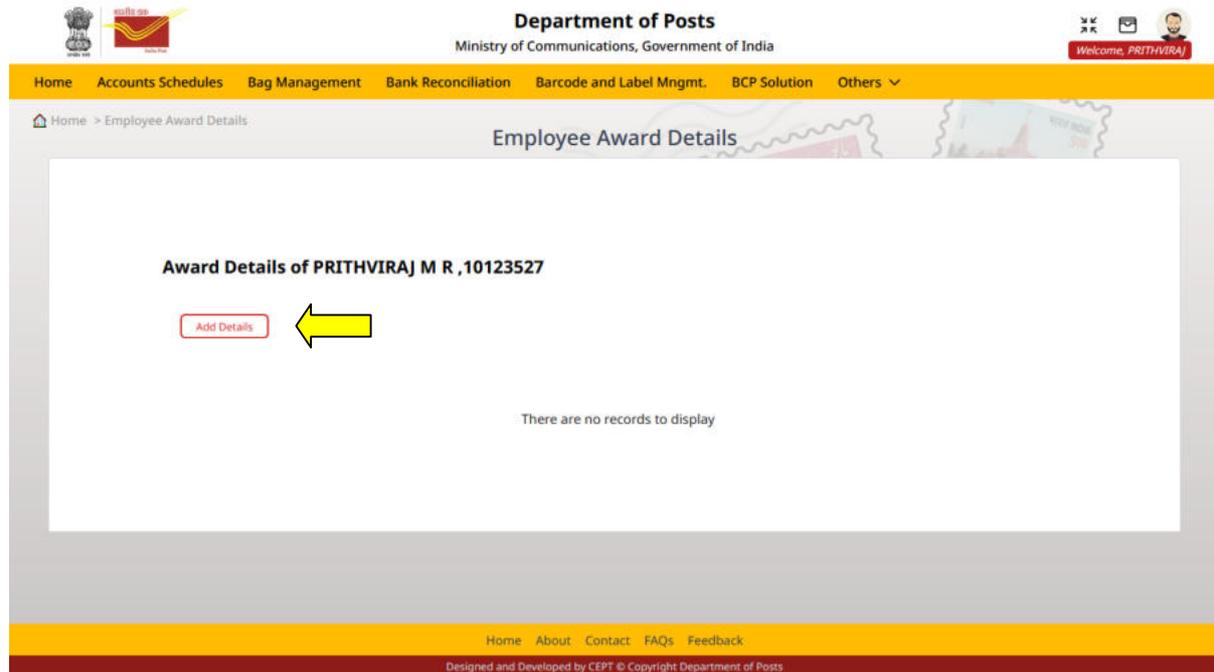
### 2.2.1.3 Award Details

The screenshot shows the 'PIS Self-Service Dashboard' with a sidebar menu. The 'Award Details' option is highlighted with a yellow arrow. The dashboard includes sections for 'Service Book View & Raise Request', 'Annual Immovable Property Returns', and 'Employee Master'. The sidebar menu includes options like 'Communication Details', 'Bank Details', 'Award Details', 'Education Details', 'Family Details', 'Nomination Details', and 'Download Service Book'.

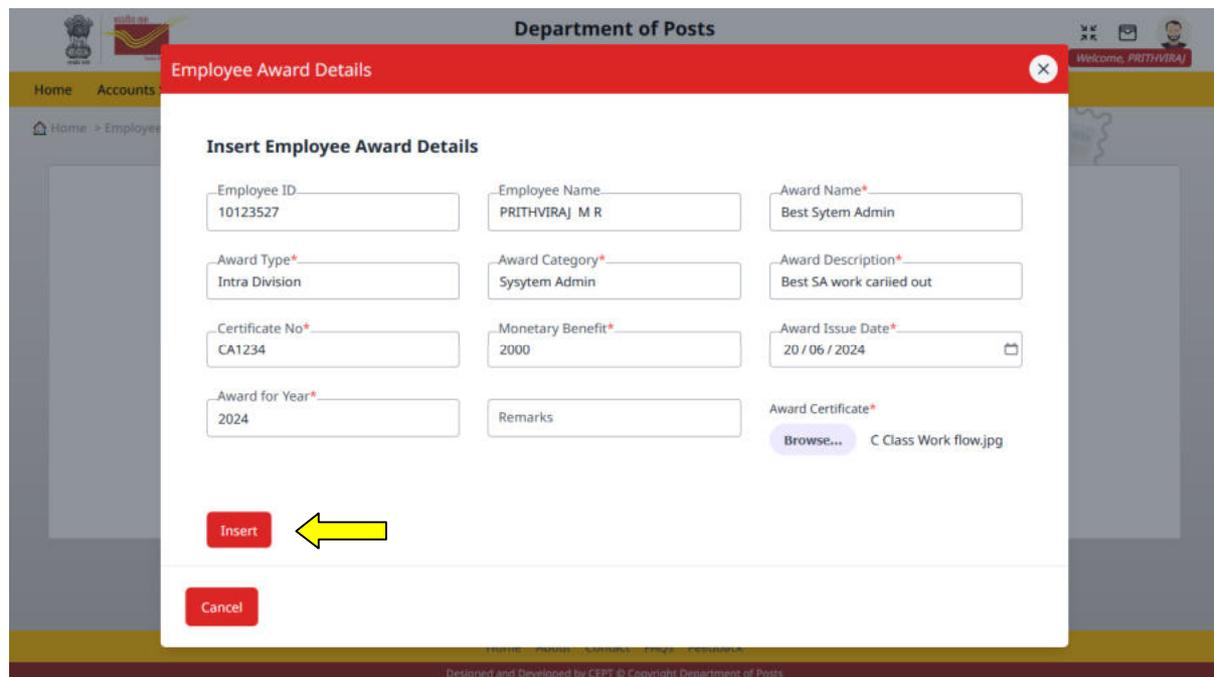
Click on **“Award Details”** option under **“Service Book View & Raise Request”** sub card.



## Operational Guide for Employee Self Service Portal



A new screen will appear with an **Add details** button, to add the award details of the employee.



After clicking the **Add details** button, a new form will open to add the Award details. Fill the fields such as Award Name, Award Type, Award Category, Award Description, Certificate No, Monetary Benefit, Award Issue Date, Award for Year and Remarks. Upload the award certificate and click the **Insert** button.



## Operational Guide for Employee Self Service Portal



**Insert Employee Award Details**

Employee ID: 10123527      Employee Name: PRITHVIRAJ M R      Award Name\*

Award Type\*      Award Category\*      Award Description\*

Certificate No\*      Monetary Benefit\*      Award Issue Date\*  
dd / mm / yyyy

Award for Year\*      Remarks      Award Certificate\*  
Browse... No file selected.

**Insert**      **Cancel**

**Award details submitted successfully. Pending for Approval**

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After Inserting the Award details, an **“Award details submitted successfully”** message will appear in the bottom right corner of the screen. The request will be sent to the approver for approval.

**Add Details**

S.NO.	AWARD NAME	AWARD TYPE	AWARD CATEGORY	STATUS	
>	1	Dak seva award	Departmental	Technical	Approved
▼	2	Best Instructor	Circle Level Award	Instructors	Approved

**View & Modify Employee Family Details**

Employee ID\*: 10062207      Employee Name: CHANCHAL KULKARNI      Award Name: Best Instructor

Award Type: Circle Level Award      Award Category: Instructors      Award Description: Best Instructor

Certificate No: BEST280797      Monetary Benefit: 5000      Award Issue Date: 08 / 06 / 2024

Award for Year: 2024      Remarks:

**Modify**

Rows per page: 10\*      1-2 of 2      < < > >

After Approval the award details, screen will appear with **Modify** button as shown above. You can view/Modify the details by expanding each row using the ‘>’ button.



## Operational Guide for Employee Self Service Portal



S.NO.	AWARD NAME	AWARD TYPE	AWARD CATEGORY	STATUS	
>	1	Dak seva award	Departmental	Technical	Approved
>	2	Best Instructor	Circle Level Award	Instructors	Approved

**View & Modify Employee Family Details**

Employee ID\*  
10062207

Employee Name  
CHANCHAL KULKARNI

Award Name  
Best Instructor

Award Type  
Circle Level Award

Award Category  
Instructors

Award Description  
Best Instructor

Certificate No  
BEST280797

Monetary Benefit  
5000

Award Issue Date  
08 / 06 / 2024

Award for Year  
2024

Remarks

Award Certificate\*  
Browse... No file selected.

Save Cancel

Rows per page: 10- 1-2 of 2

After clicking the **Modify** button, the fields will become editable. Modify the required fields and click on **save** button.

### 2.2.1.4 Education Details

Department of Posts  
Ministry of Communications, Government of India

Service Book Update

Post Management Sorting Management Payroll System Support Desk Management Treasury Oth

Home > Self Service

PIS Self-Service Dashboard

Service Book View & Raise Request  
Service Book View & Raise Request

Annual Immovable Property Returns  
Annual Immovable Property Returns

Employee Master  
Employee Master View

Communication Details

Bank Details

Award Details

Education Details

Family Details

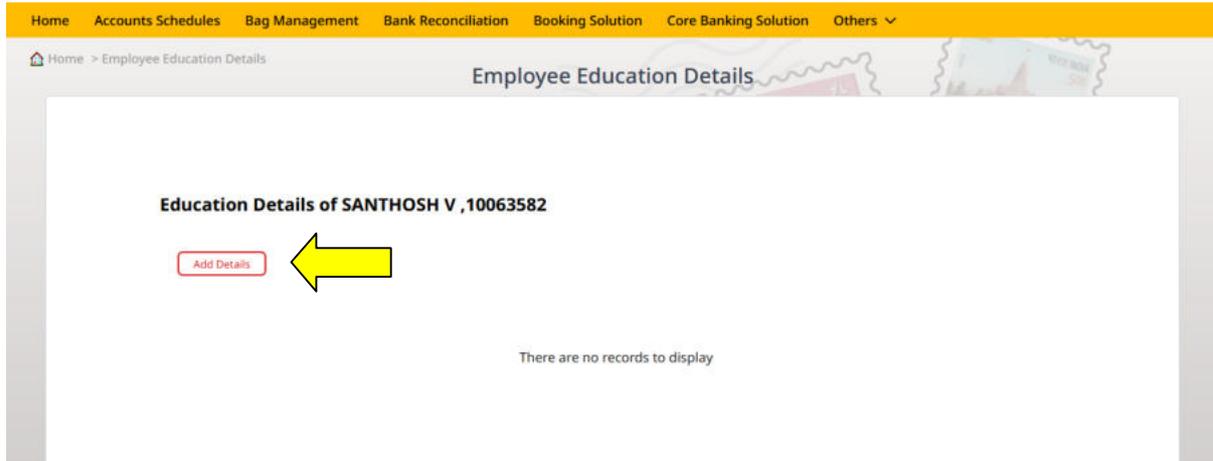
Nomination Details

Download Service Book

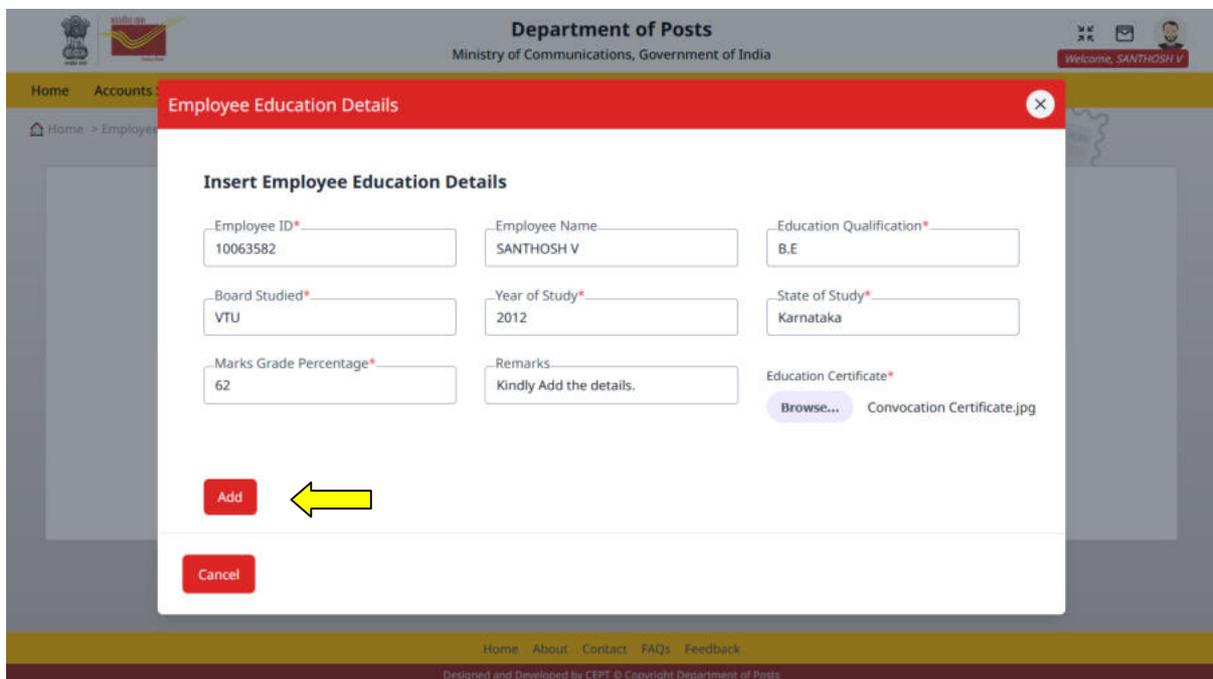
Click on **“Education Details”** option under **“Service Book View & Raise Request”** sub card.



## Operational Guide for Employee Self Service Portal



A new screen will appear with an **“Add details”** button to add the education details of the employee.



After clicking the **Add details** button, a new form will open to add the education details. Fill in fields such as Education Qualification, Board Studied, Year of Study, State of Study, Marks/Grade/Percentage, and Remarks. Upload the education certificate and click the **Add** button. You can add all your educational qualifications by clicking the **Add** button for each one.



## Operational Guide for Employee Self Service Portal



**Department of Posts**  
Ministry of Communications, Government of India

Welcome, SANTHOSH V

Home Accounts

**Employee Education Details**

**Insert Employee Education Details**

Employee ID\* 10063582 Employee Name SANTHOSH V Education Qualification\*

Board Studied\* Year of Study\* State of Study\*

Marks Grade Percentage\* Remarks Education Certificate\*  
Browse... No file selected.

Add Cancel

Education details submitted successfully Pending for Approval

Home About Contact FAQs Feedback  
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After adding the educational details, an **“Education details submitted successfully”** message will appear in the bottom right corner of the screen. The request will be sent to the approver for approval.

**Department of Posts**  
Ministry of Communications, Government of India

Welcome, CHANCHAL

Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management Track and Trace

Home > Employee Education Details

**Employee Education Details**

**Education Details of CHANCHAL KULKARNI ,10062207**

Add Details

S.NO.	EDUCATION QUALIFICAT...	YEAR OF STUDY	BOARD	STATUS
> 1	B A	2023	BENGALURU UNIVERSITY	Approved
> 2	Bachelore of Engineering	2012	VTU	Approved

Rows per page: 10 1-2 of 2

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After adding the Education details the screen will appear as shown above. You can View the details by expanding each row using the '>' button.



## Operational Guide for Employee Self Service Portal



S.NO.	EDUCATION QUALIFICA...	YEAR OF STUDY	BOARD	STATUS	
>	1	B A	2023	BENGALURU UNIVERSITY	Approved
∨	2	Bachelore of Engineering	2012	VTU	Approved

**View & Modify Employee Education Details**

Employee ID\*  Employee Name  Education Qualification

Board Studied  Year of Study  State of Study

Marks Grade Percentage  Remarks

←

Rows per page: 10- 1-2 of 2

After Approval the Education details, screen will appear with Modify button as shown above. You can Modify the details by expanding the row using the '>' button.

S.NO.	EDUCATION QUALIFICA...	YEAR OF STUDY	BOARD	STATUS	
>	1	B A	2023	BENGALURU UNIVERSITY	Approved
∨	2	Bachelore of Engineering	2012	VTU	Approved

**View & Modify Employee Education Details**

Employee ID\*  Employee Name  Education Qualification

Board Studied  Year of Study  State of Study

Marks Grade Percentage  Remarks

Education Certificate\*  No file selected.

