

Government of India
Ministry of Communications
Department of Posts

Operational Guide



IT 2.0

Employee Self Service

Centre for Excellence in Postal Technology

Operational Guide IT 2.0

**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:

Document Version 1.0 Dated 30.05.2024

Document Version 2.0 Dated 24.07.2024

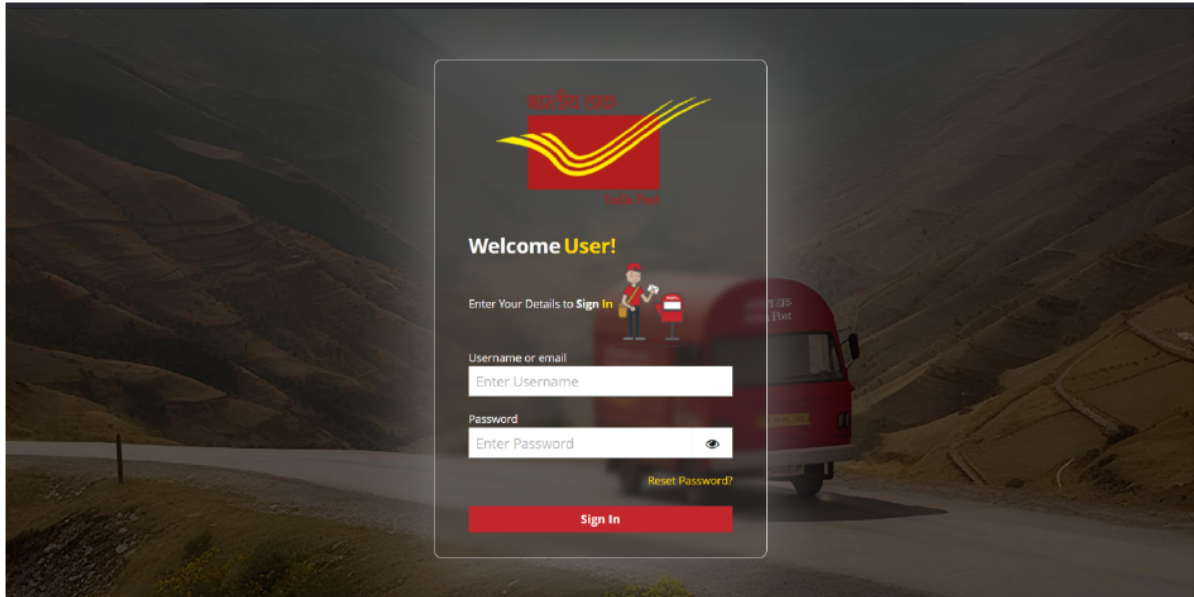
DISCLAIMER

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

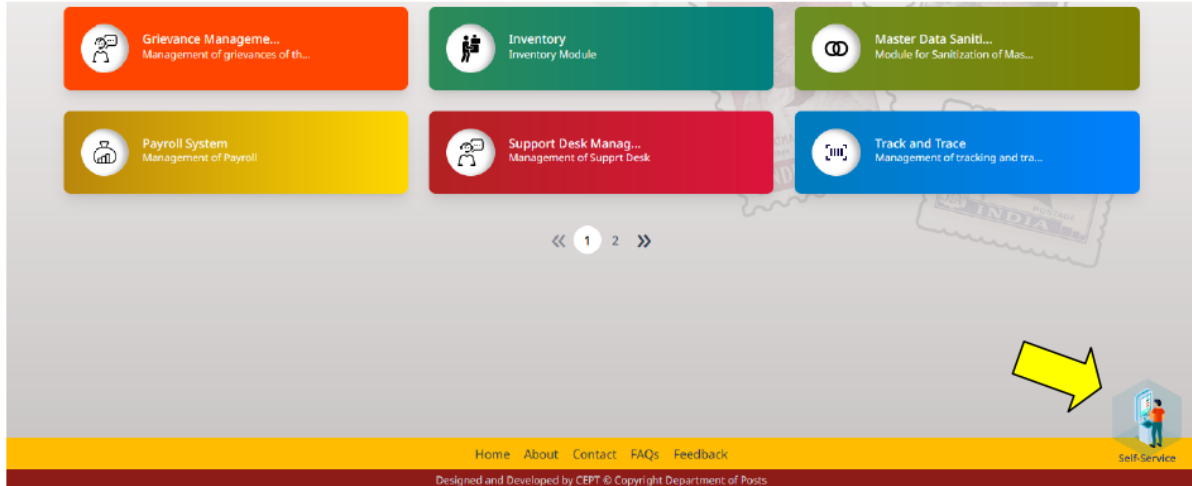
<https://training.cept.gov.in/employeeportal>

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

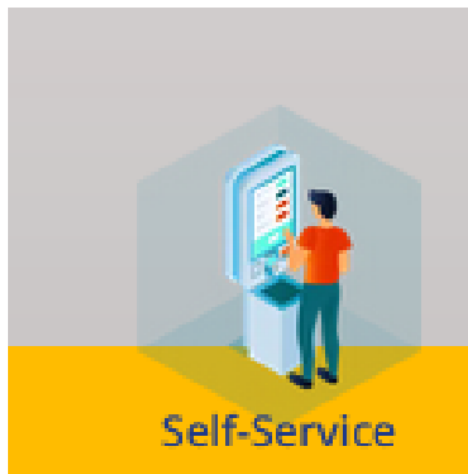
User name will be 8 digit employees ID and Default password will be Dop@1234

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.

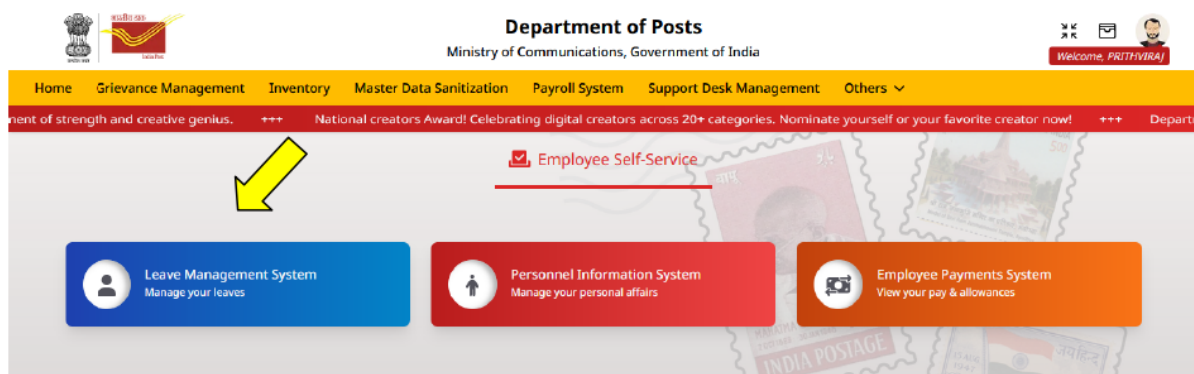
Enter your login credentials (8-digit employee ID & Password) and click on “**Sign In.**”



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,

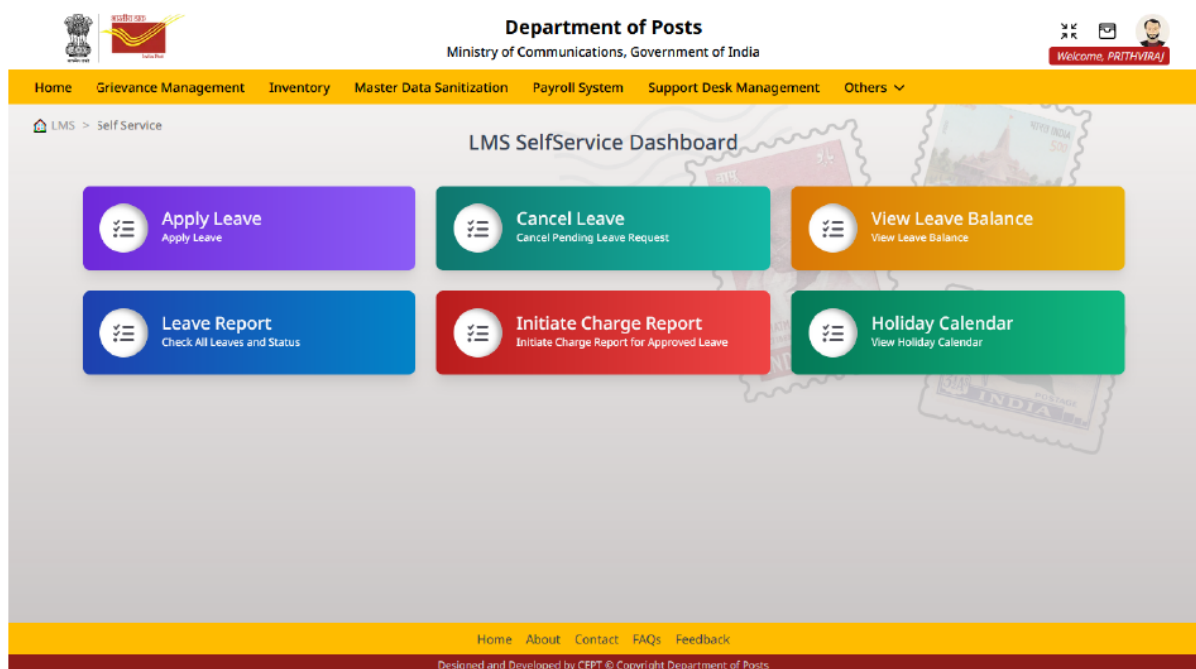


Upon clicking on “**Employee Self Service**”, a new page will open with displaying the following 3 (three) cards.

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

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

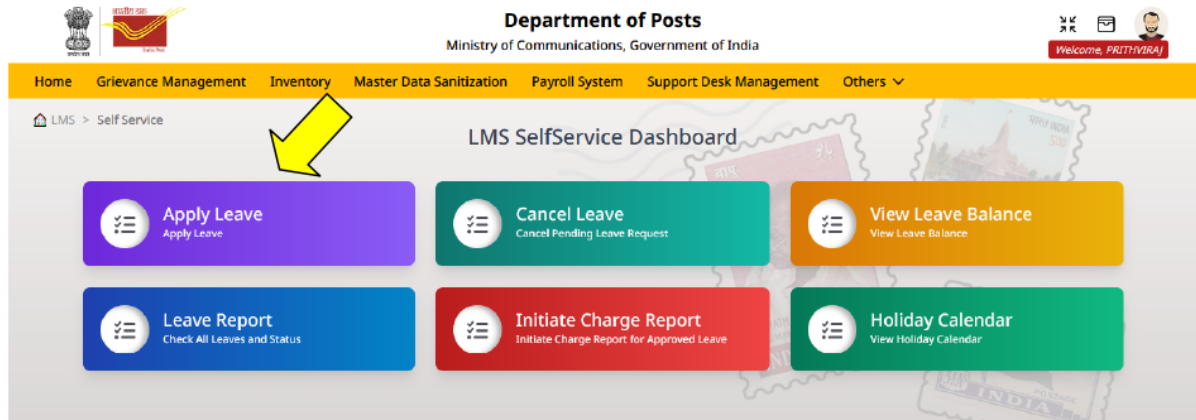
2.1 Leave Management System



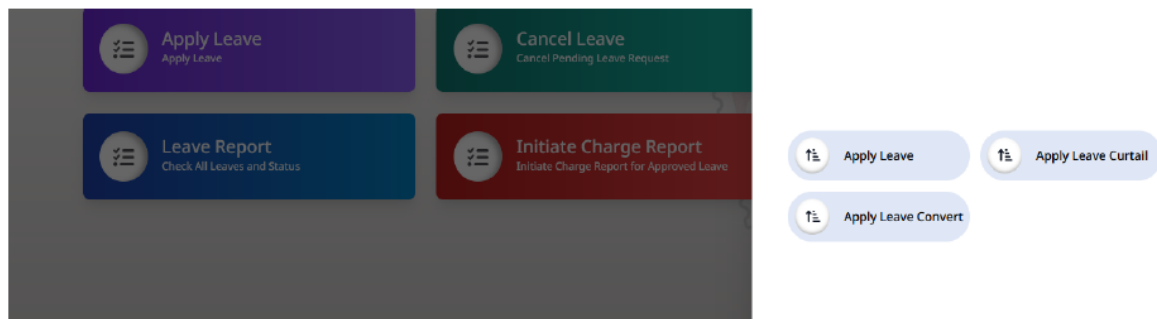
Upon clicking the “**Leave Management System**” card, the page appears with Six (6) sub cards.

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

2.1.1 Apply Leave



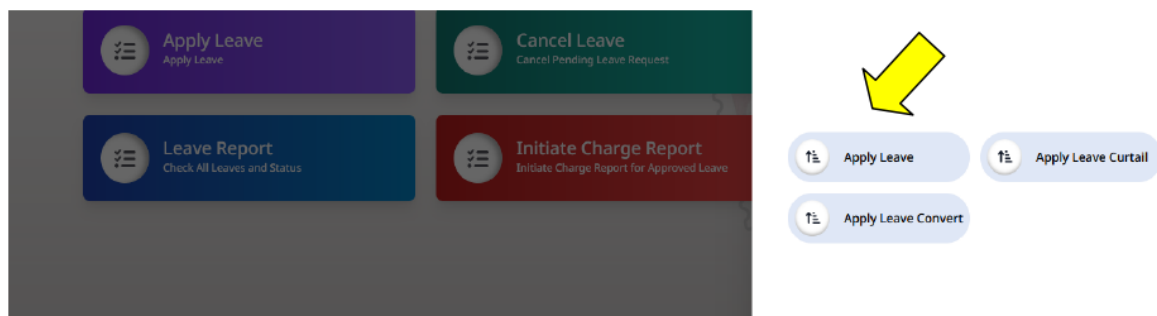
Click on the “**Apply Leave**” sub card under “**Leave Management System**” card.



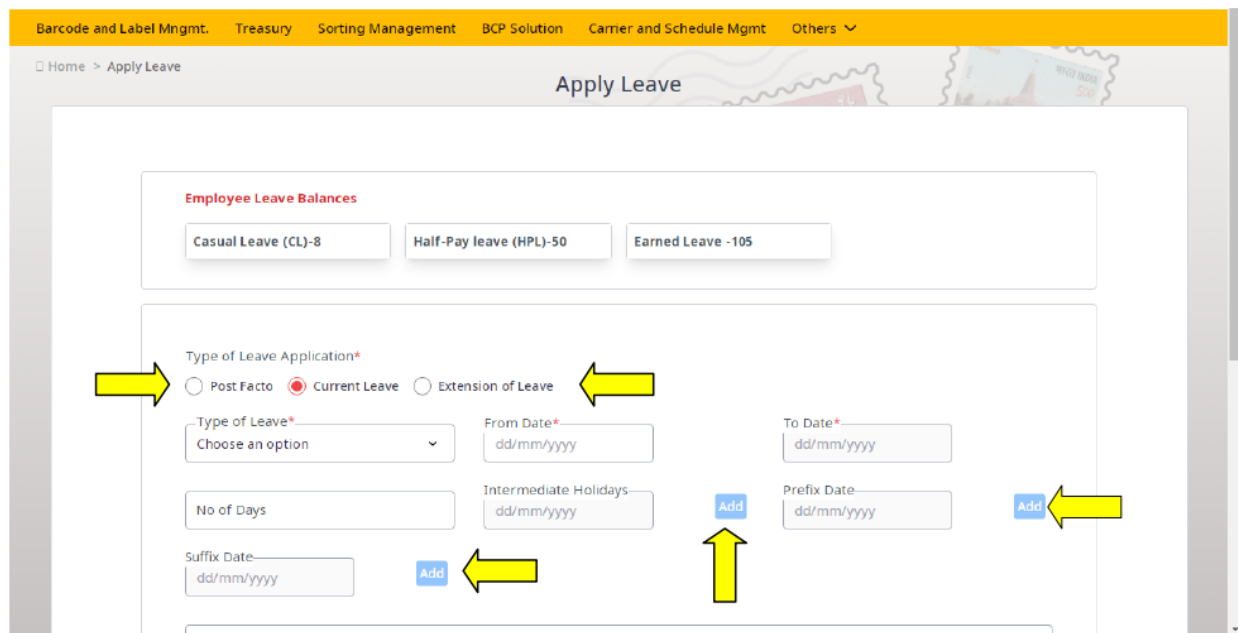
Upon clicking the “Apply Leave” Sub card, Right panel appears with three (3) options.

- ➔ 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.

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)
- Commuted Leave
- Paternity Leave
- EXOL-With MC
- Leave not Due
- Unavailed Joining Time
- Special CL-Working Days
- PL-Child Adepton
- 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

Prefix Date
dd/mm/yyyy

Suffix Date
dd/mm/yyyy

Reason for Leave*
To attend domestic work.

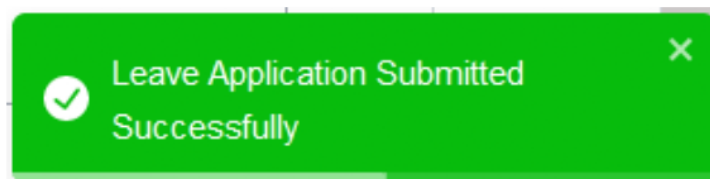
Permission required to leave
Headquarters
Phone No.
9999999999

Leave Station

Address Line2
addr; 560001

Leave Application Submitted Successfully

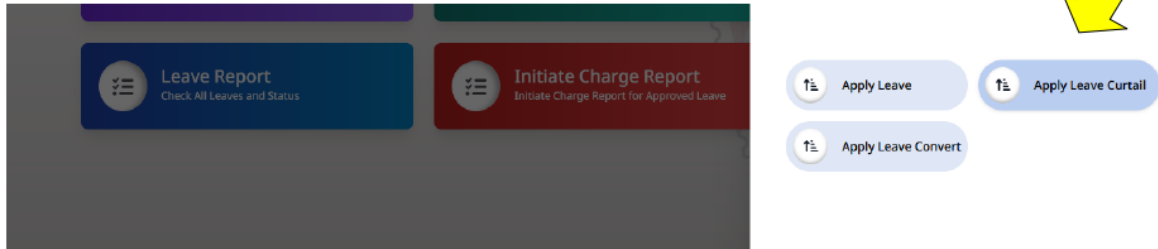
After entering all necessary data, click on **Submit** button.



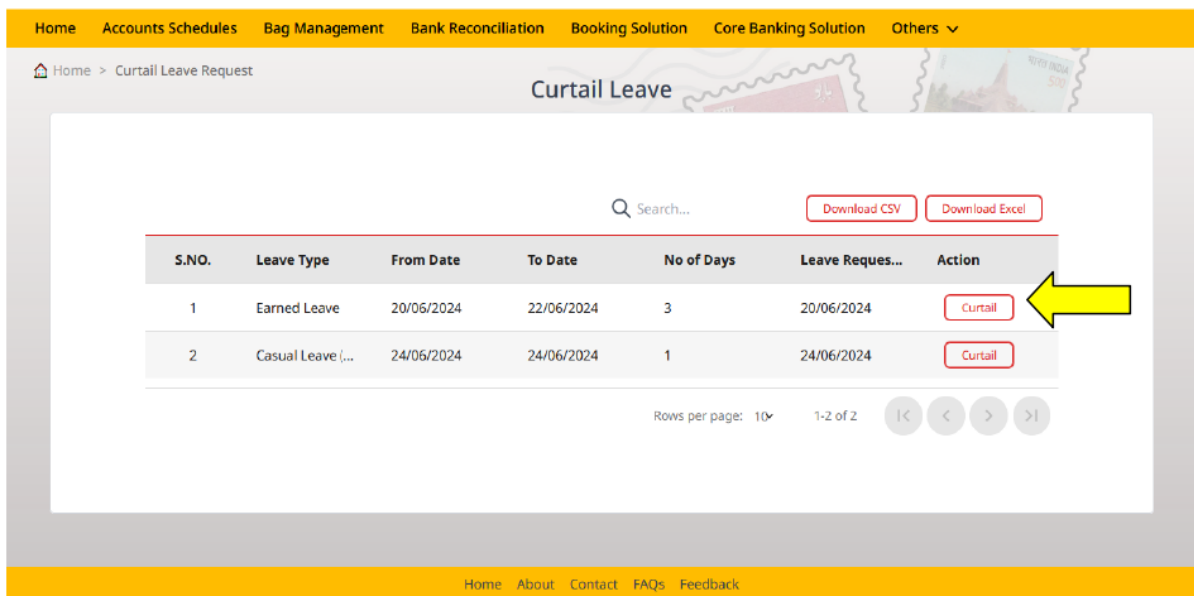
After clicking on **Submit** button, a pop-up message "**Leave Application Submitted Successfully**" will appear.