Rows per page: 10- 1-2 of 2

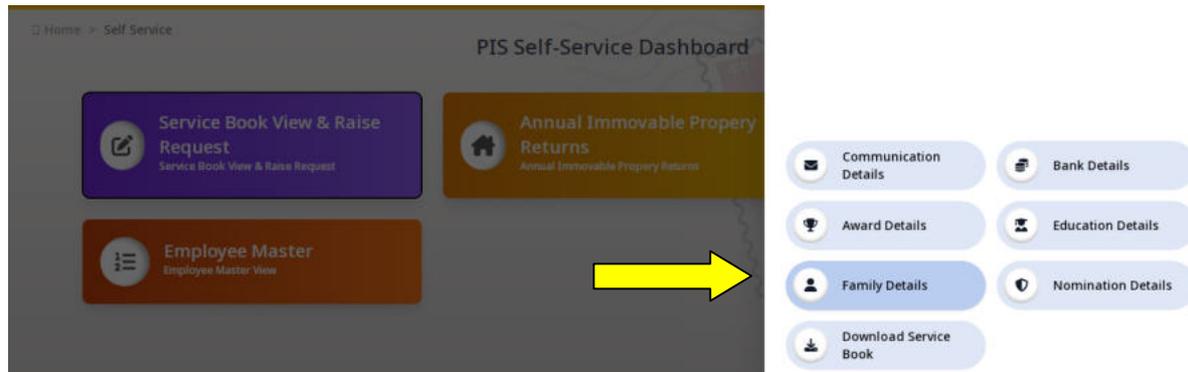
Data modified successfully, Pending for Approval

Data modified successfully, Pending for Approval

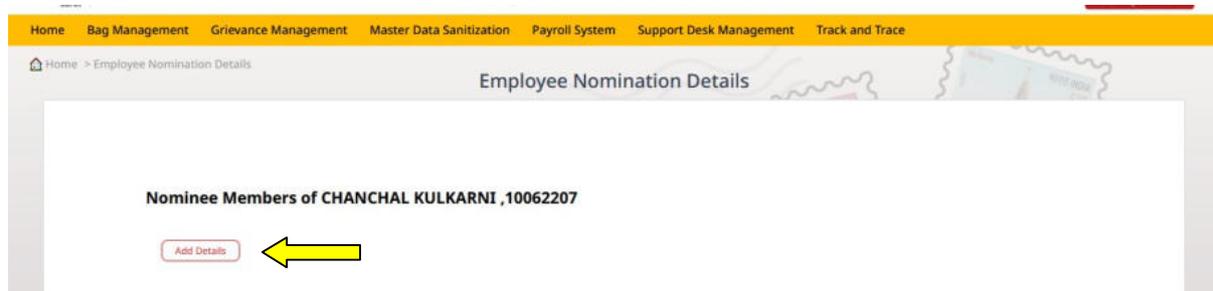
"After making the required modifications, click the **Save** button. A **"Data modified successfully"** message will appear in the bottom right corner of the screen."



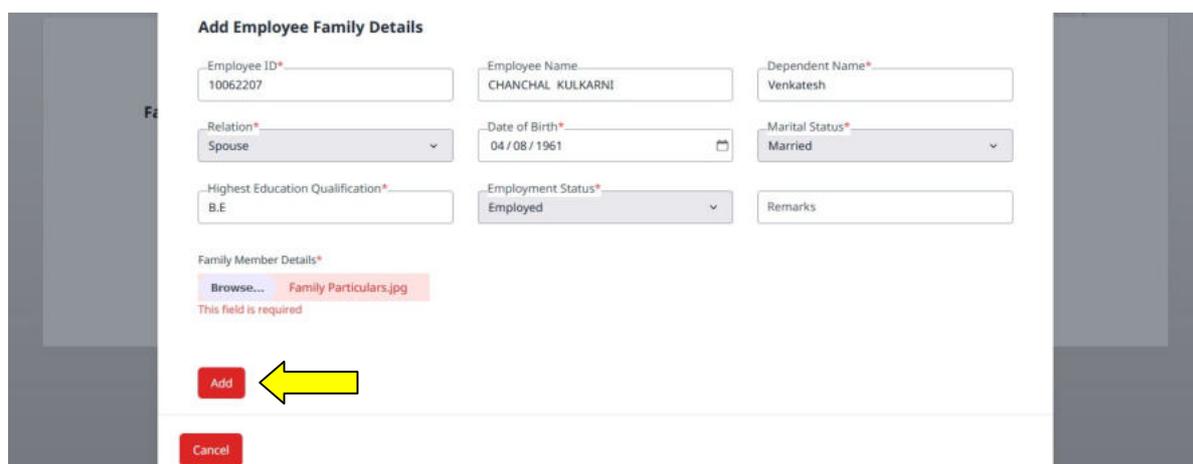
2.2.1.5 Family Details



Click on “**Family Details**” option under “**Service Book View & Raise Request**” sub card.



After clicking on “**Family Details**” option, a new screen will appear with an **Add details** button to add the Family details of the employee.



After clicking the **Add details** button, a new form will open to add the Family details. Fill in fields such as Dependent name, Select the Relation in dropdown, Date of Birth, Marital status of dependent, Educational qualification, Employment status of dependent, Remarks. Upload the Supporting document and click the 'Add' button. You can add all your Family dependents by clicking the 'Add' button for each one.



## Operational Guide for Employee Self Service Portal



After adding the Family details, "**Family member details submitted successfully**" message will appear in the bottom right corner of the screen. The request will be sent to the approver for approval.

**Family Members of CHANCHAL KULKARNI ,10062207**

[Add Details](#)

S.NO.	DEPENDENT NAME	RELATION	DATE OF BIRTH	STATUS
1	Venkatesh	Spouse	1961-08-04	Pending

**View & Modify Employee Family Details**

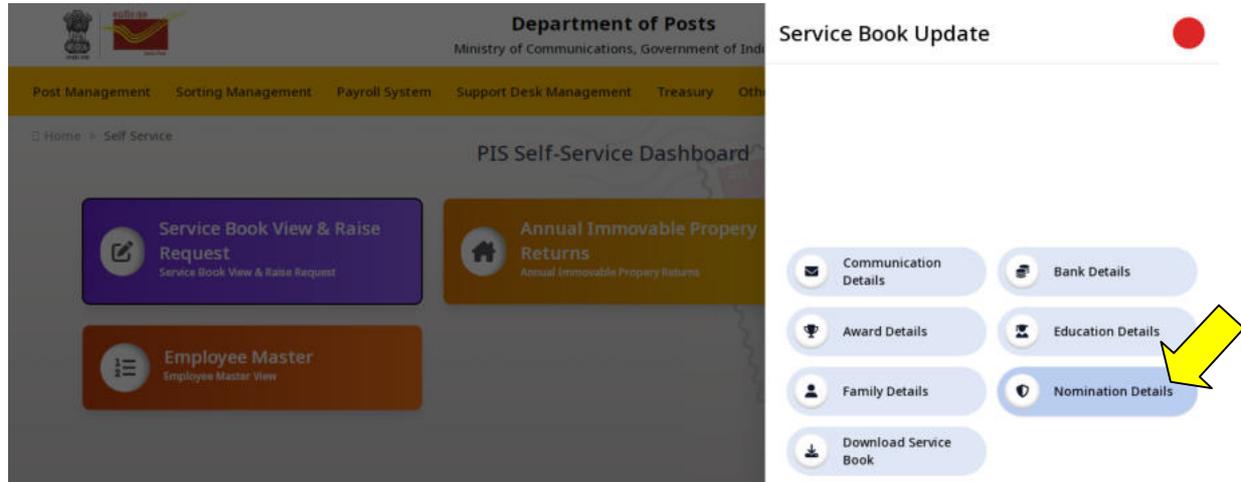
Employee ID\*: 10062207 Employee Name: CHANCHAL KULKARNI Dependent Name: Venkatesh  
 Relation\*: Spouse Date of Birth: 04 / 08 / 1961 Marital Status\*: Married  
 Highest Education Qualification: B.E Employment Status\*: Employed Remarks:

Rows per page: 10- 1-1 of 1

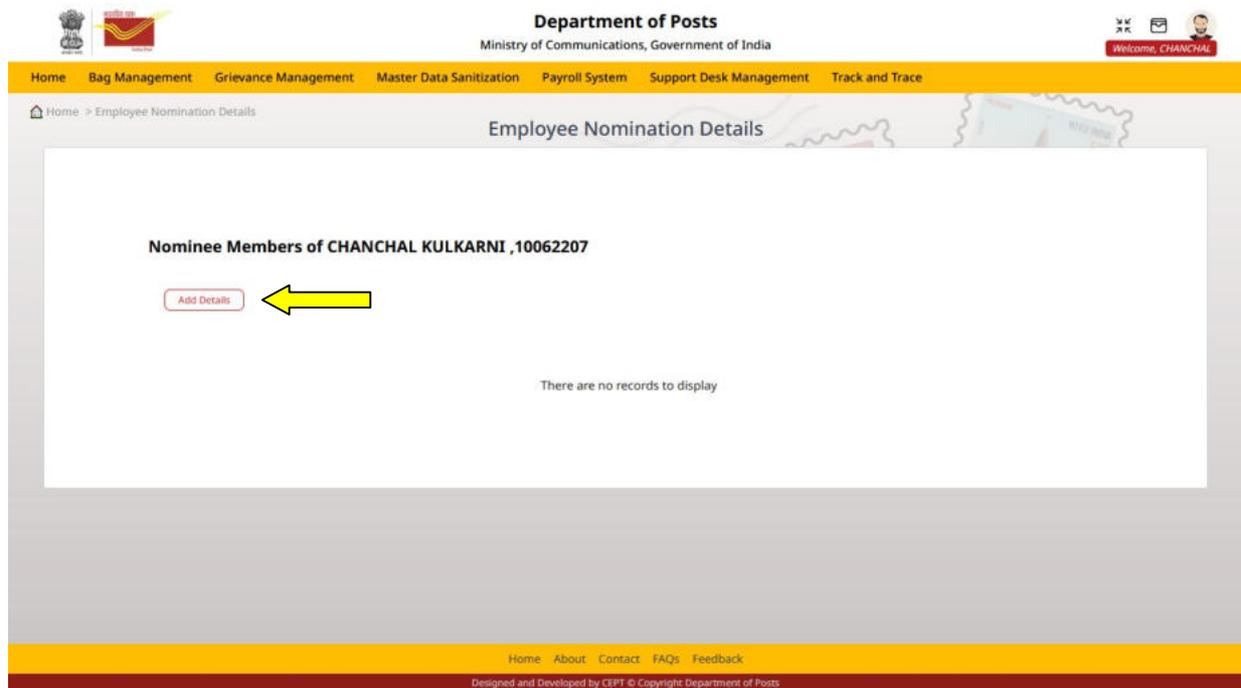
After adding the Family member details the screen will appear as shown above. You can View the details by expanding each row using the '>' button. Once the request approved the user can modify by Click on ">" button.



2.2.1.6 Nomination Details



Click on “**Nomination Details**” option under “**Service Book View & Raise Request**” sub card.



A new screen will appear with an **Add details** button to add the nomination details of the employee.



## Operational Guide for Employee Self Service Portal



**Employee Nomination Details**

**Insert Employee Nomination Details**

Employee ID\* 10062207 Employee Name\* CHANCHAL KULKARNI Nominee Type\* GPF

Nominee Name\* Venkatesh Relation\* Spouse Date of Birth\* 04 / 08 / 1961

Nomination Address Line 1\* Kalaburgi Nomination Address Line 2 PIN Code\* 585101

Guardian Name Guardian Relation Choose an option Guardian Date of Birth dd / mm / yyyy

Share Percentage\* 100 Remarks

This field is required.

**Add** **Cancel**

After clicking the **Add details** button, a new form will open to add the Nomination details. Select the Nomination Type (GPF/Pension/Gratuity), Enter Nominee Name, Relation type, Date of Birth, Nomination address line 1, Nomination address line 2, Pin code. If the Nominee is Minor enter guardian details such as Guardian name, Guardian relation, Guardian Date of Birth, Share Percentage, Remarks and click the **Add** button add the nomination details for the nomination type GPF, Pension & Gratuity.

**Insert Employee Nomination Details**

Employee ID\* 10062207 Employee Name\* CHANCHAL KULKARNI Nominee Type\* Gratuity

Nominee Name\* Venkatesh Relation\* Spouse Date of Birth\* 04 / 08 / 1961

Nomination Address Line 1\* Kalaburgi Nomination Address Line 2 PIN Code\* 585101

Guardian Name Guardian Relation Choose an option Guardian Date of Birth dd / mm / yyyy

Share Percentage\* 100 Remarks

**Add** **Cancel**

Nomination Details Added successfully. Pending for Approval

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After adding the nomination details, "**Nomination details Added successfully**" message will appear in the bottom right corner of the screen. The request will be sent to the approver for approval.



## Operational Guide for Employee Self Service Portal



S.NO.	NOMINEE NAME	RELATION	TYPE OF NOMINATION	STATUS
1	Venkatesh	Spouse	GPF	Approved

**View & Modify Employee Nomination Details**

Employee ID\*  
10062207

Employee Name  
CHANCHAL KULKARNI

Nominee Type  
GPF

Nominee Name\*  
Venkatesh

Relation  
Spouse

Date of Birth  
04 / 08 / 1961

Nomination Address Line 1  
Kalaburgi

Nomination Address Line 2\*  
Kalaburgi

PIN Code  
585101

Guardian Name\*

Guardian Relation  
Choose an option

Guardian Date of Birth  
01 / 01 / 0001

Share Percentage\*  
100

Remarks

**Modify**

>	2	Venkatesh	Spouse	Gratuity	Approved
>	3	Venkatesh	Spouse	Pension	Approved

Rows per page: 10- 1-3 of 3

After adding the Nomination details the screen will appear as shown above. Employee can View the details by expanding each row using the '>' button. Only Approved Request can be modify.

Employee can modify the details by expanding each row using the '>' button and Click on **Modify** button.

S.NO.	NOMINEE NAME	RELATION	TYPE OF NOMINATION	STATUS
1	Venkatesh	Spouse	GPF	Approved

**View & Modify Employee Nomination Details**

Employee ID\*  
10062207

Employee Name  
CHANCHAL KULKARNI

Nominee Type  
GPF

Nominee Name\*  
Venkatesh

Relation  
Spouse

Date of Birth  
04 / 08 / 1961

Nomination Address Line 1  
Kalaburgi

Nomination Address Line 2\*  
Kalaburgi

PIN Code  
585101

Guardian Name\*

Guardian Relation  
Choose an option

Guardian Date of Birth  
01 / 01 / 0001

Share Percentage\*  
100

Remarks

Order File\*  
Browse... No file selected.

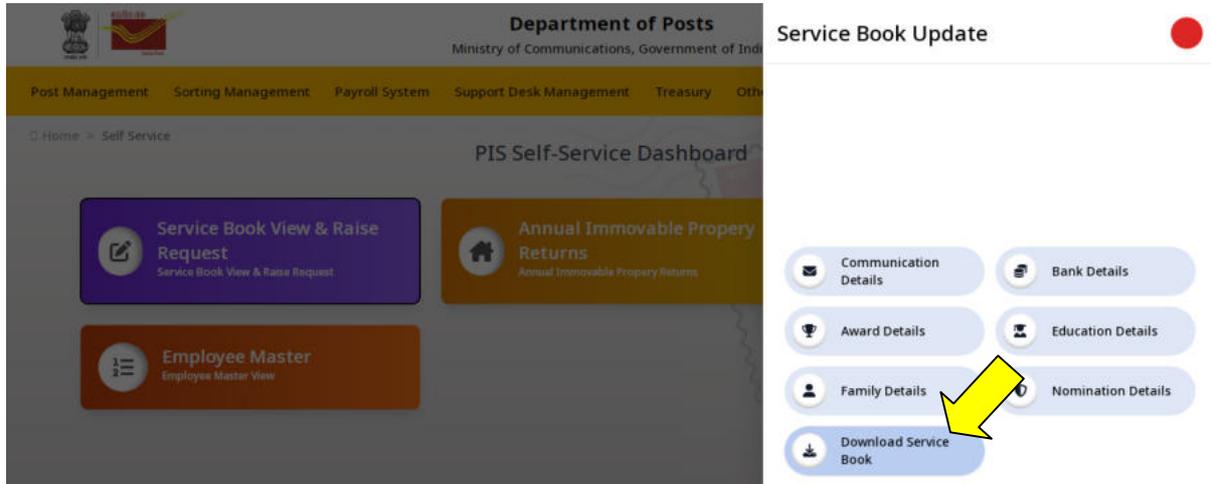
**Save** **Cancel**

**Data modified successfully. Pending for Approval**

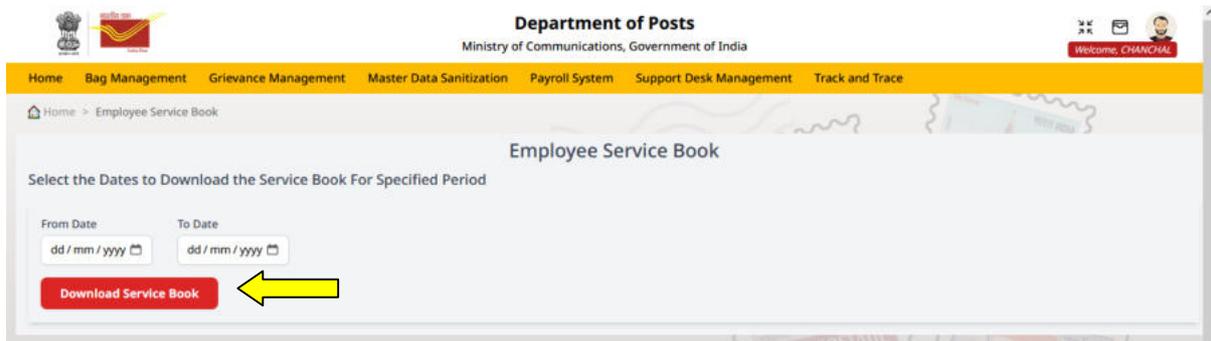
After making the required modifications, click the **Save** button. A “**Data modified successfully**” message will appear in the bottom right corner of the screen.