Apply Leave Curtail:-

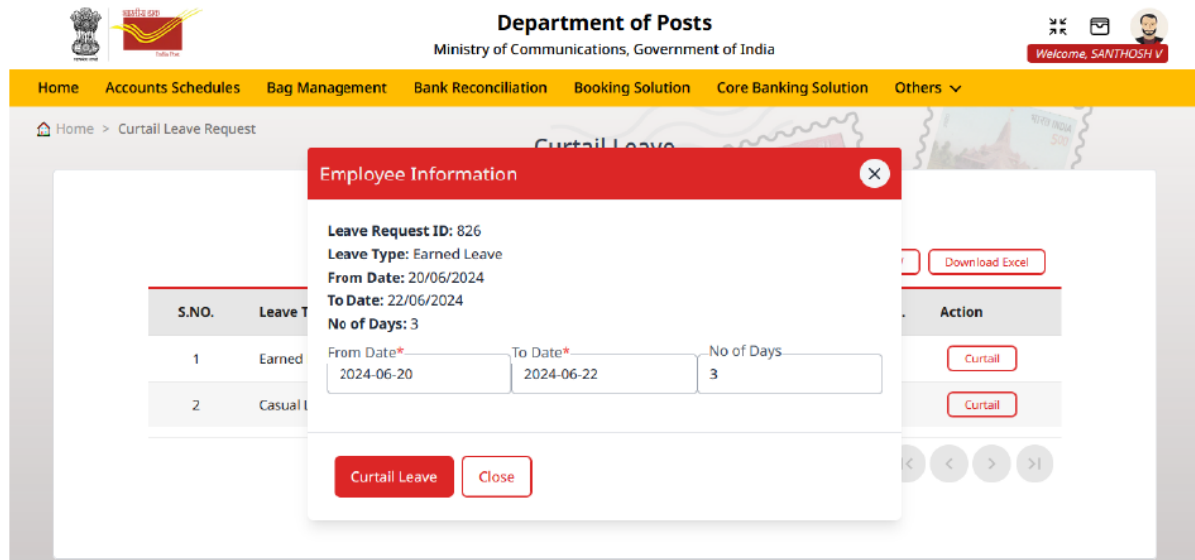
Curtail leave means to shorten or reduce the duration of an approved leave.



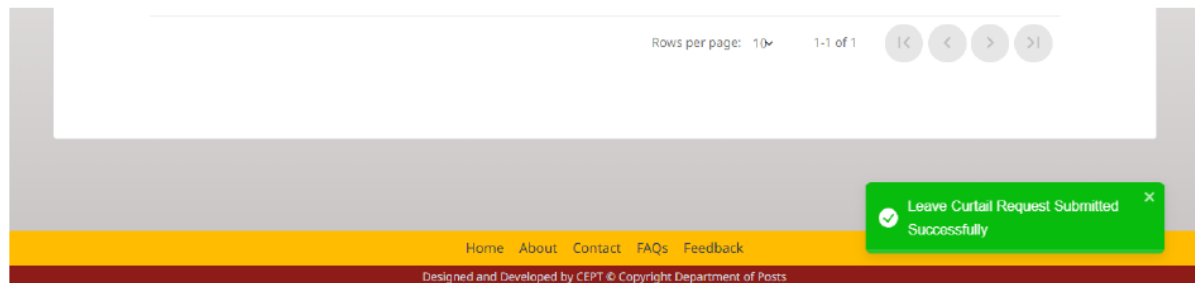
Click on "**Apply Leave Curtail**" option from the available actions. Under "**Apply Leave**" Sub-card, a new page will appear with list of applied leave requests.



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



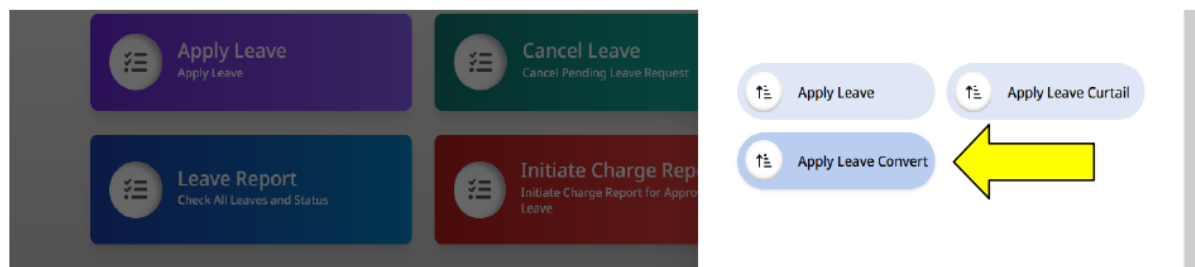
After Click on **Curtil** Button a new window will open containing the Leave information such as Leave Request Id, Leave Type, From Date, To Date and No of Days. Modify the new proposed leave dates and click on **Curtil Leave** Button. Your Curtil Leave request will be reviewed and approved by Leave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



After clicking on **Curtil Leave** button “**Leave curtil 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.

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.

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

Home > Convert Leave Request

Convert Leave

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

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.

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

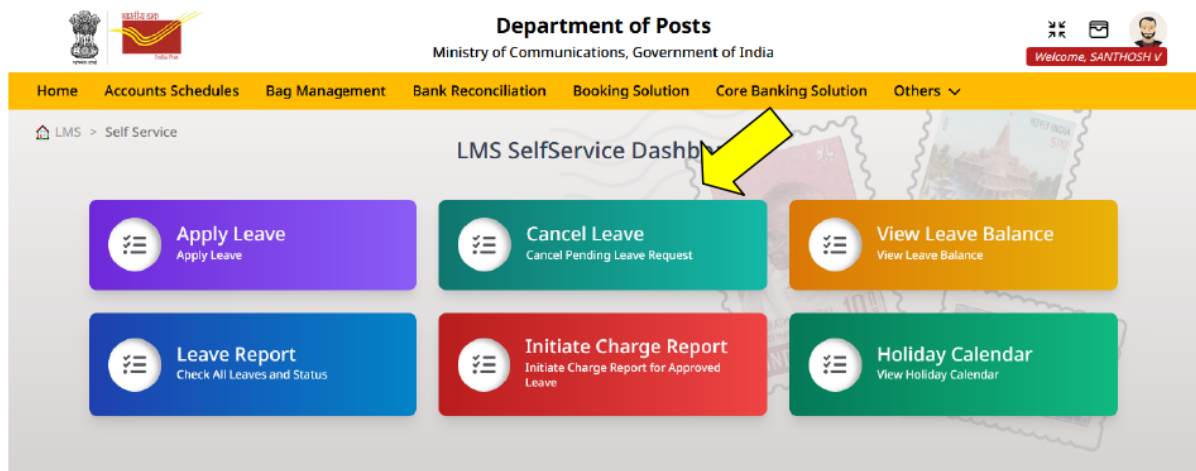
Rows per page: 10 1-2 of 2

✓ Leave Conversion Request Submitted Successfully

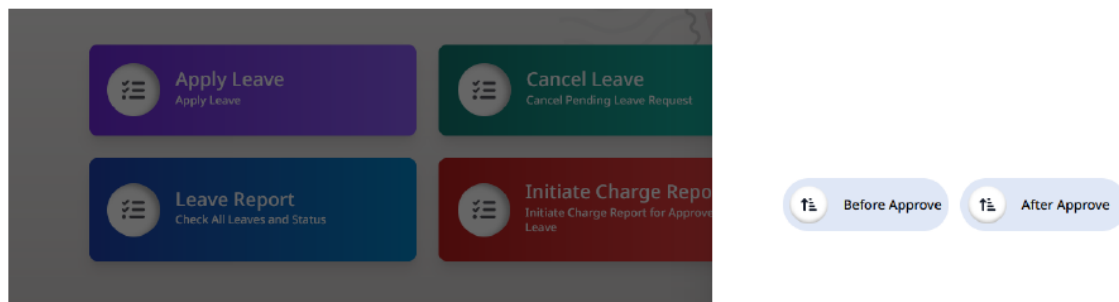
[Home](#) [About](#) [Contact](#) [FAQs](#) [Feedback](#)
 Designed and Developed by CEPT © Copyright Department of Posts

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

2.1.2 Cancel Leave

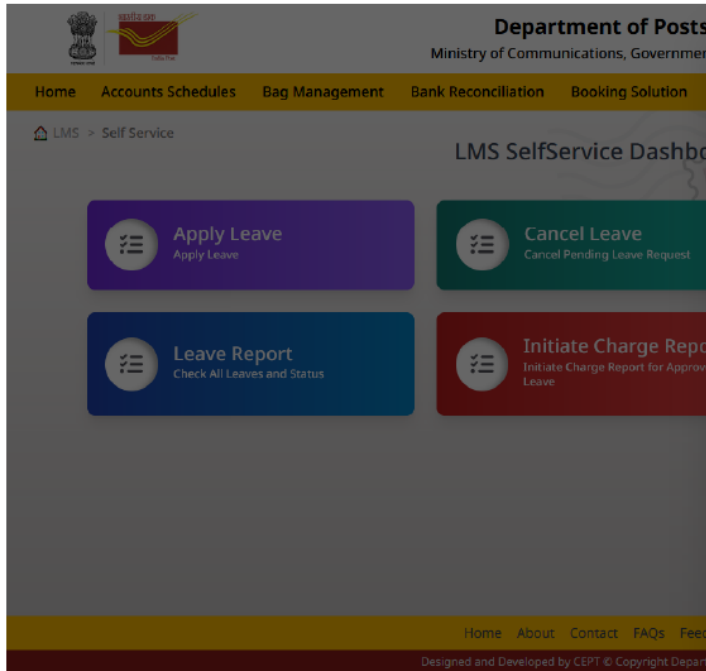


Click on “**Cancel Leave**” sub card under “**Leave Management**” card.



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

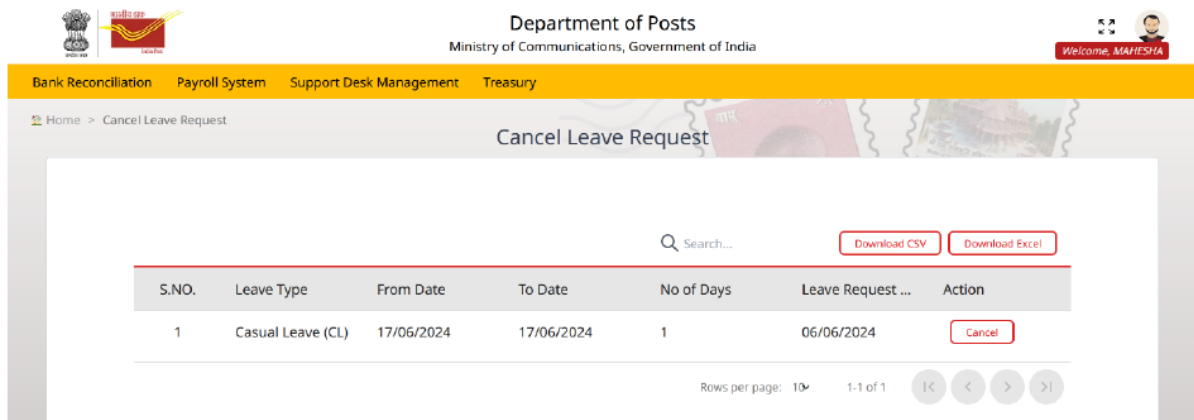
- ➔ Before Approve
- ➔ After Approve



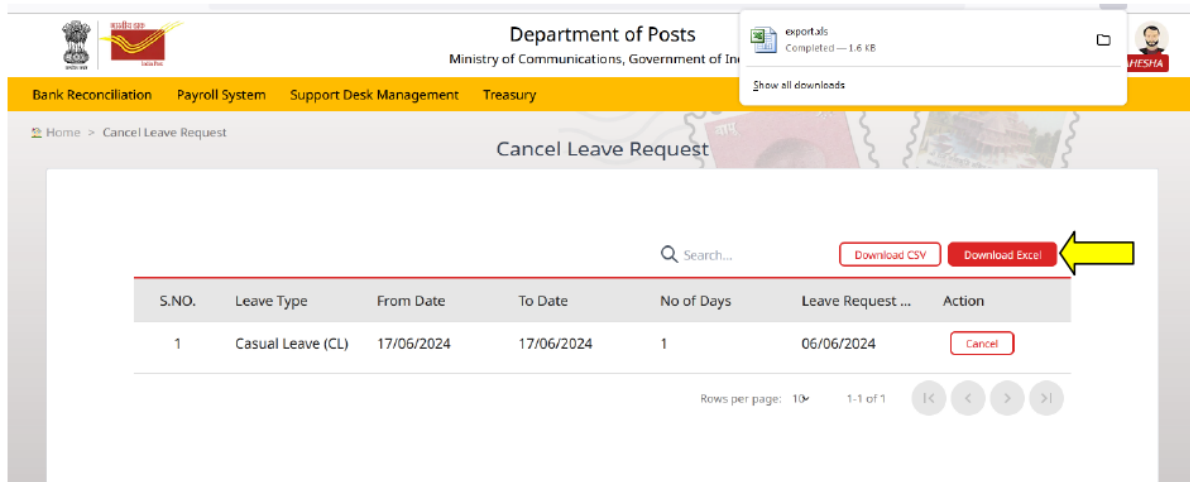
Cancel Leave



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

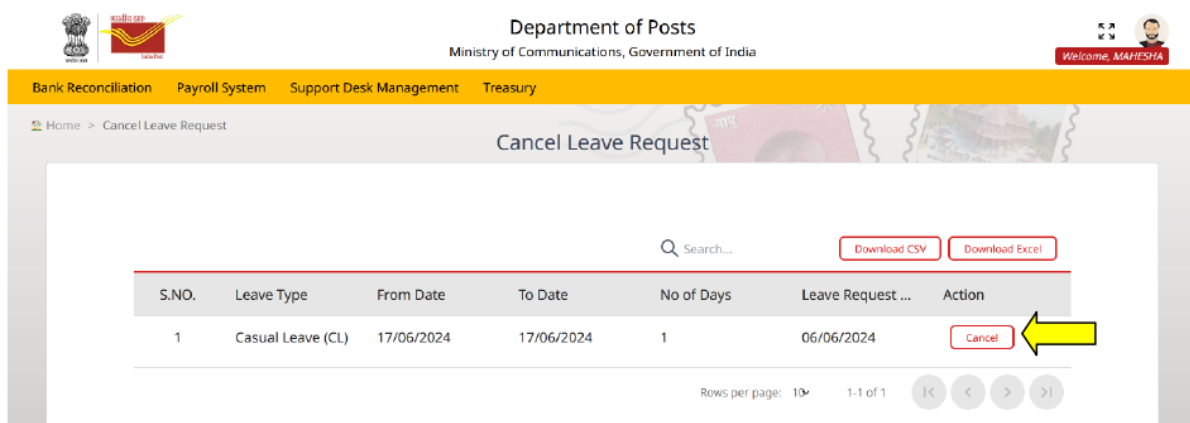


After click on **“Before Approve”** option, any leaves that have already been applied for will be displayed.

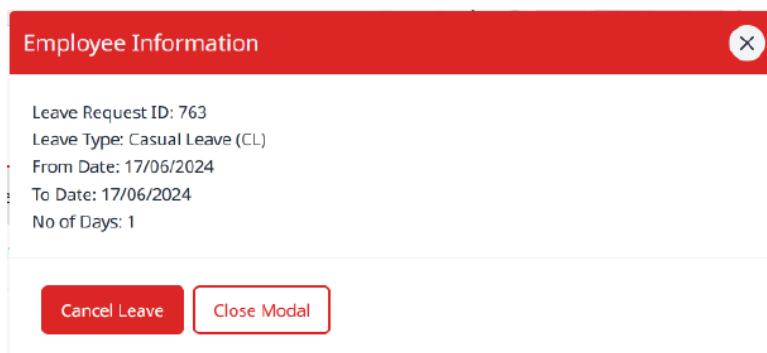


Leave request already submitted by employee are shown. You can download this list using the **'Download CSV'** or **'Download Excel'** buttons.

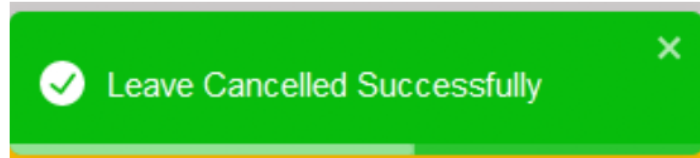
The downloaded Excel OR CSV file includes a list of various types of leaves applied by the employee, along with other details such as the Leave Approver ID.



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

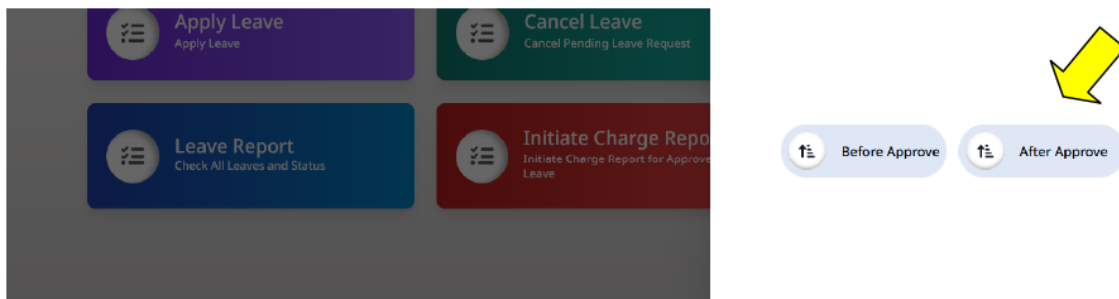


After clicking on **Cancel** button, a pop-up window will appear, showing brief details of the leave request. Click **Cancel Leave** to confirm the cancellation.

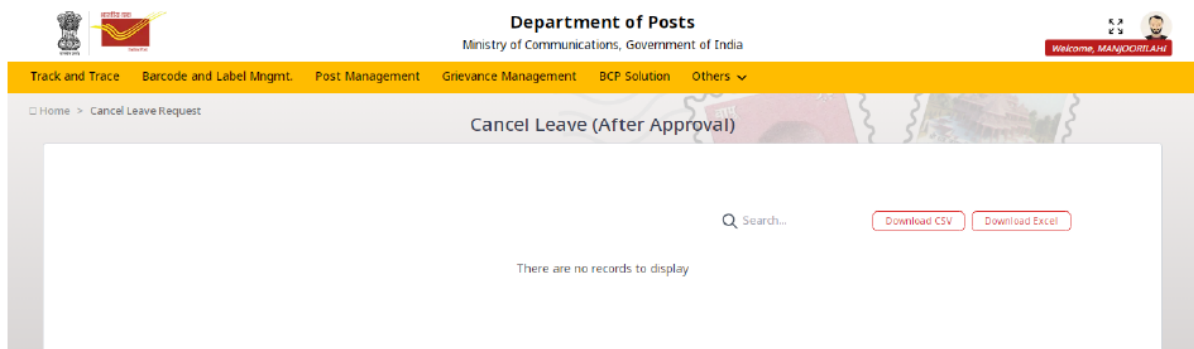


On clicking the **Cancel Leave** button, a pop-up message “**Leave Cancelled Successfully**” will appear.