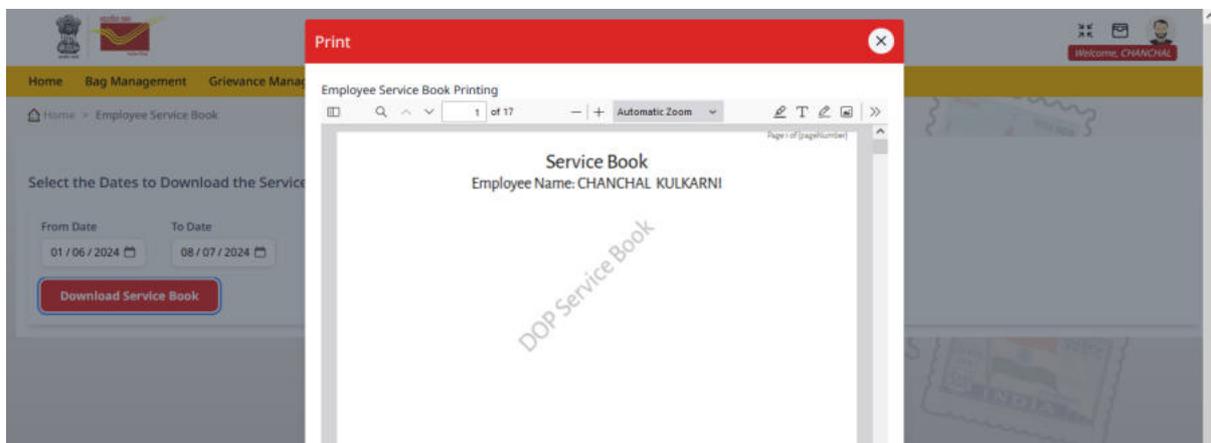
2.2.1.7 Download Service Book



Click on “**Download Service Book**” option under “**Service Book View & Raise Request**” sub card.

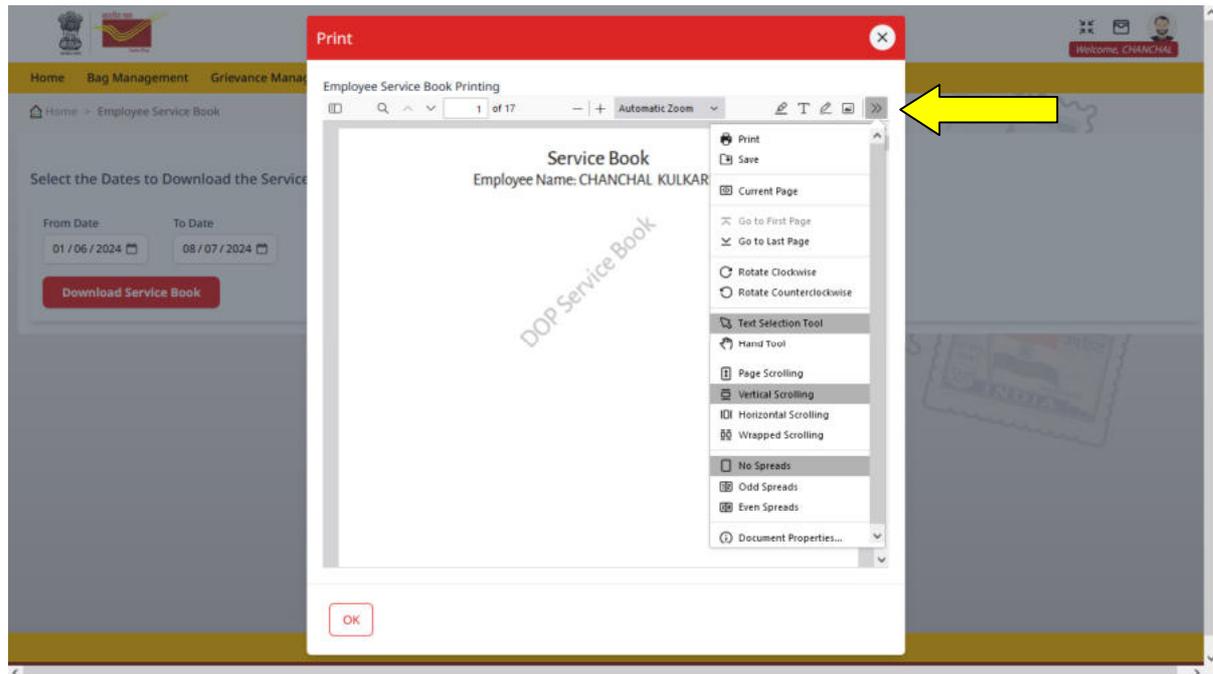


After clicking on “**Download Service Book**” option, page as shown above will appear provision of “**Download Service Book**” button is made available for the specified date. Select the From date and To date and Click on **Download Service Book** button.



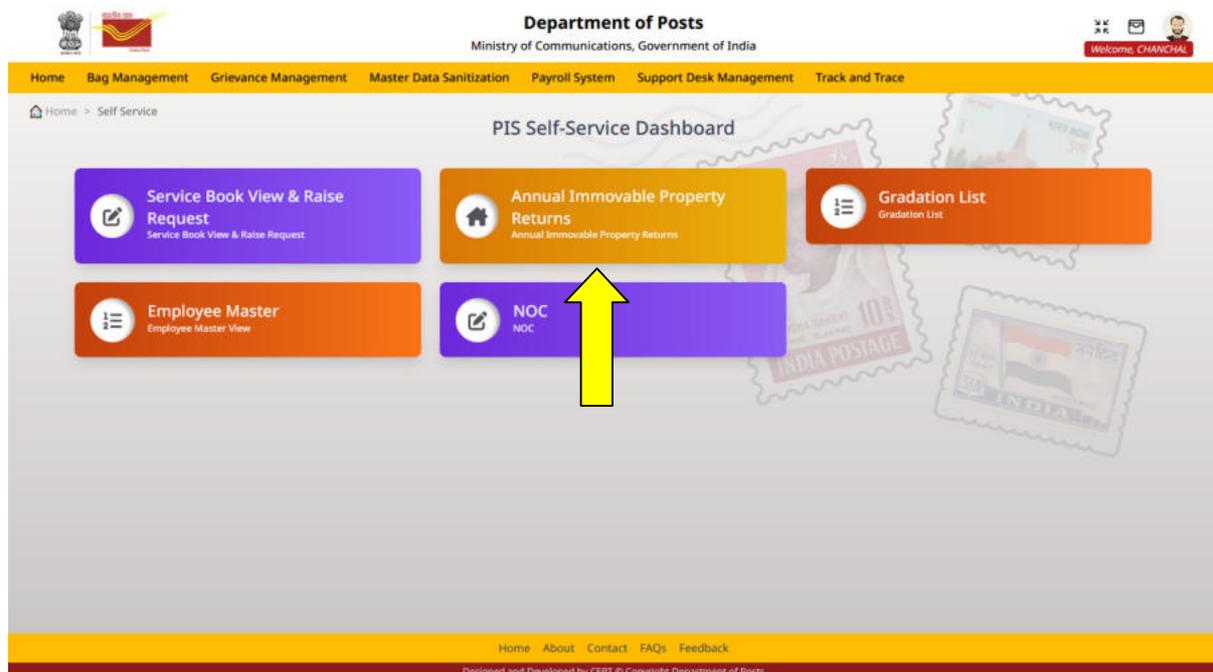


## Operational Guide for Employee Self Service Portal



After clicking on “**Download Service Book**” button, pop-up window will show service book of employee with tools to download and print it.

### 2.2.2 Annual Immovable Property Returns



Click on “**Annual Immovable Property Returns**” sub card available under “**Personal Information System**” card.

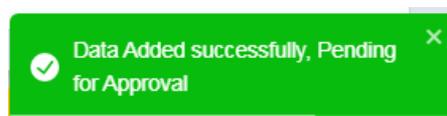


## Operational Guide for Employee Self Service Portal



After clicking on “Annual Immovable Property Returns” sub card, page as shown above with 2 tabs, 'File New AIPR' and 'View AIPR', will appear as shown above.

For File New AIPR click on ‘File New AIPR’ tab and select the check box next to the “Please select the checkbox if there is no immovable property returns for the year” (by default this check box will be unchecked). Select the year from the drop down list and click on **Submit** button.



After clicking on **Submit** button, pop-up message “Data Added successfully, pending for Approval” will be shown.



## Operational Guide for Employee Self Service Portal

Annual Immovable Property Statement

[File New AIPR](#)    [View AIPR](#)

---

**Annual Immovable Property Returns (AIPR)**

Please Upload the Previous Year data here in excel format: [Browse...](#) No file selected.    [Download Template](#)

Employee ID:     Full Name:     Cadre Name:

Please select the checkbox if there is no immovable property returns for the year 2024

Statement Year *	Name of the District, Subdivision, Taluk, and Village in which the property is situated *	Property Type (House, Plot etc.) *	Cost of construction/ acquisition including land in case of house (In Rupees) *	Year of construction or purchase *	Property Value (In Rupees) *	Property Dimension Details (in Sq Ft or Sq Metres) *	Present Owner Name *	Relationship with the property owner *	Acquisition Method (Brought or Gifted etc.) *	Acquisition Year *	Annual Income from the property Year (in Rupees) *	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	
<span>2024</span>	Kalburgal	House	1500000	<span>2023</span>	150000	800	Kulkarni	Father	Gifted	<span>2024</span>	50000	Just your remarks here...
Select Year	Type property location address here..	Type property details	Type construction or purchase cost.	Select Year	Property Property Value is..	Property details is..	Property holder name..	Relation with the property holder..	Acquisition method..	Select Year	Annual income from the property	Add your remarks here..

[Submit](#)

In the page shown above, the prescribed format for filling Annual Immovable Property Returns for all the departmental employees is available. Employees can select data from the drop down list wherever such provision is made and Fill-in all other mandatory fields accordingly.

Employee ID:     Full Name:     Cadre Name:

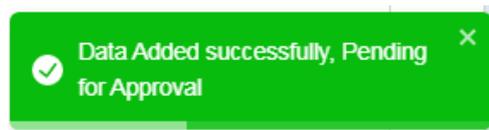
Please select the checkbox if there is no immovable property returns for the year 2024

Statement Year *	Name of the District, Subdivision, Taluk, and Village in which the property is situated *	Property Type (House, Plot etc.) *	Cost of construction/ acquisition including land in case of house (In Rupees) *	Year of construction or purchase *	Property Value (In Rupees) *	Property Dimension Details (in Sq Ft or Sq Metres) *	Present Owner Name *	Relationship with the property owner *	Acquisition Method (Brought or Gifted etc.) *
1	2	3	4	5	6	7	8	9	10
<span>2024</span>	Kalburgal	House	1500000	<span>2023</span>	150000	800	Kulkarni	Father	Gifted
Select Year	Type property location address here..	Type property details	Type construction or purchase cost.	Select Year	Property Property Value is..	Property details is..	Property holder name..	Relation with the property holder..	Acquisition method..

[Submit](#)

Data Added successfully, Pending for Approval

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After clicking the **Submit** button, a pop-up message “**Data added successfully, pending for Approval**” will appear as shown.



## Operational Guide for Employee Self Service Portal



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Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management Track and Trace

Home > Annual Immovable Property Statement

### Annual Immovable Property Statement

File New AIPR
View AIPR
←

EMPLOYEE ID	EMPLOYEE NAME	PROPERTY TYPE	PROPERTY DETAILS	LOCATION DETAILS	CONSTRUCTION/PURCHASE COST	CONSTRUCTION/PURCHASE
10062207	CHANCHAL KULKARNI	House	800	Kalburgi	1500000	2023

Download PDF

Click on ‘View AIPR’ tab to view approved AIPRs. You can download these approved AIPR in PDF Format by clicking on “Download PDF” button.

- + 90%

### STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2024

Employee ID: 10062207  
Employee Name: CHANCHAL KULKARNI  
Employee Cadre: Group C

Name of the District, Subdivision, Taluk, and Village	Property Type	Cost of construction/ purchase including land	Year of construction or purchase	Present Value	Property Details	Present Owner Name	Relationship with the property owner	Acquisition Method	Acquisition Year	Annual Income from the property Year	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Kalburgi	House	1500000	2023	1500000	800	Kulkarni	Father	Gifted	2024	50000	data modified

Signature:  
Designation:  
Date:

1\* In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.  
 2. \*\* Includes short term lease also.  
 3. The declaration form is required to be filled in and submitted by every member of Class I and Class II services under Rule-15(3) of the CCS(Conduct) Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government servant.  
 4. The wording 'No Change or No Addition or As in previous year' may be avoided and all details filled up.

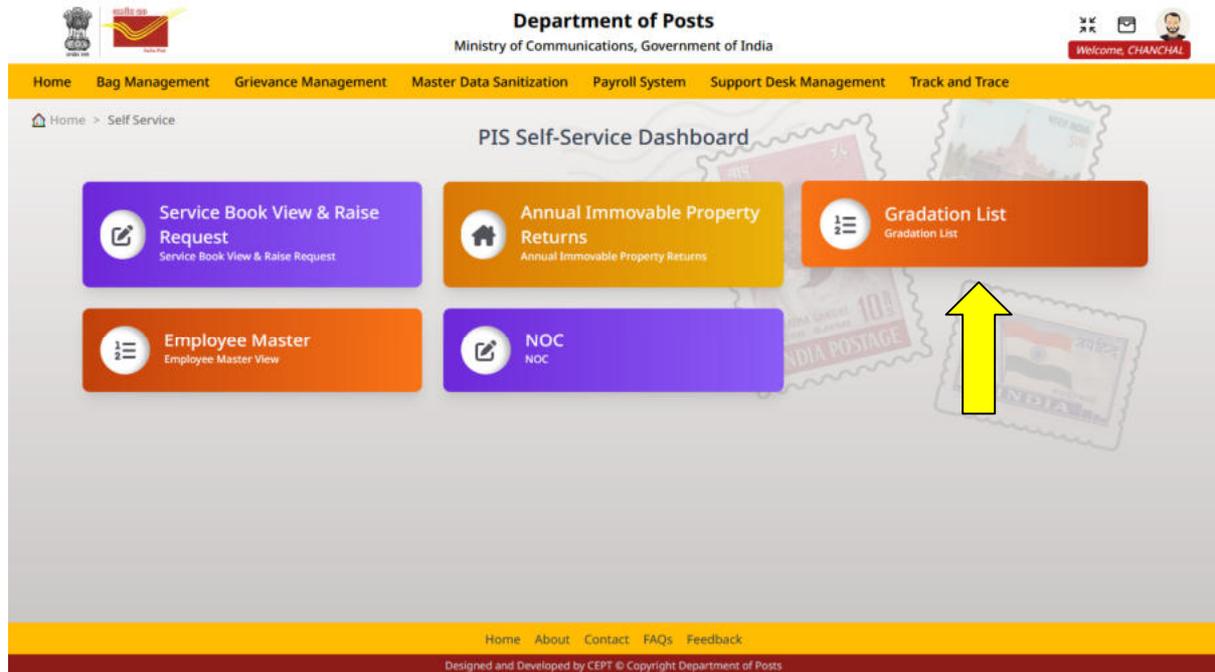
The downloaded PDF will appear as shown above.



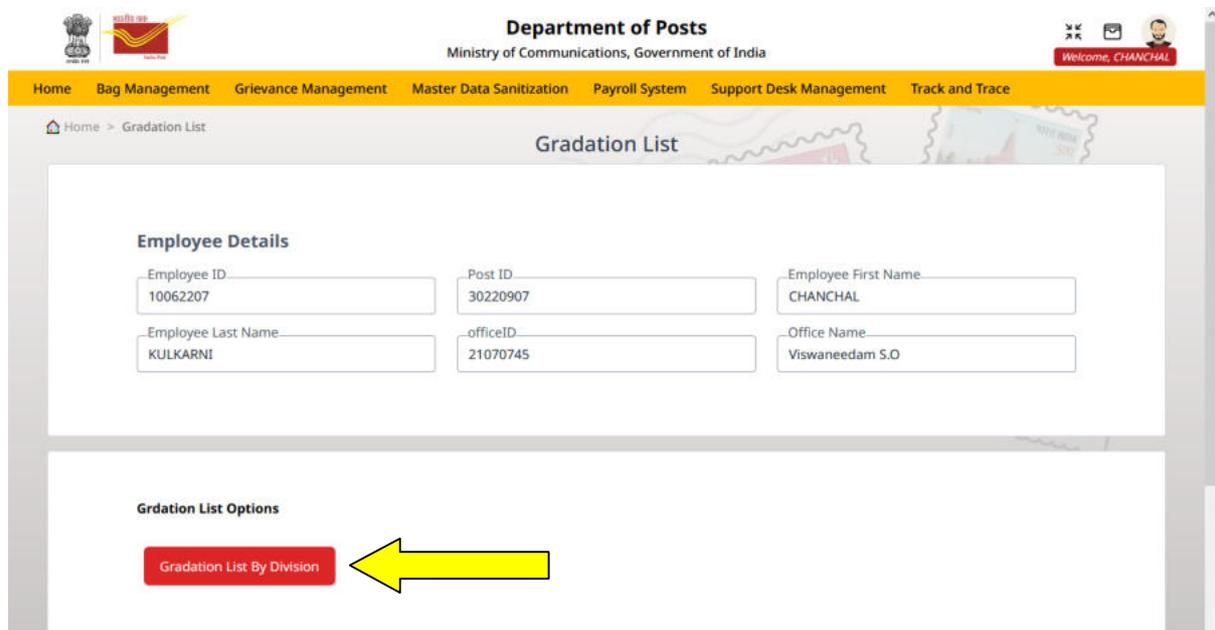
## Operational Guide for Employee Self Service Portal



### 2.2.3 Gradation List



Click on “**Gradation List**” sub card available under “**Personal Information System**” card.



After clicking on “**Gradation List**” sub card, page shown above will appear with the “**Gradation List by Division**” button.



## Operational Guide for Employee Self Service Portal



Gradation List

Search...

Gradation...	Employee ID	Employee Na...	Designation	Office ID	Date of Bi...	Date of Joining in Department
2	100002	Sudha2	PA	9000014	17 December ...	17 December 2000
3	10021755	KRISHNA N	PA	21260551	1 June 1966	12 May 1991
3	100001	Venkat	PA	6565	17 December ...	17 December 2000
4	100003	Aarthi s	PA	9000014	17 December ...	17 December 2000
7	12100011	Vanitha	PA	20190100	1 October 1979	7 May 2004
8	100010	Veerendhar	PA	420119589	13 December ...	14 February 2005
10	100012	Suhash	PA	20210201	8 November 1...	10 May 2006
11	100011	Kavitha	PA	20190101	8 September ...	2 October 2006
12	100013	Jathin	PA	20190200	5 May 1984	1 November 2006
13	100009	Sunitha	PA	20080101	21 July 1985	11 April 2007

Rows per page: 10 1-10 of 61

Clicking on **Gradation List by Division** button, gradation list will be shown as above.

### 2.2.4 Employee Master

Click on “**Employee Master**” sub card available under “**Personal Information System**” card.

Home > Employee Personal Information

### Employee Personal Information View & Update

1 Personal Information      2 Communication Details      3 Posting Information

Employee ID* 10062207	First Name* CHANCHAL	Middle Name
Last Name KULKARNI	Father Name	Date of Birth* 02 / 06 / 1975
Gender* Female	Community* UR	Selected Community Name UR
Marital Status* Married	Employee Height in cm. 155	Is the employee a PWD Candidate? No
Nationality Indian	Is the employee an Ex-Servicemen? No	Personal Identification Mark 1 WOUND MARK ON THE RIGHT SIDE BELLY
Personal Identification Mark 2		

Next

Home About Contact FAQs Feedback

After clicking on “**Employee Master**” sub card, Employee Master View & Update page as shown above will open which has 3 steps viz., Personal Information, Communication Details & Posting Information. In 1<sup>st</sup> step, Employee can able to view All Personal Information, click on **Next** button as shown above.



## Operational Guide for Employee Self Service Portal



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Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management Track and Trace

Home > Employee Personal Information

### Employee Personal Information View & Update

1 ————— 2 ————— 3  
**Personal Information**      **Communication Details**      **Posting Information**

Permanent Address Line 1	Permanent Address Line 2	Permanent Address Line 3 Gulbarga
Permanent Address Line 4 Gulbarga	Permanent PIN 111111	Home Town

➔
Next
Back

In 2<sup>nd</sup> step, communication details of employee can be viewed. Click on **Next** button. Additionally a **Back** button is provided to navigate to previous step.

1 ————— 2 ————— 3  
**Personal Information**      **Communication Details**      **Posting Information**

Date of Joining Department* 27 / 11 / 1996	Employee Type* DOP	Recruitment Mode* DR
Date of Joining in present Cadre* 27 / 11 / 1996	Office ID* 21070745	Office Type* HPO
Office of working* Vishwaneedam SO	Facility Mapped HQ21210100000	Division Code 21190000
Circle Code 21000000	Region Code 21900002	Group Post* Group C
Cadre* Postal Assistant(PA)	Post ID* 30220907	Employee Designation* Mails PA
NPS ID 0	Blood Group	Tax Regime New
Driving Licence Number	Date of Substantive Entry 01 / 01 / 1900	Date of Retirement 01 / 01 / 1900
Reporting office ID 21190000	Reporting Authority Post ID 30179255	Deputation Status No
Remarks		

➔
Update
Back

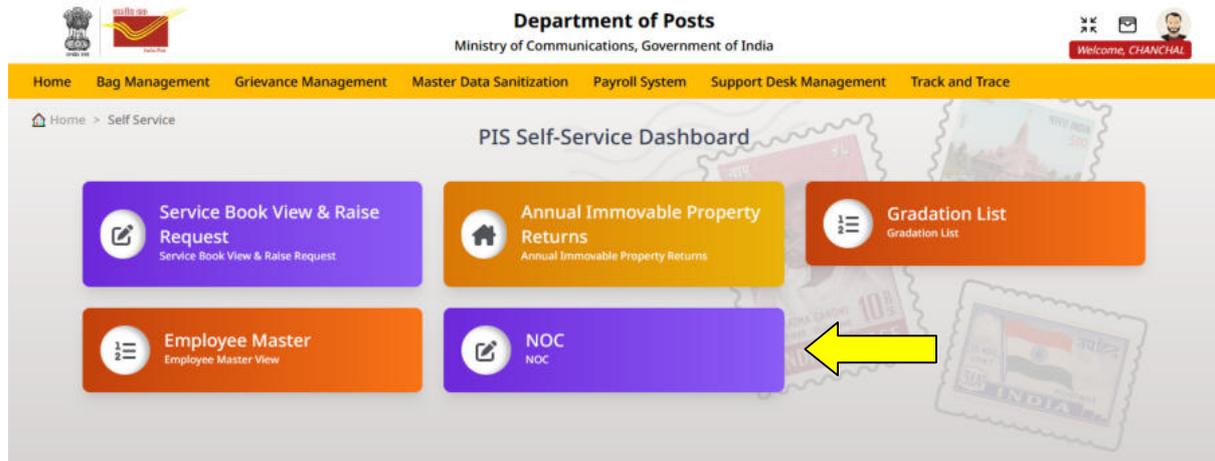
In 3<sup>rd</sup> step, Posting Information can be viewed / updated. After Modify the data click on **Update** Button to Update.



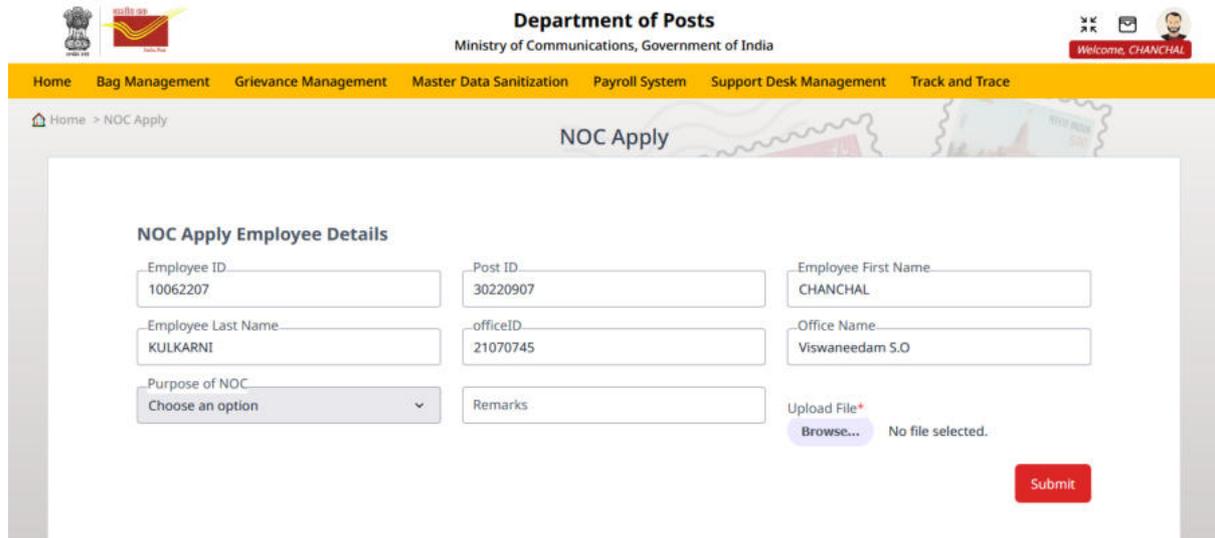
## Operational Guide for Employee Self Service Portal



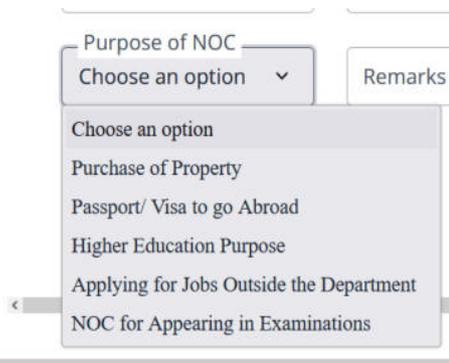
### 2.2.5 NOC



Click on “NOC” Sub card under “Personal Information System” card.



A new screen will appear to apply NOC by selecting the purpose of NOC.



The purpose of NOC is listed as shown above in drop down list.



## Operational Guide for Employee Self Service Portal



Purpose of NOC  
Purchase of Property

Property Type

Property Details

Property Location

Property Present Value

Property Holder Name

Property Holder Relationship

Property Acquisition Method

Annual Income from Property

Remarks

Upload File\*  
Browse... No file selected.

Submit

NOC for the purpose of 'Purchase a Property'.

### NOC Apply Employee Details

Employee ID  
10062207

Post ID  
30220907

Employee First Name  
CHANCHAL

Employee Last Name  
KULKARNI

officeID  
21070745

Office Name  
Viswaneedam S.O

Purpose of NOC  
Passport/ Visa to go Abroad

Country Name

NOC From Date  
dd / mm / yyyy

NOC To Date  
dd / mm / yyyy

Remarks

Upload File\*  
Browse... No file selected.

Submit

NOC for the purpose of 'Passport/Visa to go abroad'.

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Welcome, CHANCHAL

Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management Track and Trace

Home > NOC Apply

### NOC Apply

#### NOC Apply Employee Details

Employee ID  
10062207

Post ID  
30220907

Employee First Name  
CHANCHAL

Employee Last Name  
KULKARNI

officeID  
21070745

Office Name  
Viswaneedam S.O

Purpose of NOC  
Higher Education Purpose

Course Name

Course Duration

Institution Name

University Name

Institution Location

Remarks

Upload File\*  
Browse... No file selected.

Submit

NOC for the purpose of 'Higher Education'.



## Operational Guide for Employee Self Service Portal



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Welcome, CHANCHAL

Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management Track and Trace

Home > NOC Apply

### NOC Apply

**NOC Apply Employee Details**

Employee ID 10062207	Post ID 30220907	Employee First Name CHANCHAL
Employee Last Name KULKARNI	officeID 21070745	Office Name Viswaneedam S.O
Purpose of NOC Applying for Jobs Outside the Department	Remarks	Upload File* Browse... No file selected.

**Submit**

NOC for the purpose of ‘Applying for Jobs outside the Department’.

**Department of Posts**  
Ministry of Communications, Government of India

Welcome, CHANCHAL

Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management Track and Trace

Home > NOC Apply

### NOC Apply

**NOC Apply Employee Details**

Employee ID 10062207	Post ID 30220907	Employee First Name CHANCHAL
Employee Last Name KULKARNI	officeID 21070745	Office Name Viswaneedam S.O
Purpose of NOC NOC for Appearing in Examinations	Appearing Exam Name	Remarks

**Submit**

NOC for the purpose of ‘Appearing in Examination’.

Depending on the selection of Purpose of NOC, the required fields will be enabled for filling in the details.



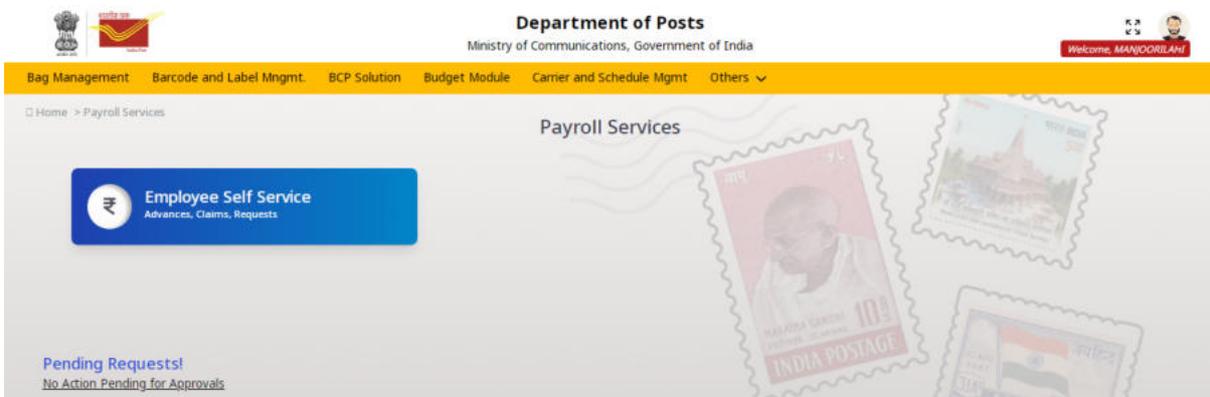
## Operational Guide for Employee Self Service Portal



### 2.3 Employee Payments System

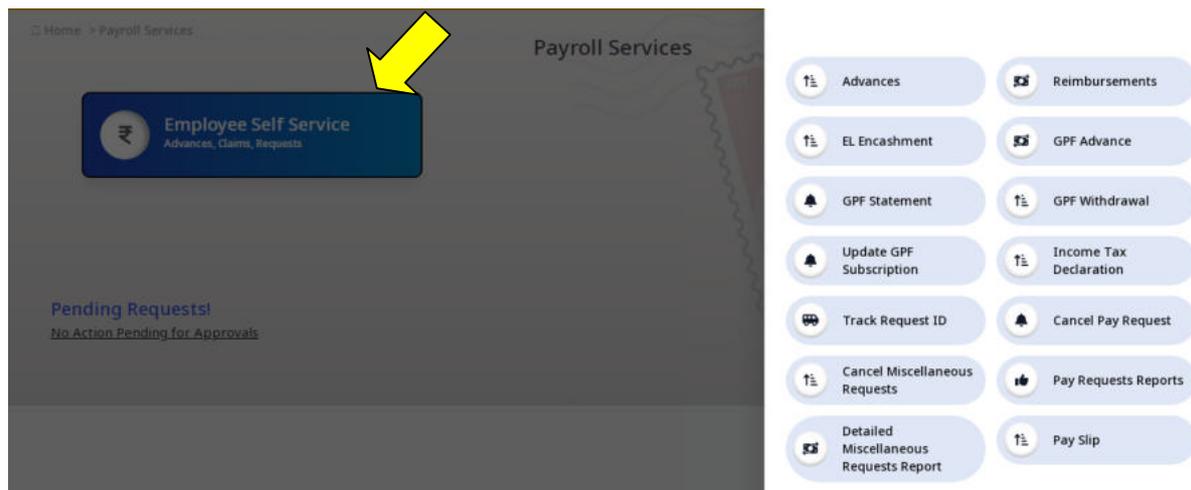


Click on “Employee Payments System” card.



After clicking on “Employee Payments System” card, “Employee Self Service” sub card along with the pending requests to forward or approve available as shown above.

#### 2.3.1 Employee Self Service



After clicking on “Employee self-service” Sub –card there are 14 options available which are related to Pay, Reimbursements and Miscellaneous requests.