2.1.3 After Approve

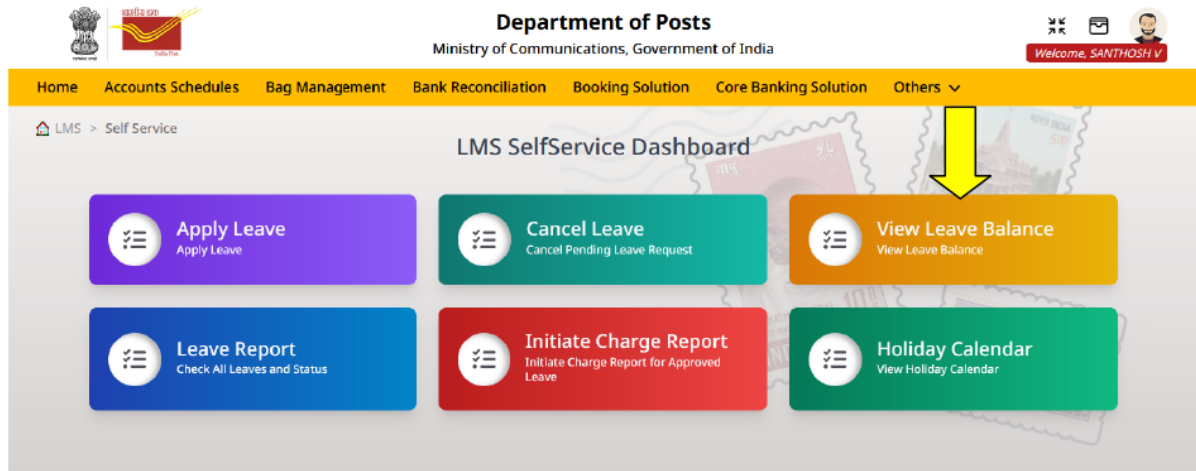


Click on “**After Approve**” option under “**Cancel Leave**” Sub- card.

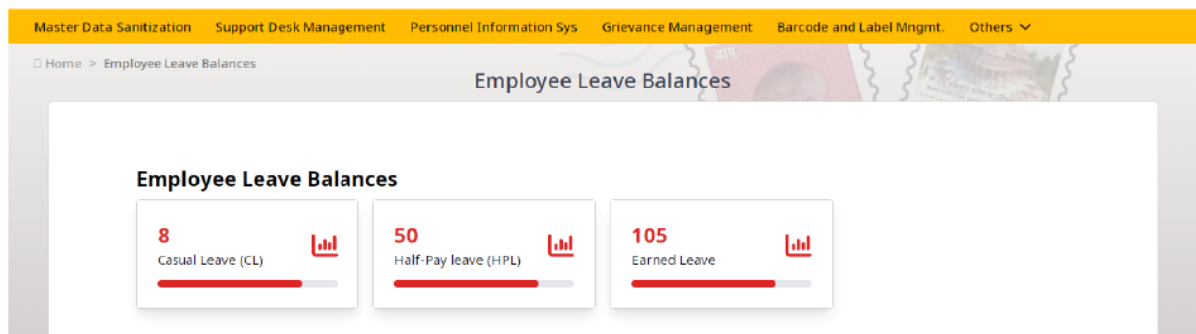


If an employee wishes to cancel any approved leave request(s), they can view the list of already approved leaves on “**After Approval**” Option. Click on the **Cancel** button next to the leave request that the employee does not wish to avail.

2.1.4 View Leave Balance

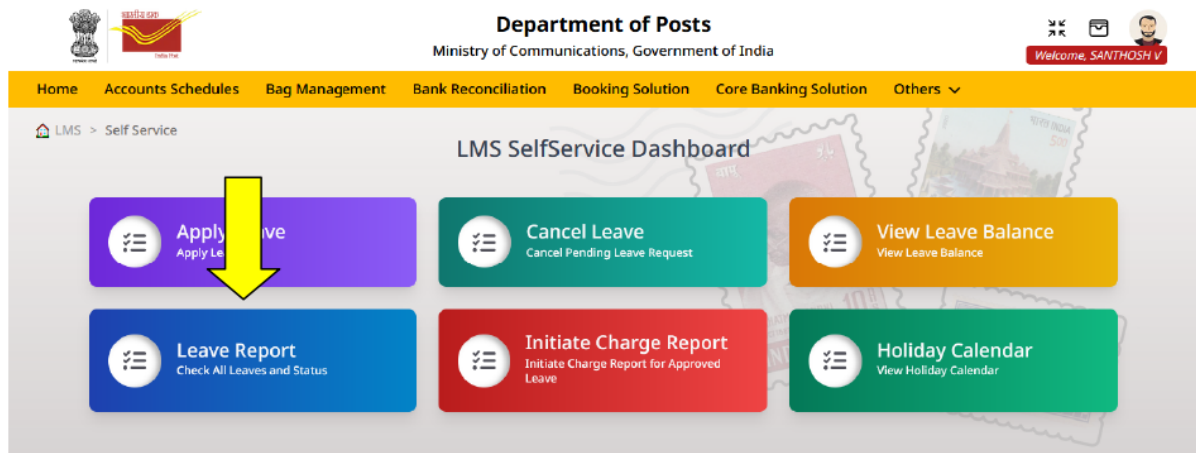


Click on **“View Leave Balance”** sub card under **“Leave Management System”** card.

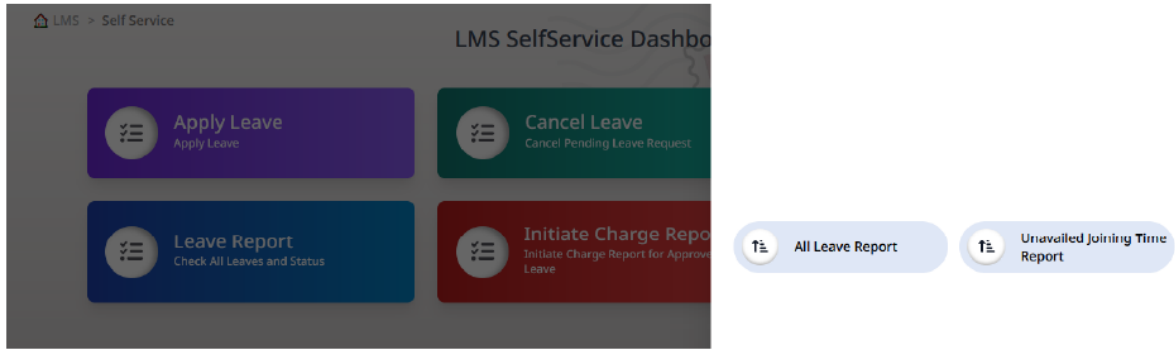


After clicking on **“View Leave Balance”** sub card, the page shown above will appear. It displays the leave balance of all leave types.

2.1.5 Leave Report

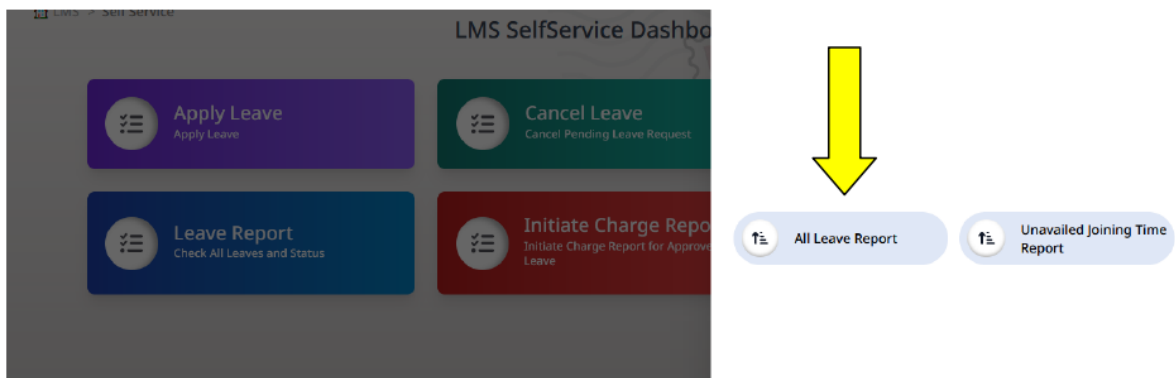


Click on **“Leave Report”** sub card under **“Leave Management System”** card.

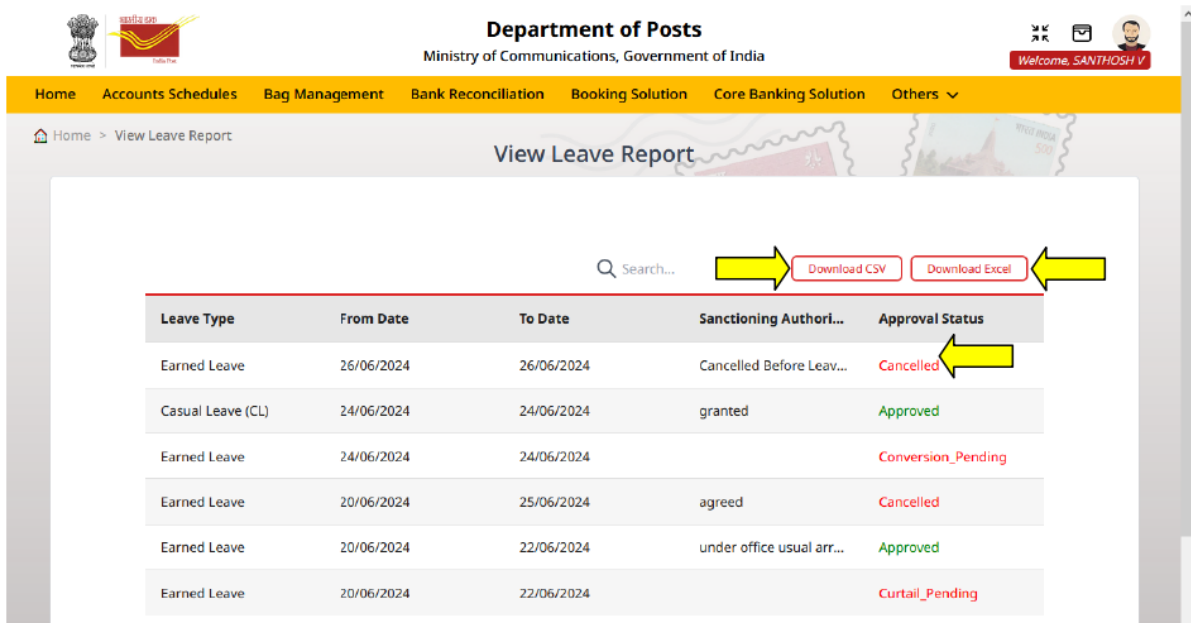


Upon clicking the **“Leave Report”** Sub card, Right panel appears with two (2) options.