- ➔ Advances
- ➔ Reimbursements



## Operational Guide for Employee Self Service Portal

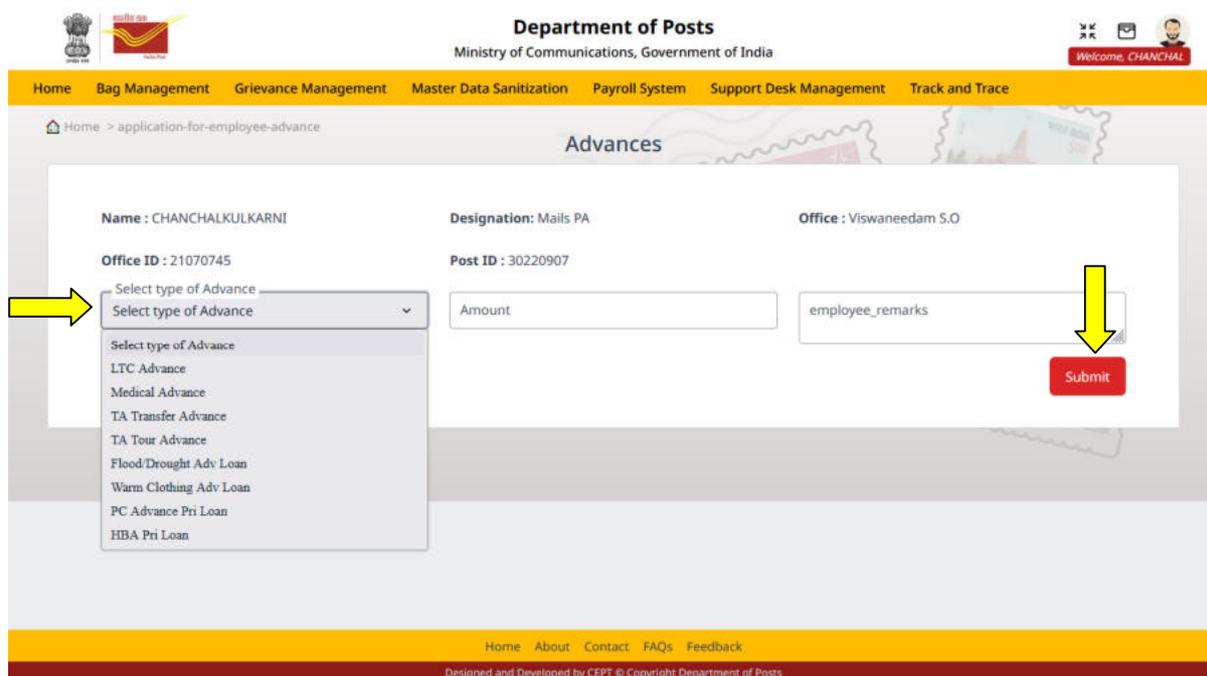


- ➔ EL Encashment
- ➔ GPF Advance
- ➔ GPF Statement
- ➔ GPF Withdrawal
- ➔ Update GPF Subscription
- ➔ Income Tax Declaration
- ➔ Track Request ID
- ➔ Cancel Pay request
- ➔ Pay requests Report
- ➔ Detailed Miscellaneous Requests report
- ➔ Pay slip

### 2.3.1.1 Advances



Click on “Advances” option under “Employee Self Service” sub card.

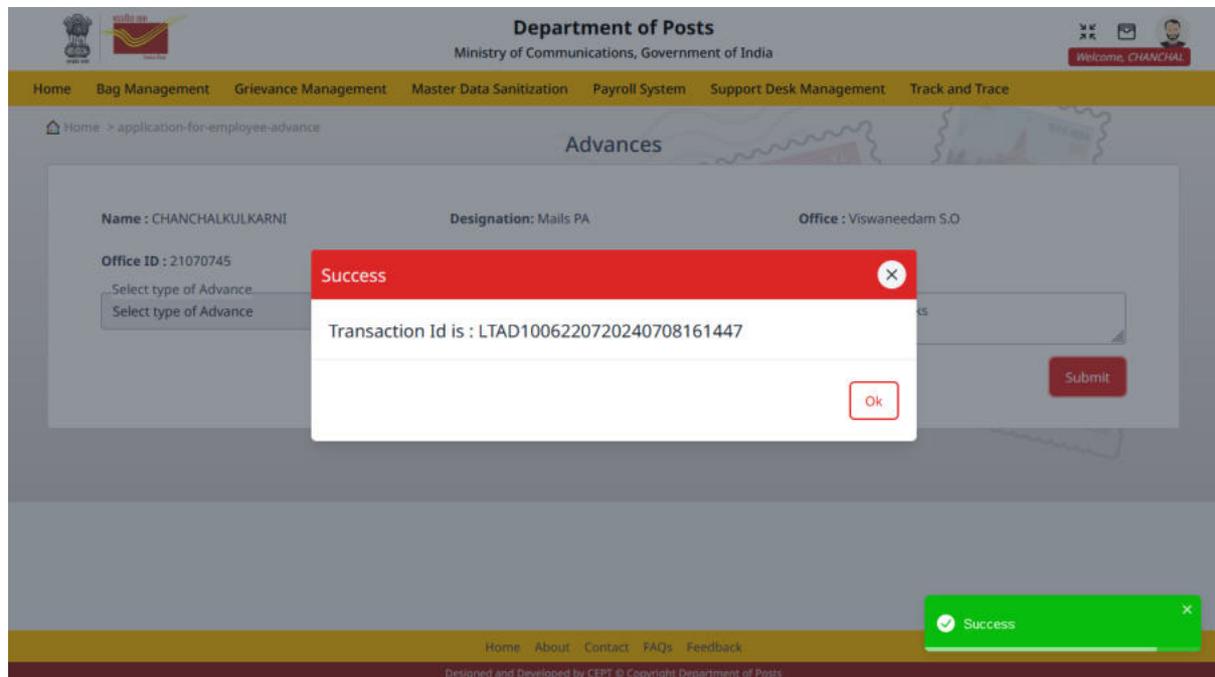




## Operational Guide for Employee Self Service Portal

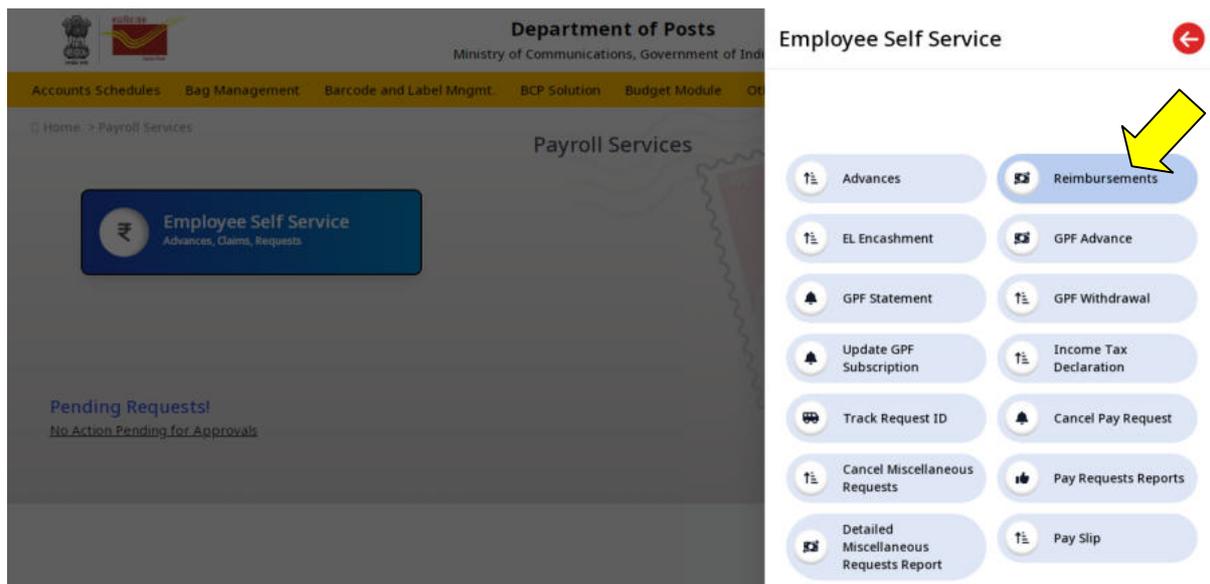


Employee can apply many Advances such as LTC, Medical, TA Transfer, TA tour, Flood/Drought, Warm Clothing, PC and HBA.



Select the advance type, Amount and input the Remarks and click on **Submit** button. Request transaction ID generated. The applied request transferred to Forwarder for Forward.

### 2.3.1.2 Reimbursement



Click on “**Reimbursements**” option available in “**Employee Self Service**” sub card.



## Operational Guide for Employee Self Service Portal

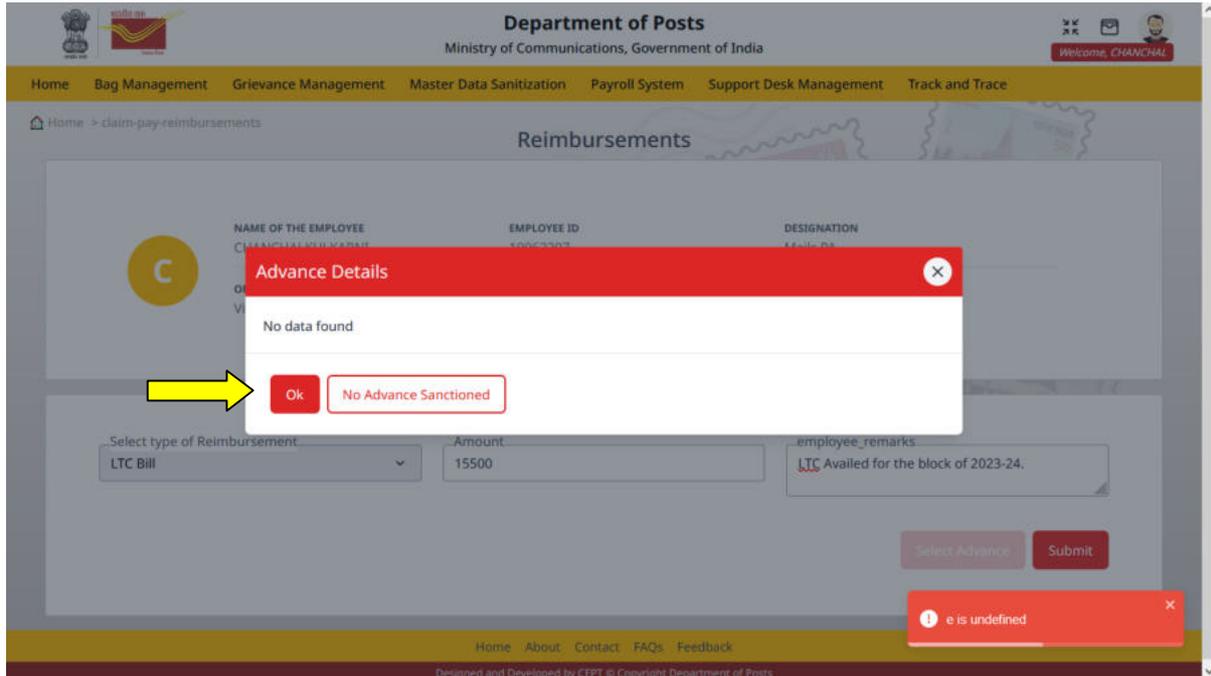


On clicking on the “**Reimbursement**” option, employees can request reimbursements for various expenses such as LTC, Transfer TA, TA Tour, Children Education Allowance, and Medical Bills.

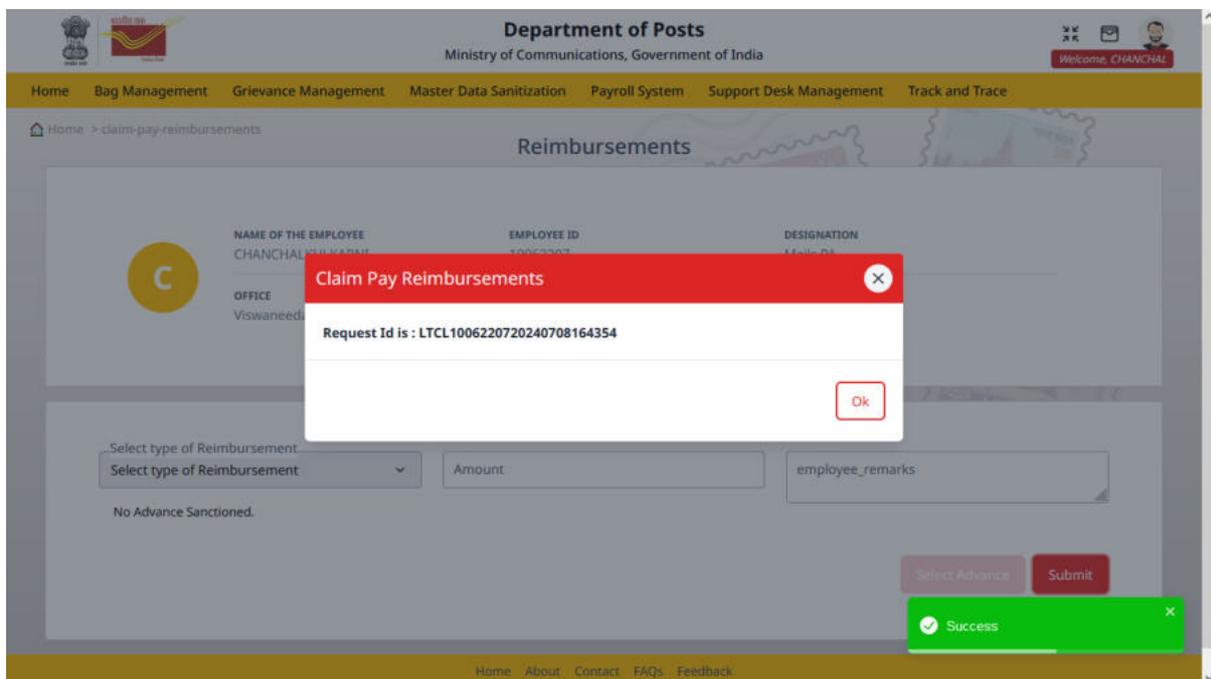
Select the Reimbursement type, enter the Amount and Remarks. Click on **Select Advance** Button.



## Operational Guide for Employee Self Service Portal



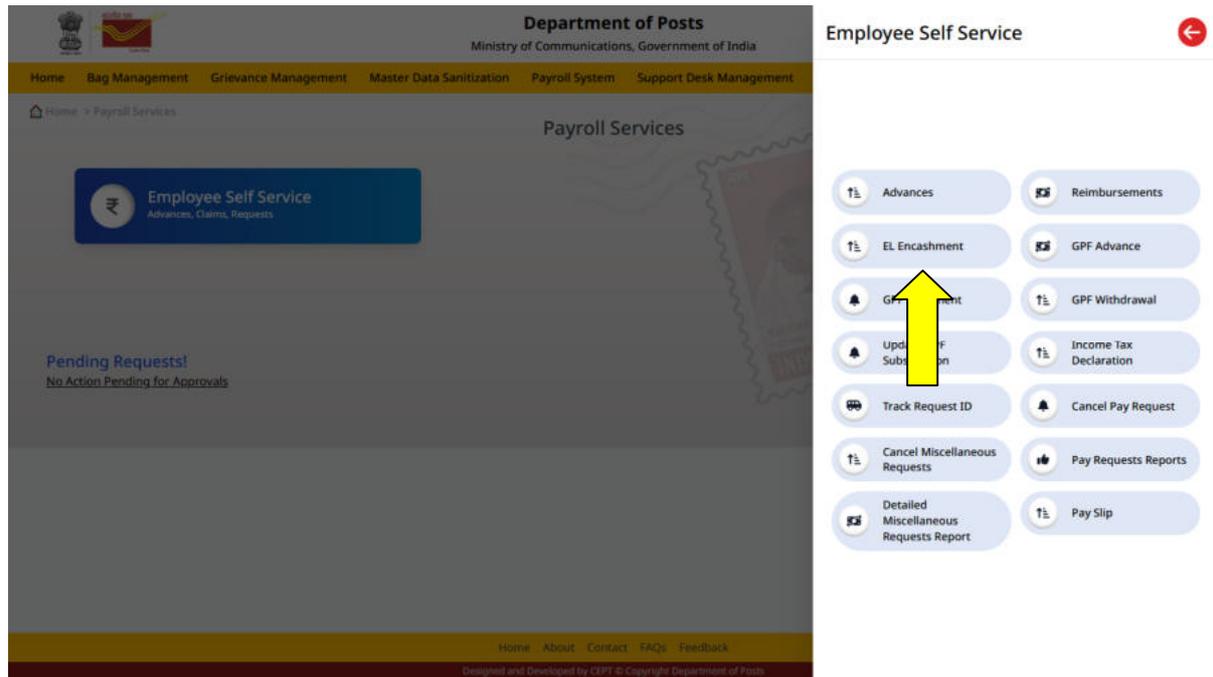
After clicking on **Select Advance** button a new window will appear if any advance already taken select the Advance and click on **OK** button. If advance not taken click on **No advance taken** Button after that click on **Submit** button.



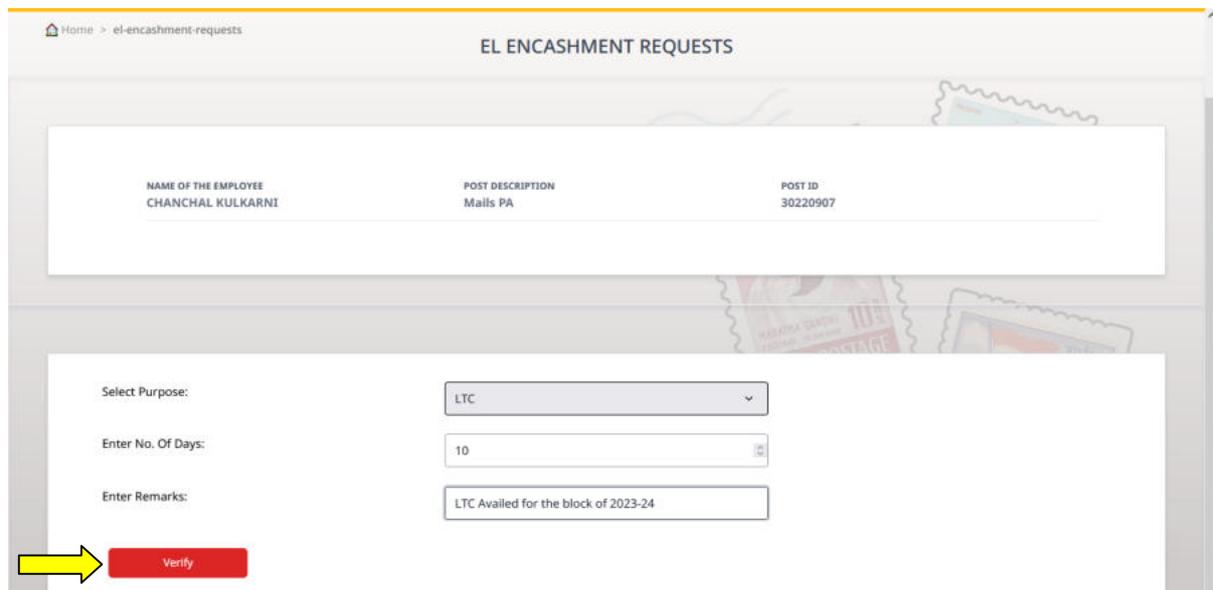
Reimbursements request id success message appeared. The request transfer to Forwarder to forward.



### 2.3.1.3 EL Encashment Requests



Click on “EL Encashment” option available in “Employee Self Service” sub card.



EL encashment requests page shown as above. It allows the logged in employee / user to select the purpose for EL Encashment from drop down (i.e. LTC) Enter the number of Days, input Remarks and click on **Verify** button.



## Operational Guide for Employee Self Service Portal



CHANCHAL KULKARNI      Mails PA      30220907

---

Select Purpose:

Enter No. Of Days:

Enter Remarks:

Level	Index	Pay	DA Rate	Applied for Days	EL Encash BP	EL Encash DA	EL Encash Total
6	8	43600	50	10	14533	7267	21800

←

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After clicking on **Verify** button, a new row will be displayed as above with Level, Index, Pay, DA rate, Applied for Days, EL En-cash BP, EL En-cash DA and Total EL En-cash amount with **Submit** Button.

CHANCHAL KULKARNI      Mails PA      30220907

---

Select Purpose:

Enter No. Of Days:

Enter Remarks:

Level	Index	Pay	DA Rate	Applied for Days	EL Encash BP	EL Encash DA	EL Encash Total
6	8	43600	50	10	14533	7267	21800



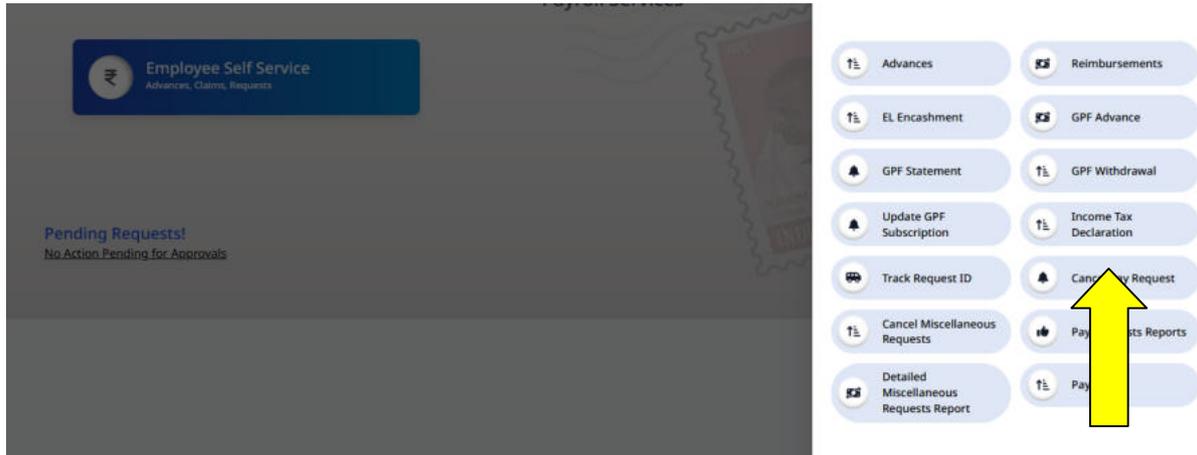
After Clicking on **Submit** button, employee will get the Success message.



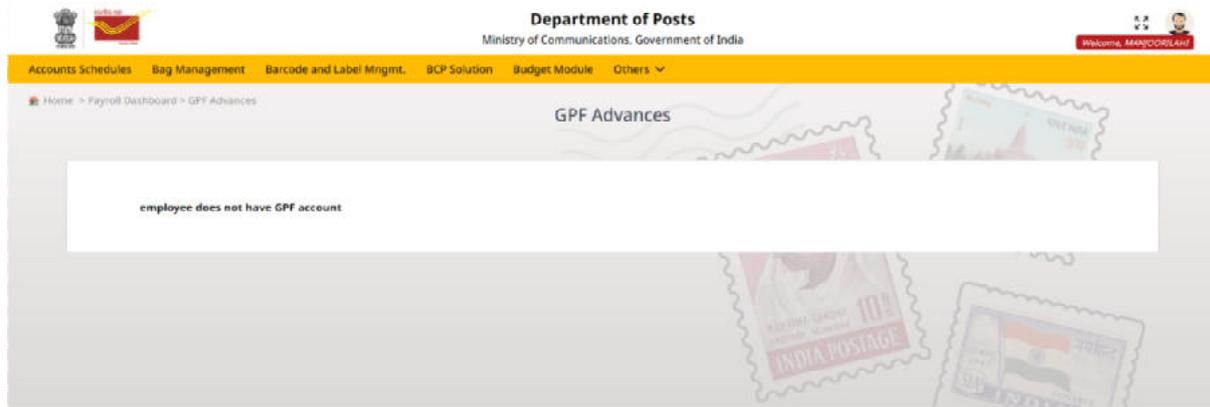
## Operational Guide for Employee Self Service Portal



### 2.3.1.4 GPF Advance

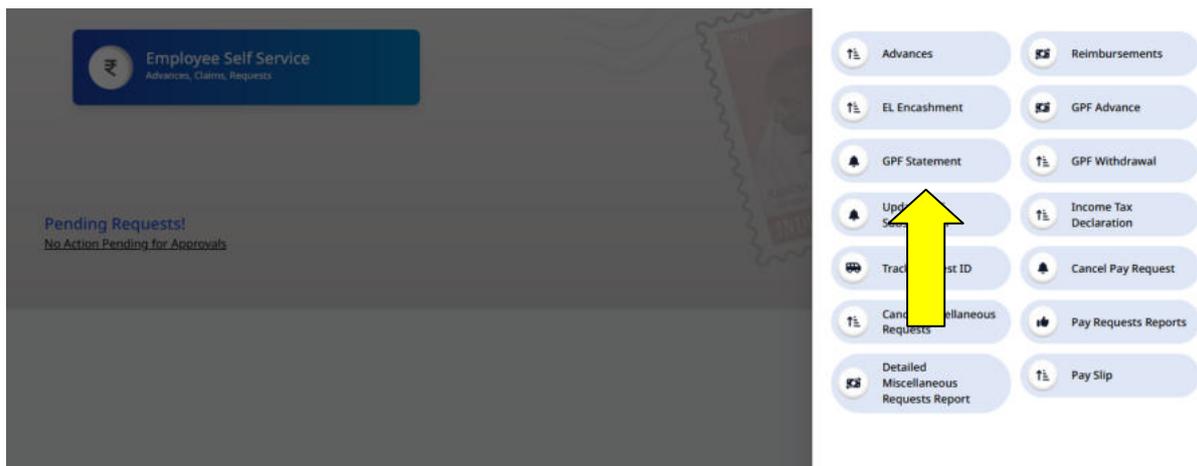


Click on “**GPF Advance**” option available in “**Employee Self Service**” sub card.



If the logged in employee has a GPF account, they will see the appropriate fields to apply for GPF Advance.

### 2.3.1.5 GPF Statement



Click on “**GPF Statement**” option available in “**Employee Self Service**” sub card.

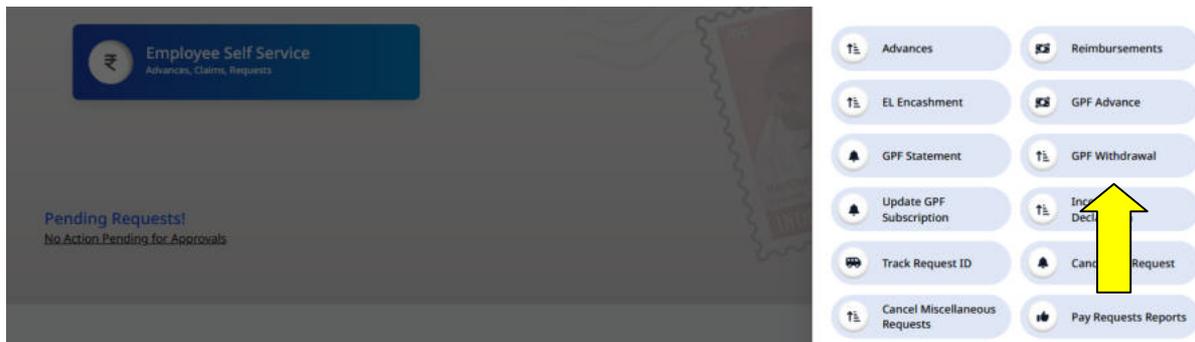


## Operational Guide for Employee Self Service Portal

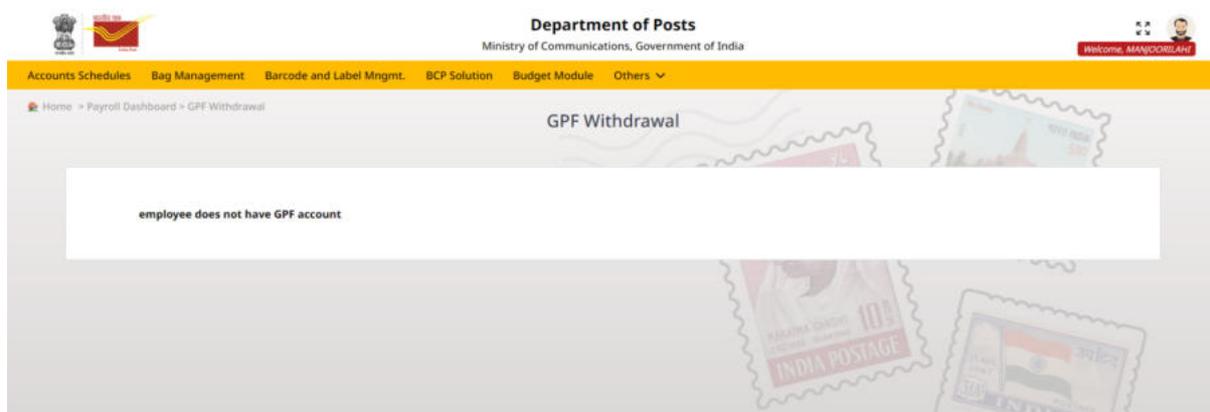


If the logged employee has a GPF account, they can select the financial year for which they wish to generate GPF statement then click on **“Generate PDF”**. The GPF statement for the selected financial year will then be displayed.

### 2.3.1.6 GPF Withdrawal



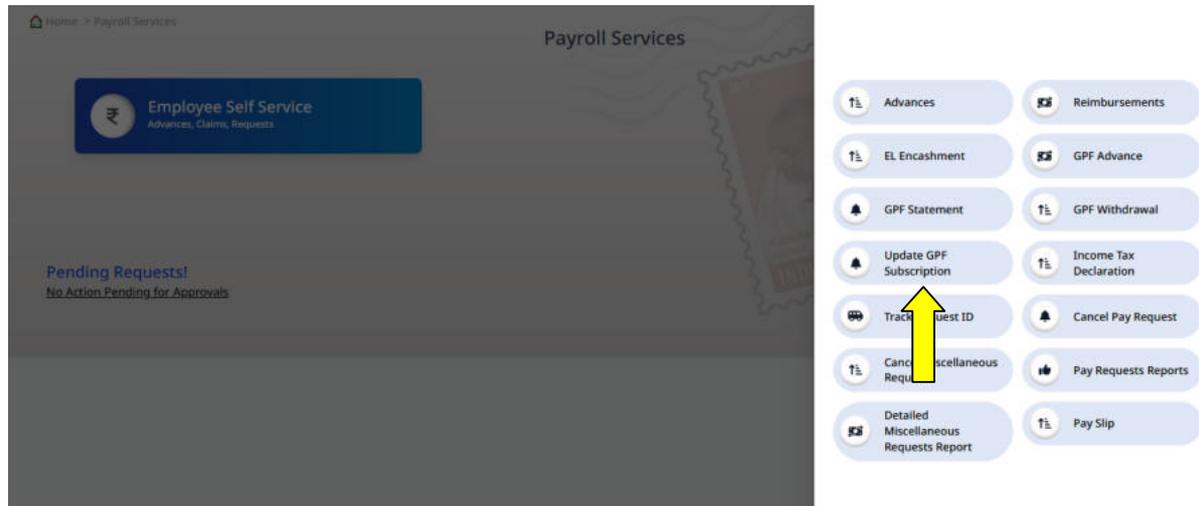
Click on **“GPF Withdrawal”** option available in **“Employee Self Service”** sub card.



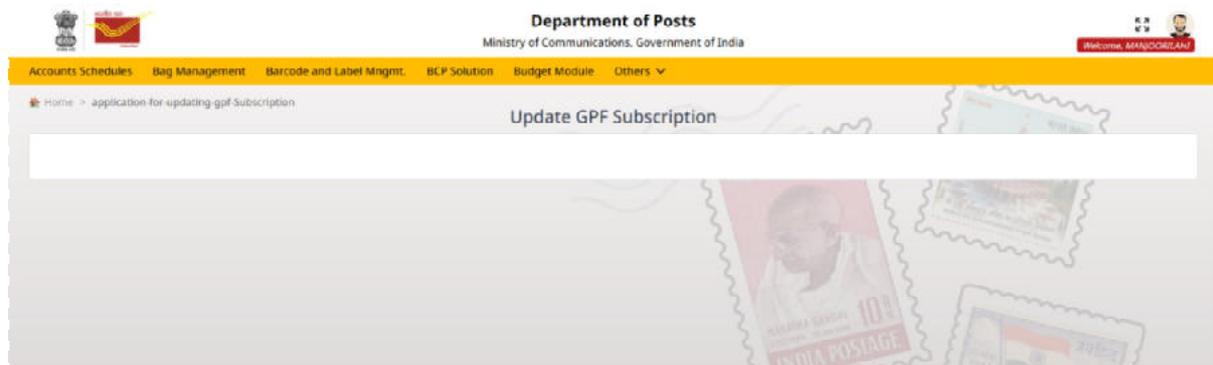
If the logged in employee has a GPF account, appropriate fields to apply for GPF withdrawal will be shown.