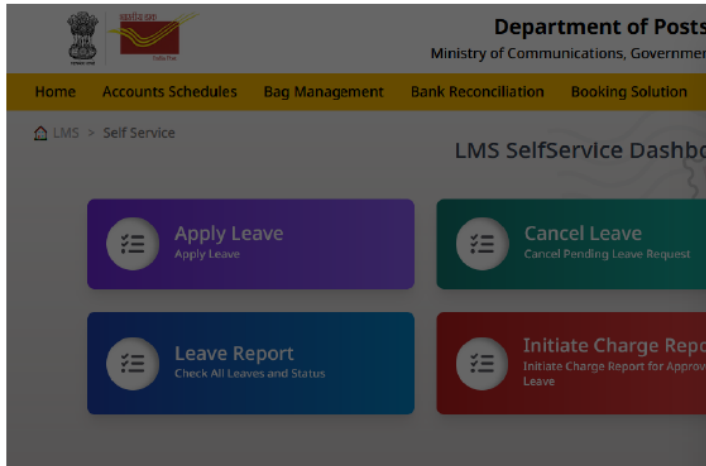
- ➔ All Leave Report
- ➔ Unavailed Joining Time Report



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.



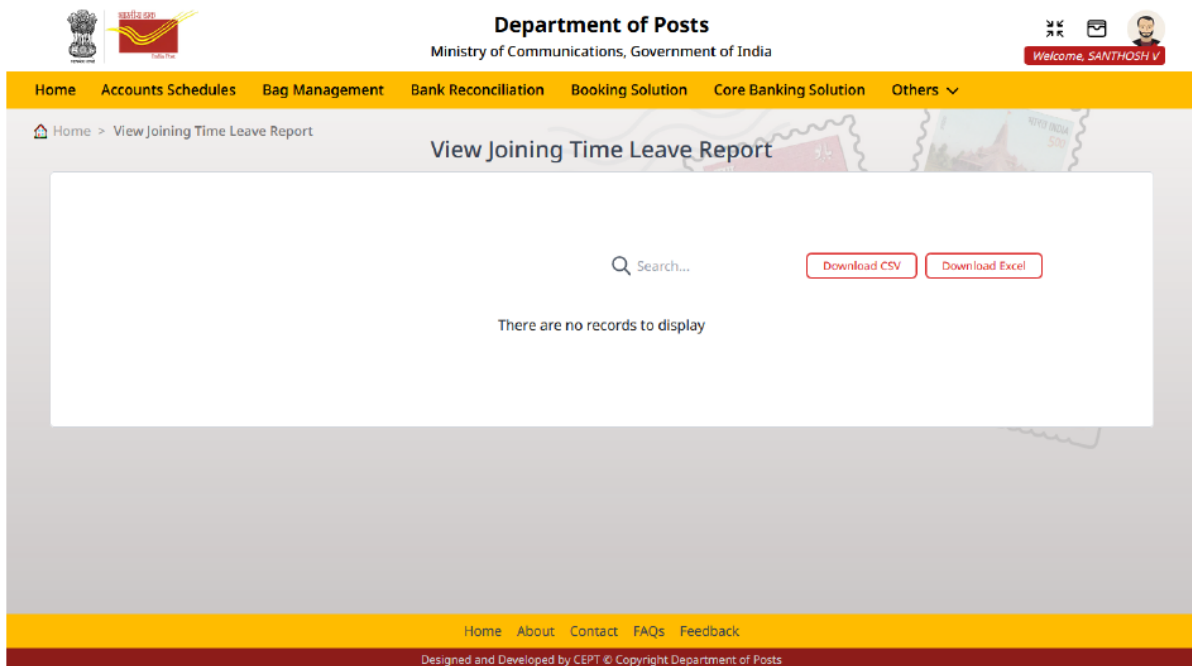
Leave Report



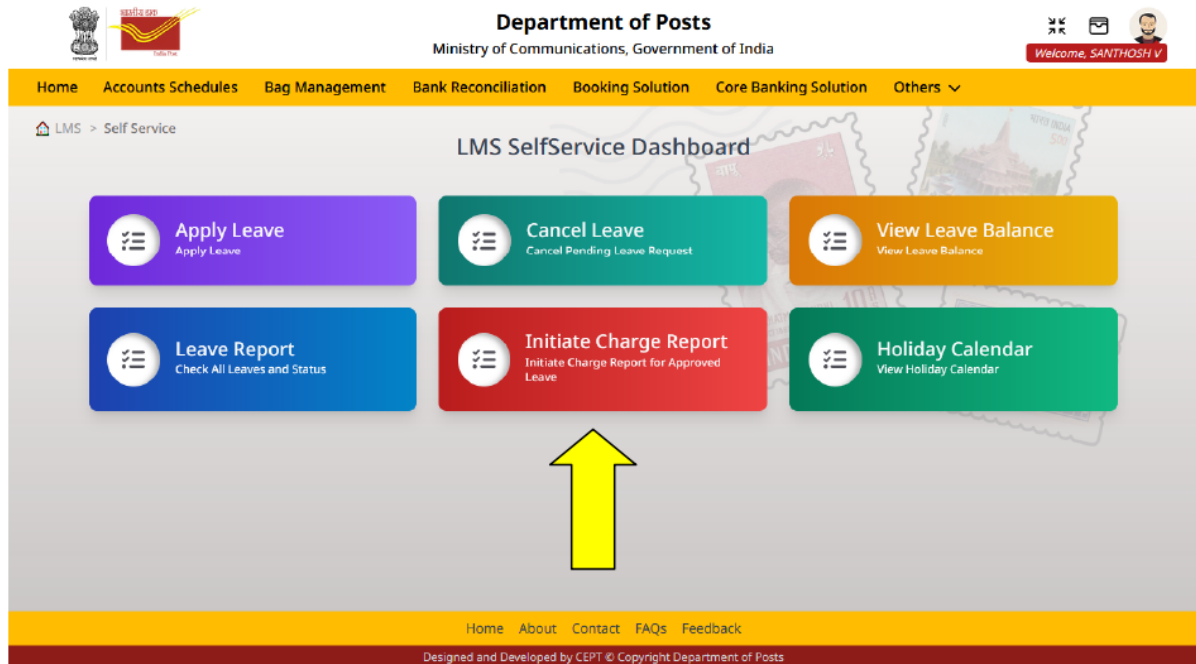
All Leave Report

Unavailed Joining Time Report

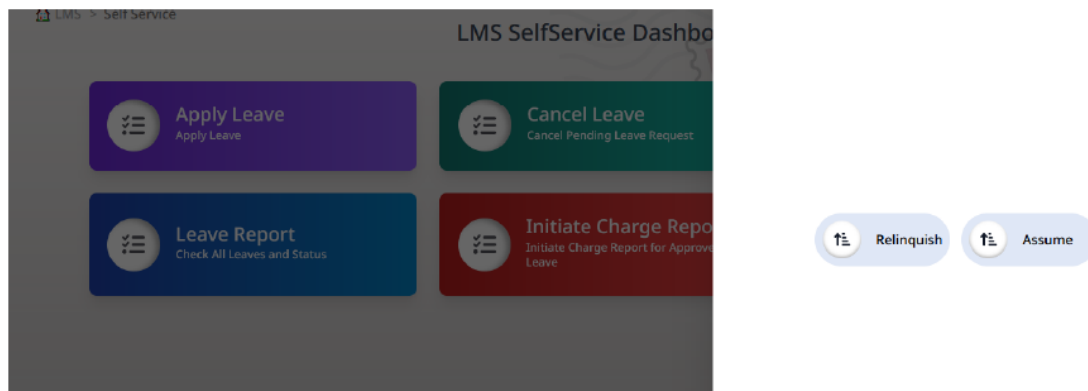
This report pertains to Un-availed joining time for logged – in employee.



2.1.6 Initiate Charge Report



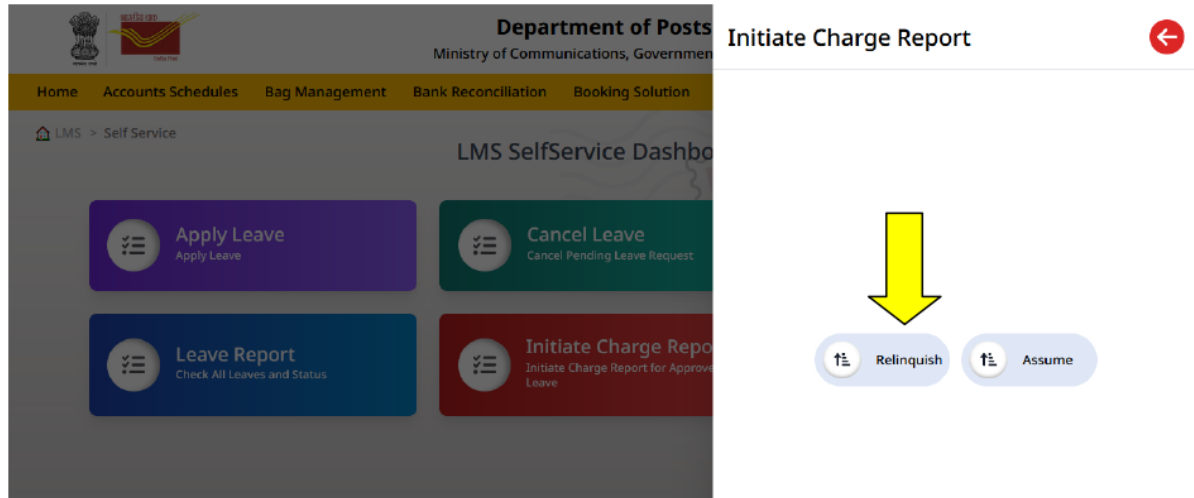
Click on “**Initiate Charge Report**” sub card under “**Leave Management System**” card.