### 2.3.1.7 Update GPF Subscription

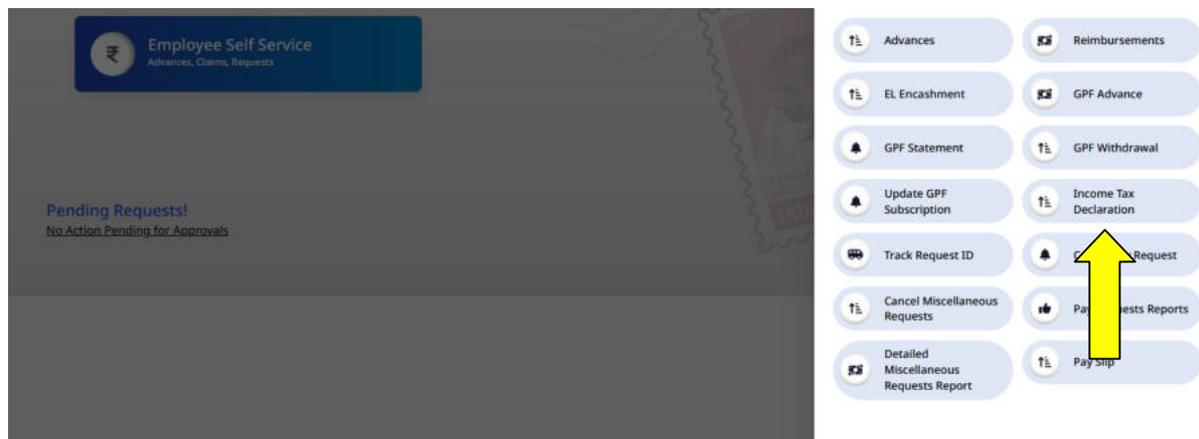


Click on “**Update GPF Subscription**” option available in “**Employee Self Service**” sub card.



If the logged in employee has a GPF account, they can update their GPF subscription through the page shown above.

### 2.3.1.8 Income Tax Declaration



Click on “**Income Tax Declaration**” option available in “**Employee Self Service**” sub card.



## Operational Guide for Employee Self Service Portal



The screenshot shows the 'INCOME TAX DECLARATION' form. At the top, it displays the Department of Posts logo and the user's name 'MANJOORLAHI'. Below the header, there are navigation tabs: Accounts Schedules, Bag Management, Barcode and Label Mngmt., BCP Solution, Budget Module, and Others. The form fields are as follows:

NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
MANJOORLAHI MOHAMMADALI PATIL	QA DO	30099709

The 'Type Of Declaration' section features a dropdown menu with the following options:

- Select Section
- Select Section
- 80CCD(1B) - Additional contribution: NPS
- 80E - Interest on Education Loan
- 80G - Donations
- 80D - Medical Insurance Premium
- 80TTA - Interest on deposits
- 80C - Investments
- INO - Income From Other Sources
- ISI - Income From House Property
- HRA - House Rent Allowance
- CEA - CEA

A yellow arrow points to the dropdown menu.

Under section field provision of different sections of Income Tax Act under which deductions and exemptions can be claimed are made available in drop down list as shown in above screen. User can select desired section and submit details regarding Income Tax deductions, if any, through this page.

The screenshot shows the 'INCOME TAX DECLARATION' form with the '80D - Medical Insurance Premium' section selected. The form fields are as follows:

NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
MANJOORLAHI MOHAMMADALI PATIL	QA DO	30099709

The 'Type Of Declaration' section shows the following details:

- Section:** 80D - Medical Insurance Premium (Medical Insurance)
- Enter Amount:** 15000
- Enter Remarks:** For self and Family (total 3 members)
- Submit** button

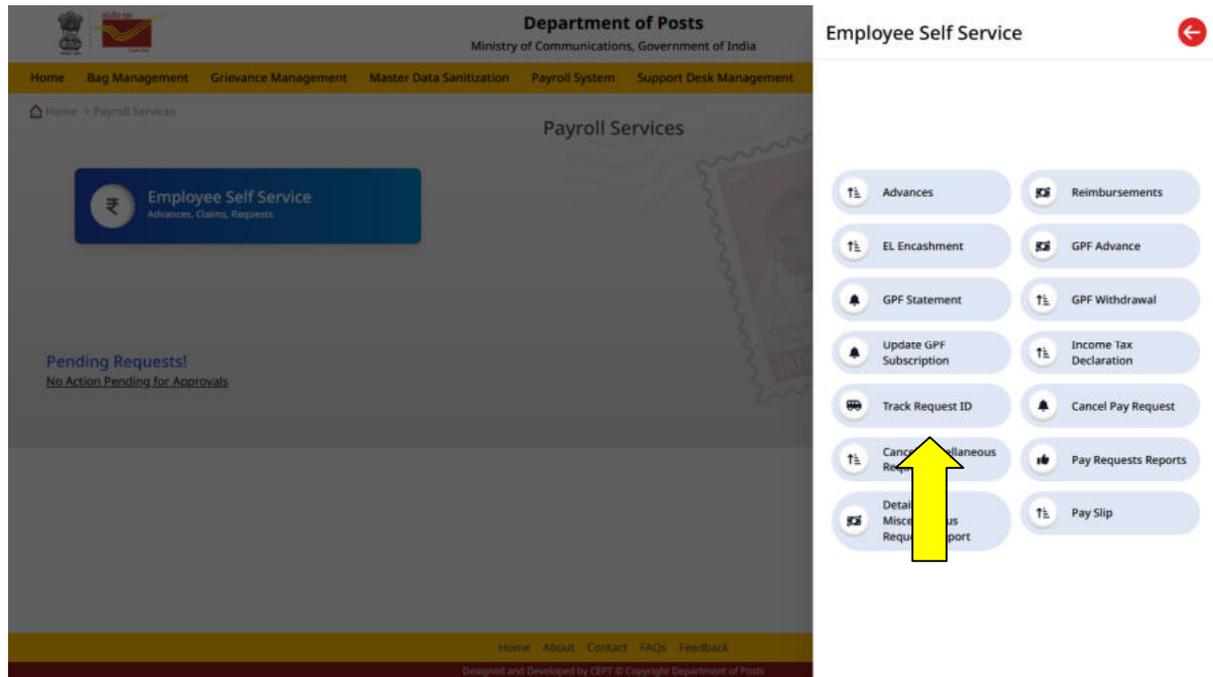
After selection of section, enter amount, enter remarks and click on **Submit** button.



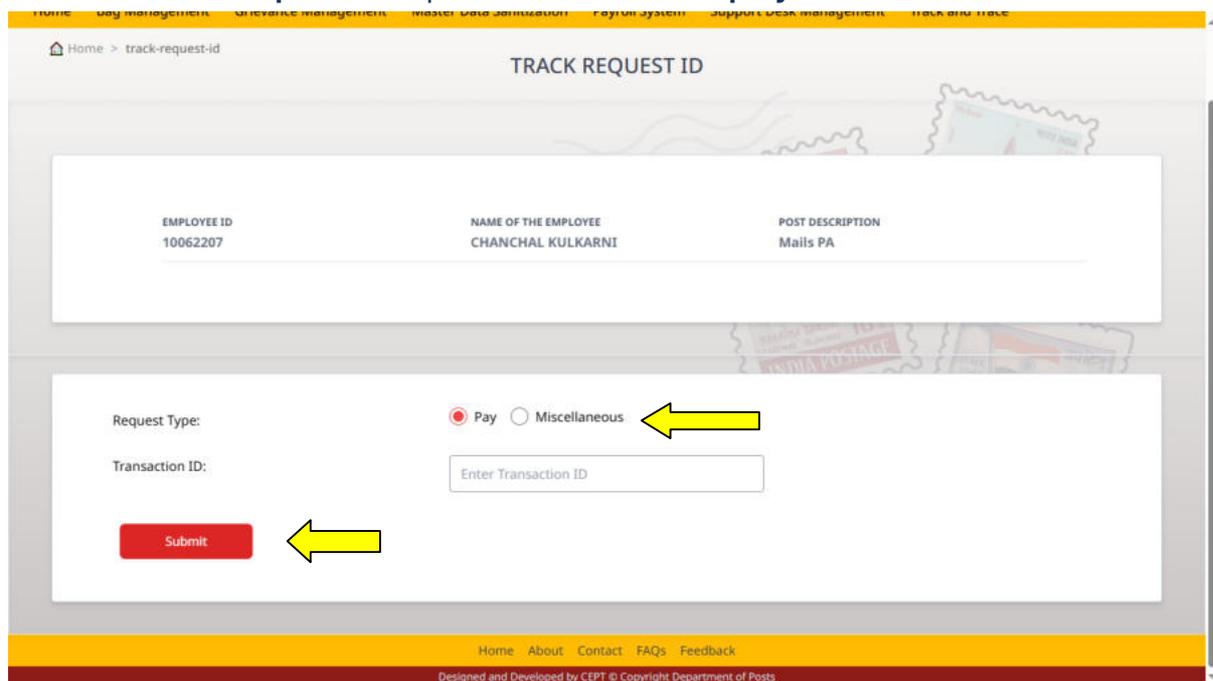
## Operational Guide for Employee Self Service Portal



### 2.3.1.9 Track Request ID



Click on “Track Request ID” option available in “Employee Self Service” sub card.



Two types of requests i.e. pay request and miscellaneous request can be track by the user. Select the Pay request type and enter transaction Id and click on **Submit** button.



## Operational Guide for Employee Self Service Portal



Request Type:  Pay  Miscellaneous

Transaction ID:

ID	Name	Description	Remarks	Requested Amount	Approved Amount	Next Status	Current Status
10062207	CHANCHAL KULKARNI	LTC Advance	For Availing LTC for the Block 2023-2024	5000	5000	Disbursed	Approved

Status Desc	Date	Id	Name	Remarks
Submitted	2024-07-08	10062207	CHANCHAL KULKARNI	For Availing LTC for the Block 2023-2024
Forwarded	2024-07-08	10045062	SUHASA	OK
Verified	2024-07-08	10045062	SUHASA	OK
Approved	2024-07-08	10036132	SHIVAKUMAR M	

Home About Contact FAQs Feedback

After Clicking on **Submit** button the status for the request id appears as shown above.

### 2.3.1.10 Cancel Pay request

Department of Posts  
Ministry of Communications, Government of India

Employee Self Service

Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management

Payroll Services

Employee Self Service  
Advances, Claims, Requests

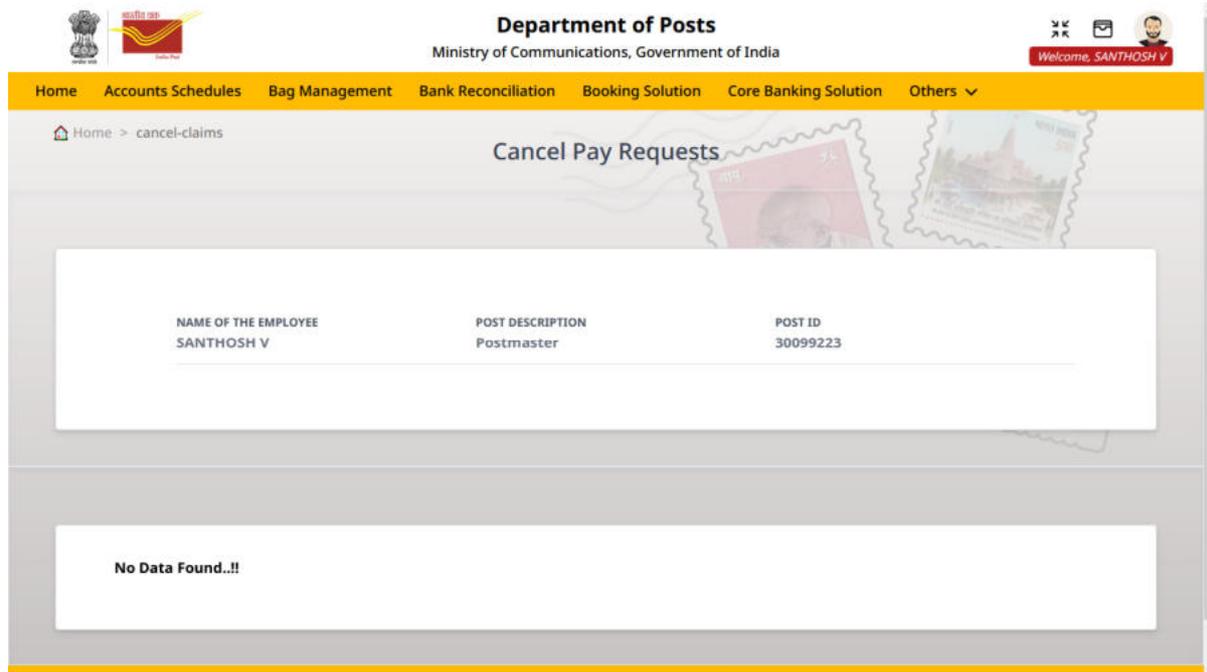
Pending Requests!  
No Action Pending for Approvals

- Advances
- EL Encashment
- GPF Statement
- Update GPF Subscription
- Track Request ID
- Cancel Miscellaneous Requests
- Detailed Miscellaneous Requests Report
- Reimbursements
- GPF Advance
- GPF Withdrawal
- Income Tax Declaration
- Cancel Pay Request
- Pay Reports
- Pay Slip

Click on “**Cancel Pay request**” option available in “**Employee Self Service**” sub card.

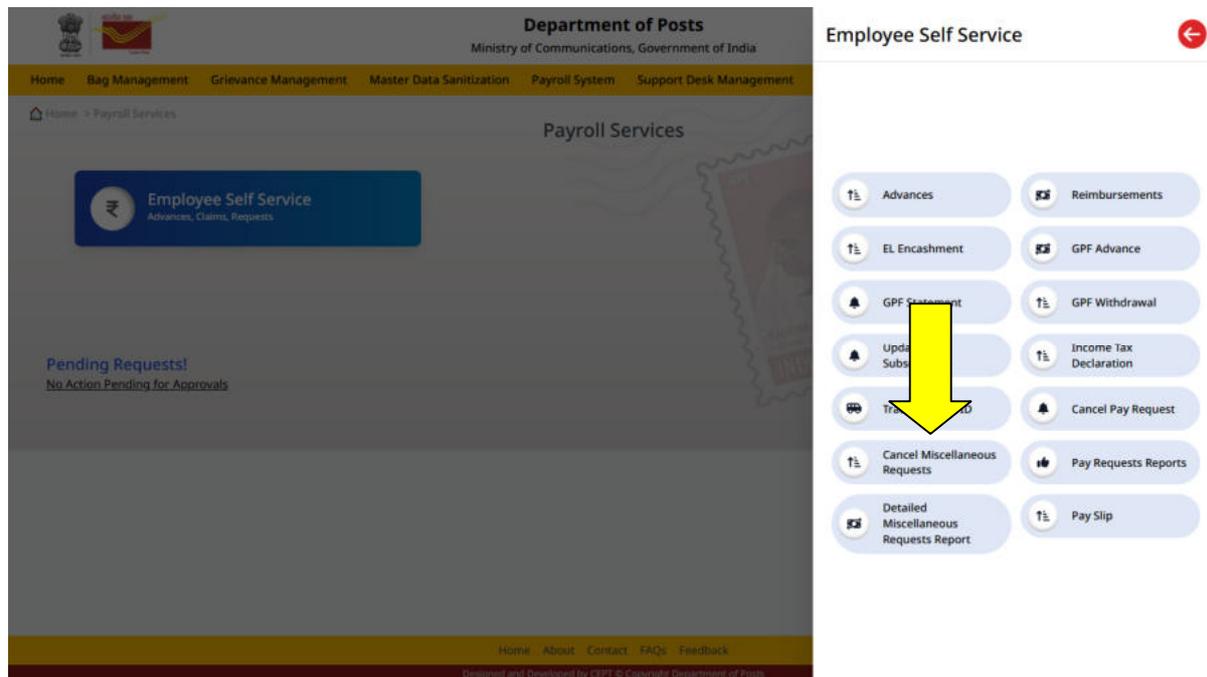


## Operational Guide for Employee Self Service Portal



If user had submitted any claims such as Advances, Loans, Pay reimbursement they can cancel before approval, using this option.