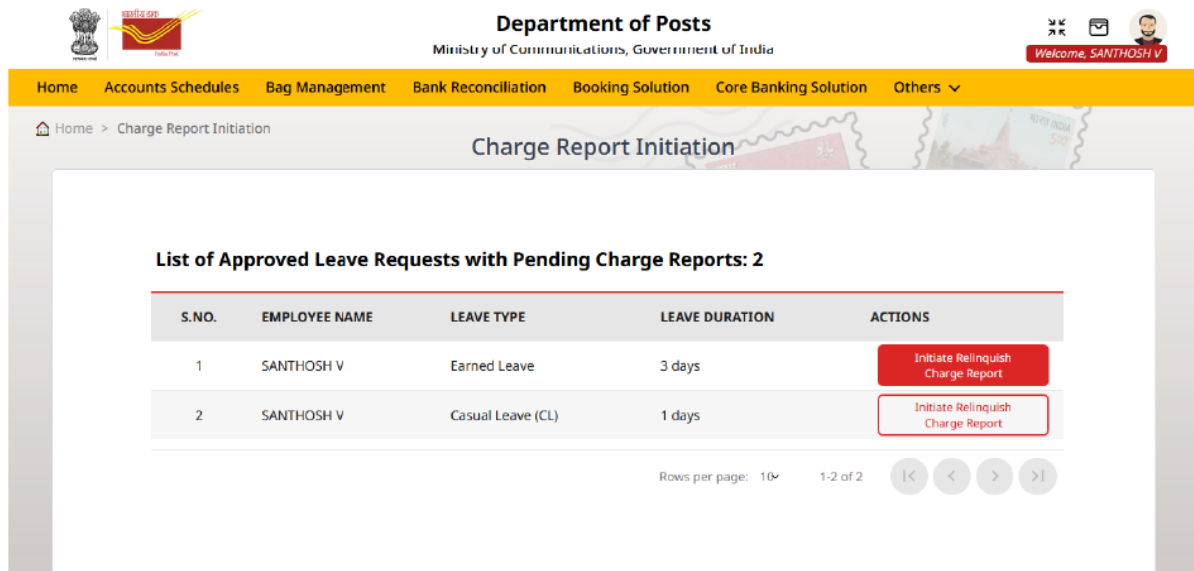
After clicking on “Initiate Charge Report” sub card, two options will appear viz.,

- ➔ Relinquish
- ➔ Assume

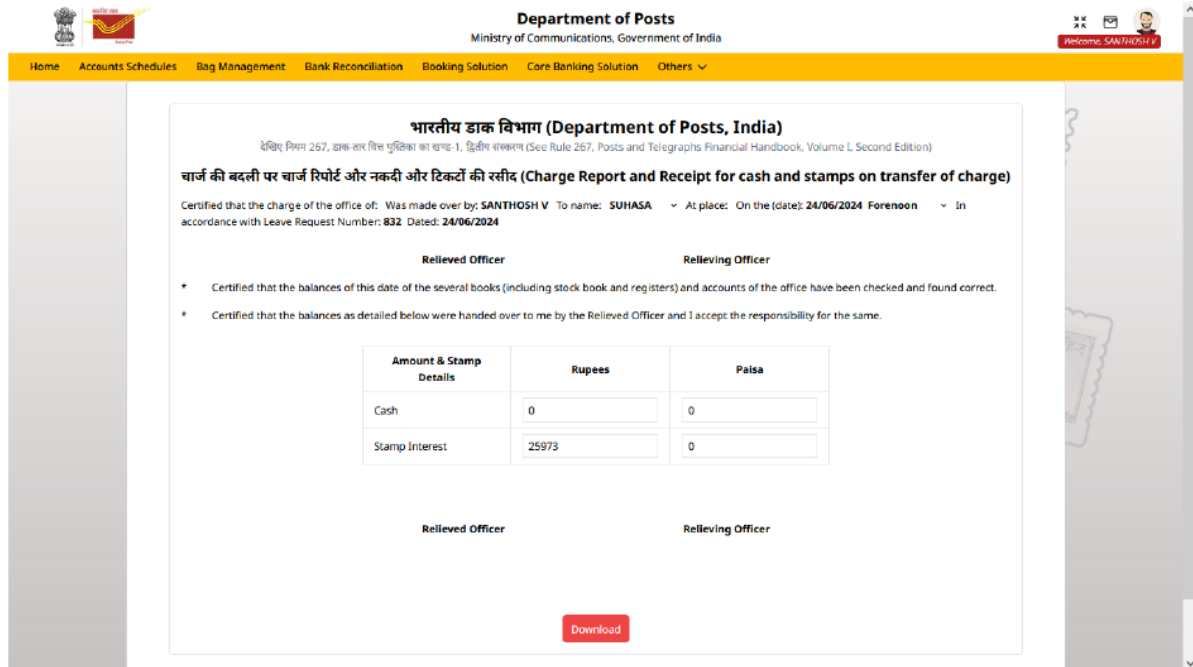
2.1.6.1 Relinquish



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)



Department of Posts
Ministry of Communications, Government of India

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भारतीय डाक विभाग (Department of Posts, India)
देखिए नियम 267, डाक-कार विरुद्ध पुलिस 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

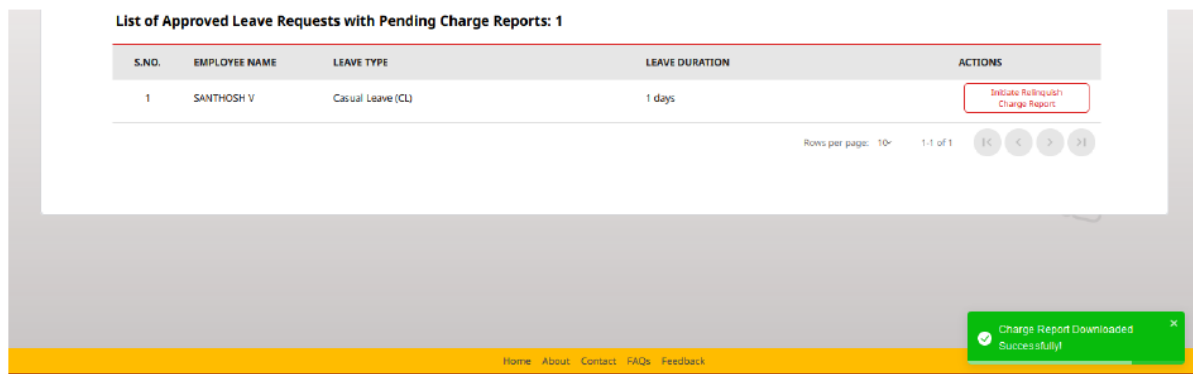
- * Certified that the balances of this date of the several books (including stock book and registers) and accounts of the office have been checked and found correct.
- * Certified that the balances as detailed below were handed over to me by the Relieved Officer and I accept the responsibility for the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



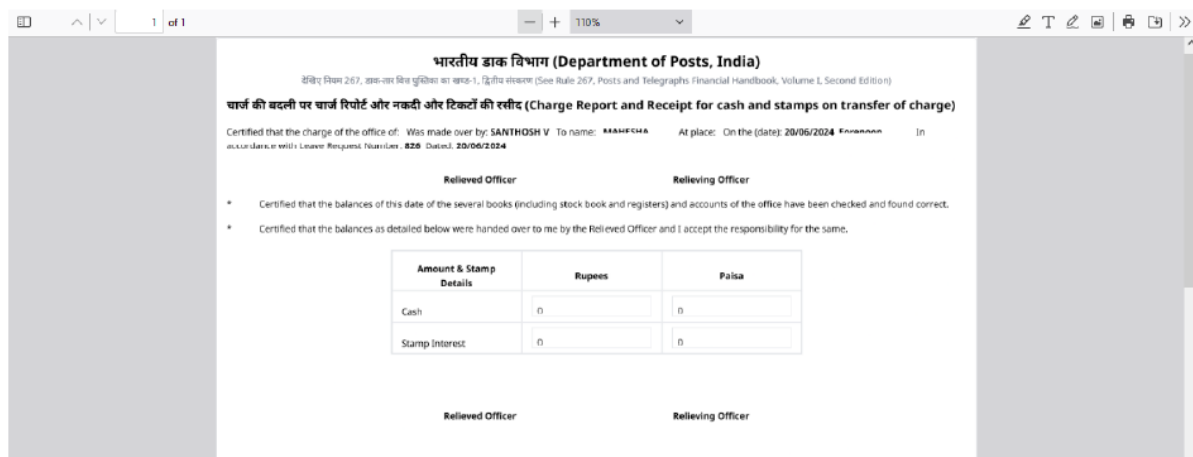
List of Approved Leave Requests with Pending Charge Reports: 1

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)
देखिए नियम 267, डाक-कार विरुद्ध पुलिस 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: **MANJESHA** At place: On the (date): **20/06/2024 Forenoon** In accordance with Leave Request Number: **826** Dated: **20/06/2024**

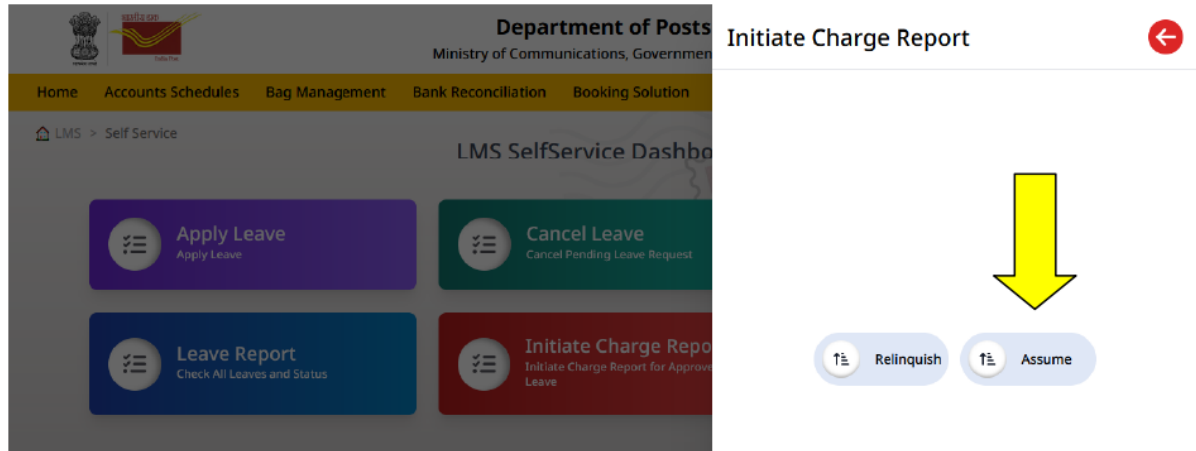
Relieved Officer Relieving Officer

- * 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.