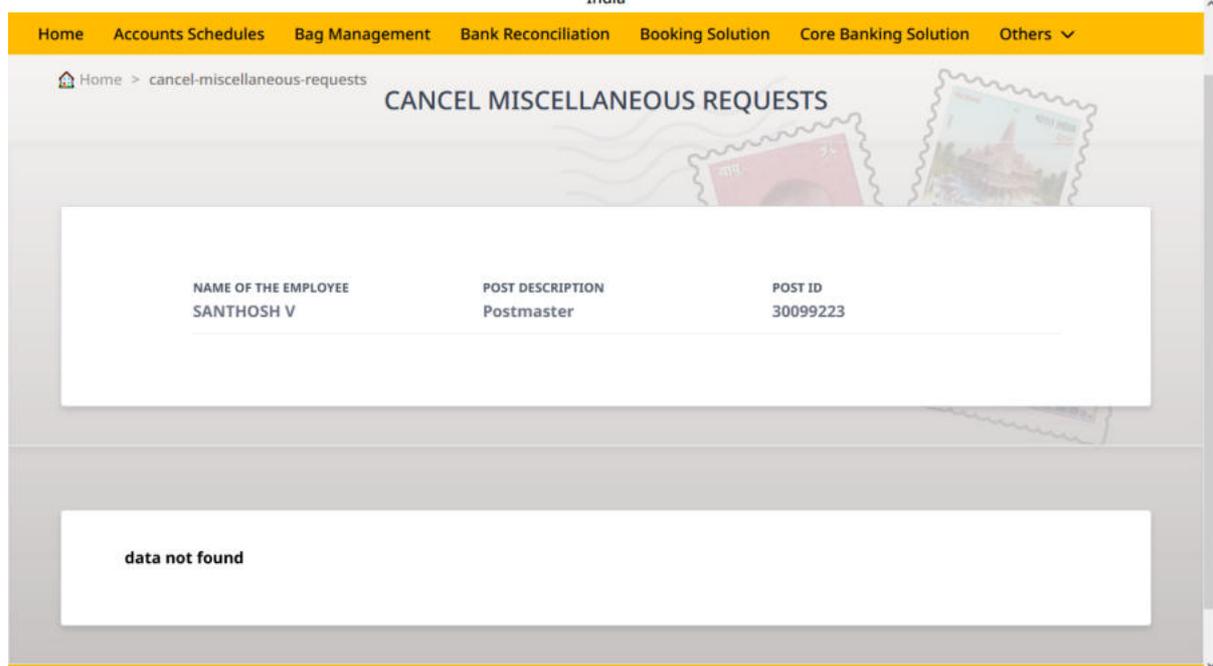
### 2.3.1.11 Cancel Miscellaneous Requests



Click on “**Cancel Miscellaneous request**” option available in “**Employee Self Service**” sub card.

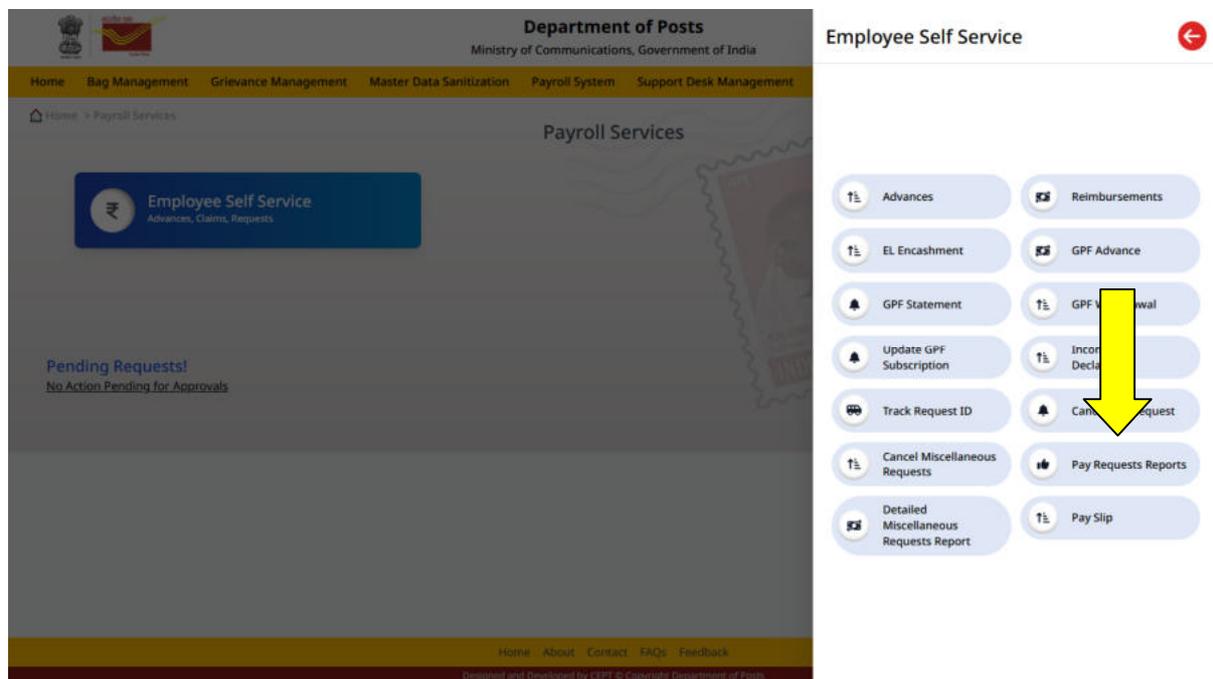


## Operational Guide for Employee Self Service Portal



If user had submitted any miscellaneous request other than Advances, Loans, Pay reimbursement such as GPF Advance, EL encashment, Update GPF subscriptions etc., they can cancel before approval, using this option.

### 2.3.1.12 Pay requests Reports



Click on **“Pay Requests Reports”** option available in **“Employee Self Service”** sub card.



## Operational Guide for Employee Self Service Portal



Department of Posts  
Ministry of Communications, Government of India

Welcome, CHANCHAL

Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management Track and Trace

Home > Employees Payment > Pay Request Report

### Pay Request Reports

EMPLOYEE ID: 10062207      NAME OF THE EMPLOYEE: CHANCHAL KULKARNI      POST DESCRIPTION: Mails PA

Select Description      Select Status      Select Year      **Download Excel**

Request ID	Transaction date	Request Amount	Status	Description	Employee remarks
LTAD1006220720240708161447	08/07/2024	5000.00	Approved	LTC Advance	For Availing LTC for the Block 2023-2024
LTCL1006220720240708164354	08/07/2024	15500.00	Approved	LTC Bill	LTC Availed For the block of 2023-24.

Rows per page: 10\*      1-2 of 2

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Users view the Pay requests applied by the user and also download the Excel File by clicking on **Download Excel** button.

### 2.3.1.13 Detailed Miscellaneous Requests Report

Department of Posts  
Ministry of Communications, Government of India

Employee Self Service

Home Bag Management Grievance Management Master Data Sanitization Payroll System Support Desk Management

Home > Payroll Services

### Payroll Services

Employee Self Service  
Advances, Claims, Requests

Pending Requests!  
No Action Pending for Approvals

- Advances
- EL Encashment
- GPF Statement
- Update GPF Subscription
- Track Request ID
- Cancel Miscellaneous Requests
- Detailed Miscellaneous Requests Report
- Reimbursements
- GPF Advance
- GPF Withdrawal
- Income Tax Declaration
- Cancel Pay Request
- Pay Requests Reports
- Pay Slip

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Click on **“Detailed Miscellaneous Requests Report”** option available in **“Employee Self Service”** sub card.



## Operational Guide for Employee Self Service Portal



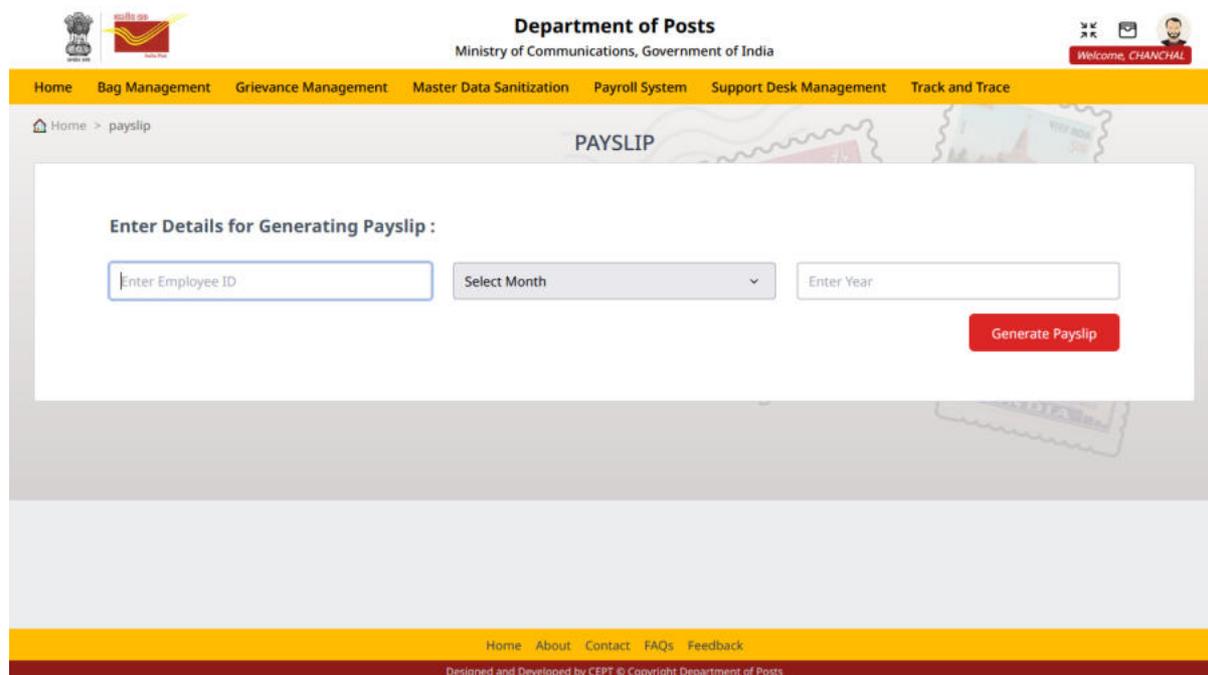
Users view the miscellaneous requests applied by the user and also download the Excel File by clicking on **Download Excel** button.

### 2.3.1.14 Pay Slip

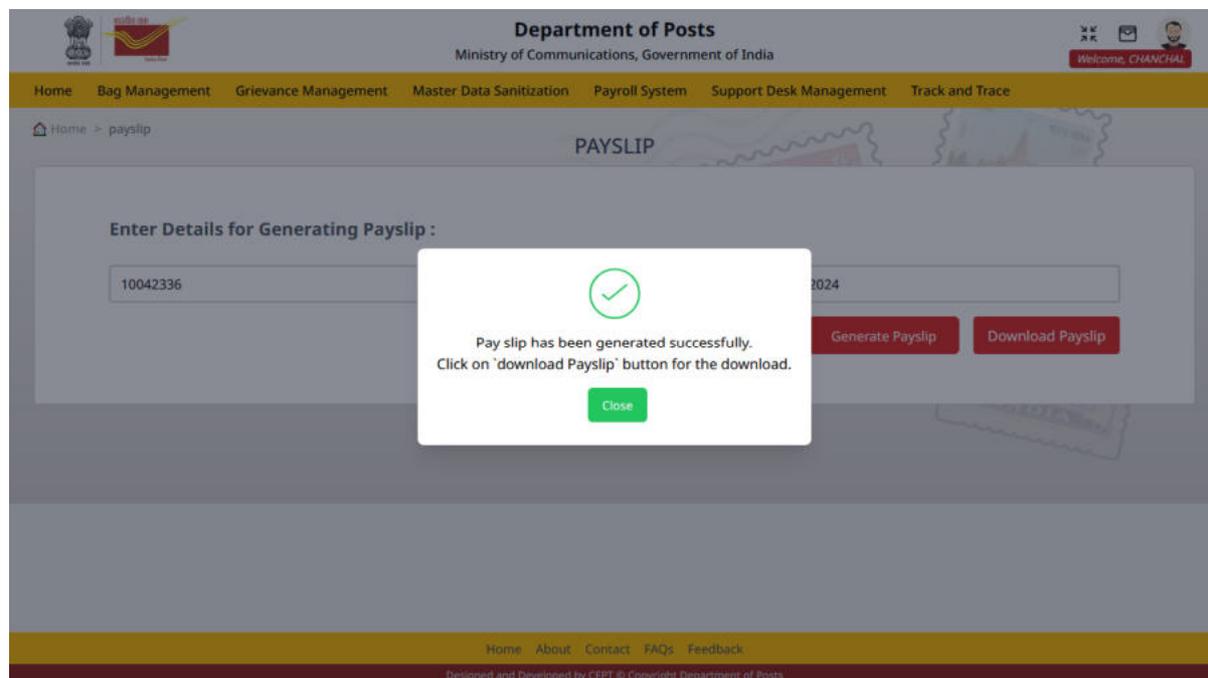
Click on **“Pay slip”** option available in **“Employee Self Service”** sub card.



## Operational Guide for Employee Self Service Portal



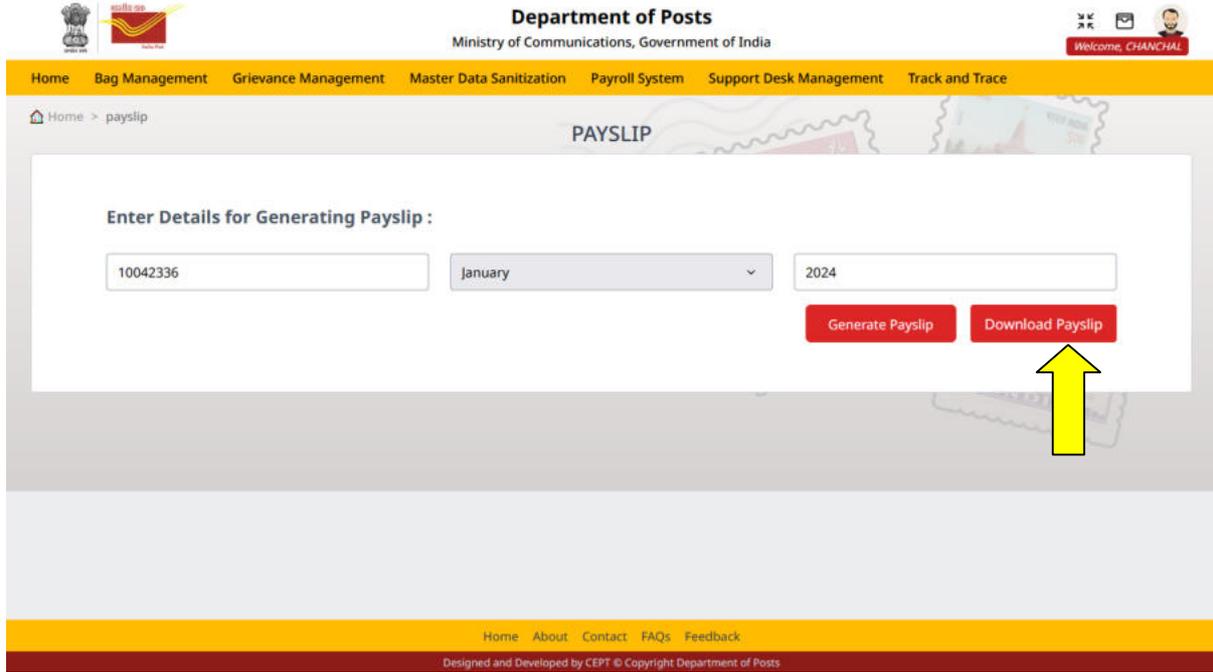
Logged in user can generate Pay slip by entering employee ID, year, selection of month from drop down list and click on **Generate Pay Slip** button. Payslip will be displayed on this page. Option to download the same is also made available.



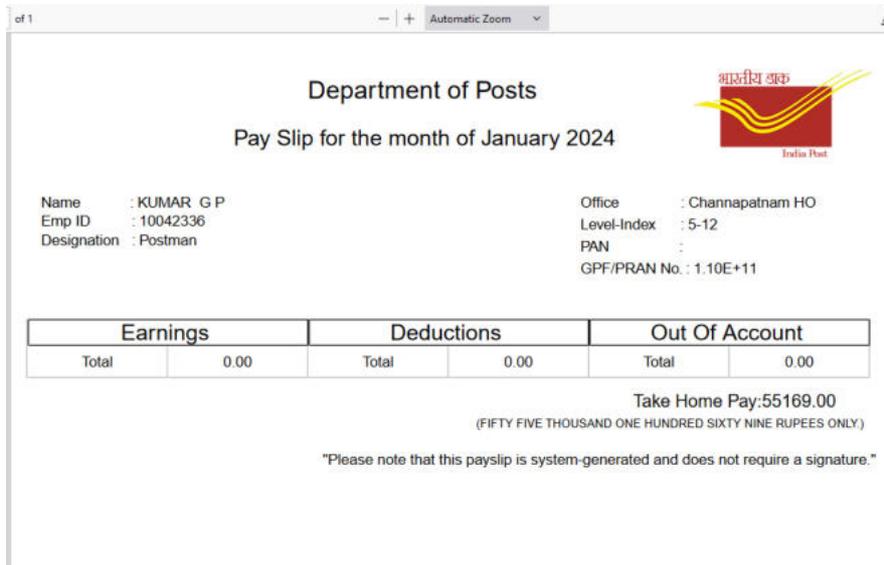
After entering the details, click on **“Generate payslip”**. By clicking on **“Generate Payslip,”** a pop up message will appear as **“Pay slip generated successfully. Click on ‘Download payslip’ button for the download.”** Then click on **Close** button.



# Operational Guide for Employee Self Service Portal



**Download Payslip** Button appeared after successful generation of Payslip, click on **“Download Payslip”** to download the payslip in PDF format.



Payslip downloaded successfully in PDF format as shown above.

**ALL THE BEST**

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