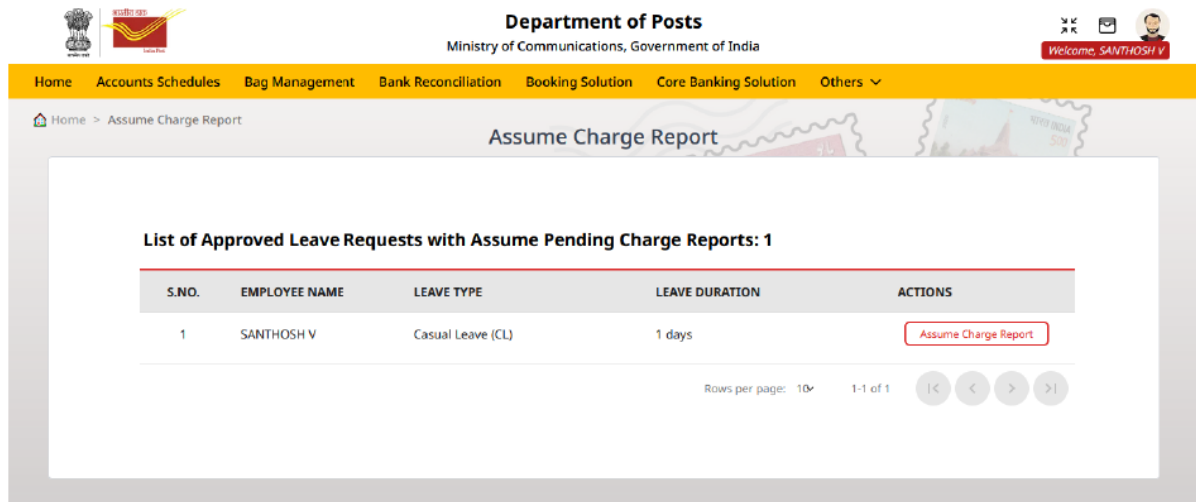
Amount & Stamp Details	Rupees	Paisa
Cash	0	0
Stamp Interest	0	0

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)

भारतीय डाक विभाग (Department of Posts, India)
देविर् नियम 267, डाक-नार विच पुस्तिका का ब्याक-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

चारज 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)
देविर् नियम 267, डाक-नार विच पुस्तिका का ब्याक-1, द्वितीय संस्करण (See Rule 267, Posts and Telegraphs Financial Handbook, Volume I, Second Edition)

चारज 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: **SHAMKA** At place: On the (date): **24/06/2024 Forenoon** In accordance with Leave Request Number: **832** Dated: **24/06/2024**

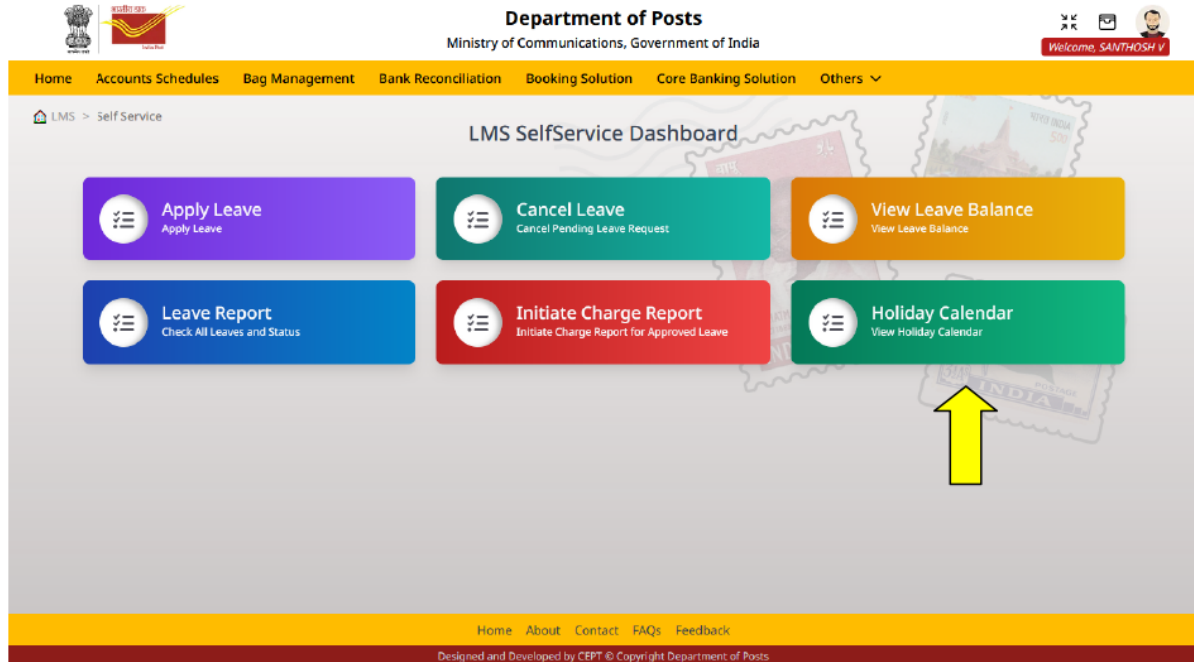
Relieved Officer **Relieving Officer**

- * 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.

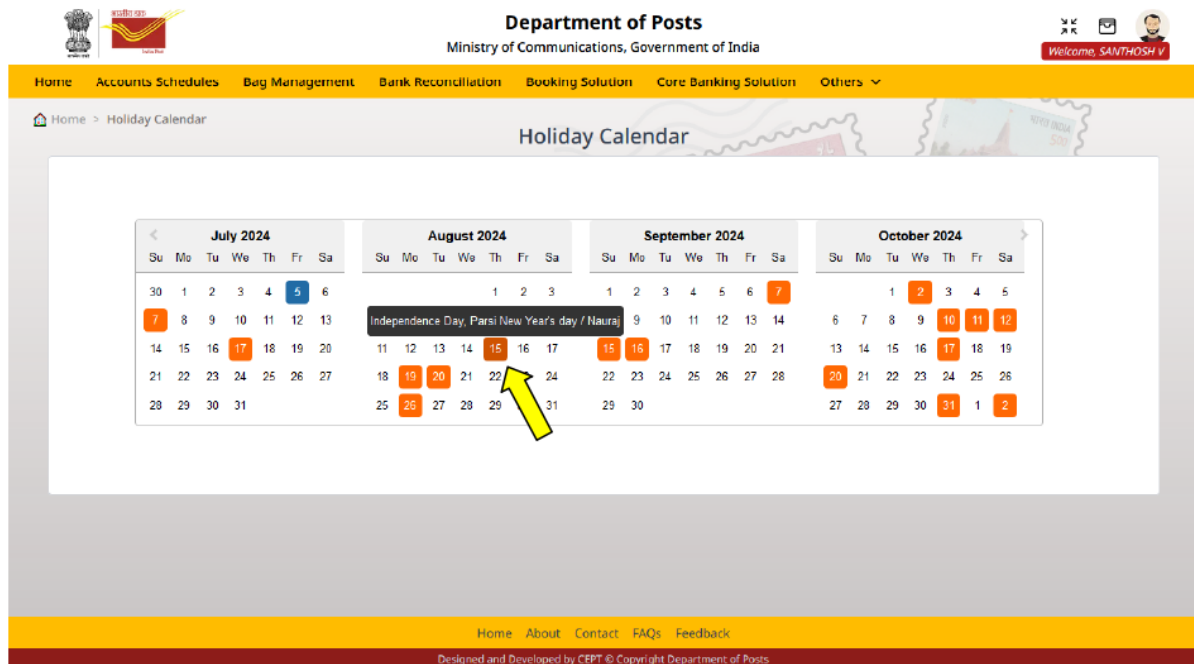
Amount & Stamp Details	Rupees	Paisa
Cash	0	0
Stamp Interest	25973	0

Relieved Officer **Relieving Officer**

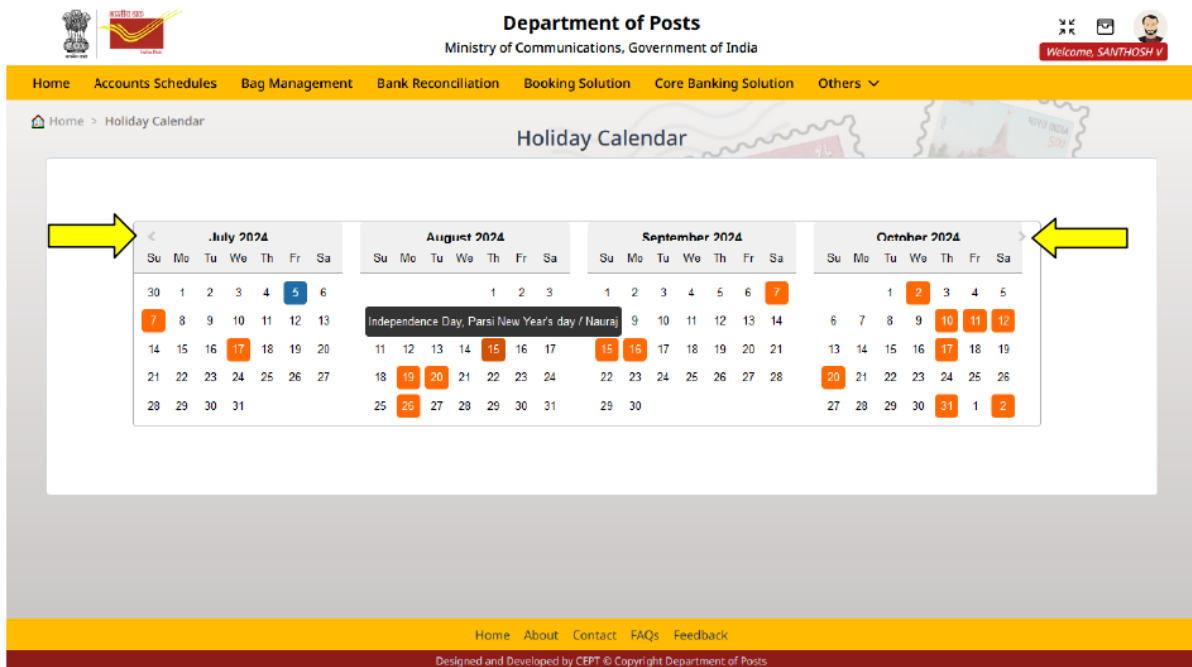
2.1.7 Holiday Calendar



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

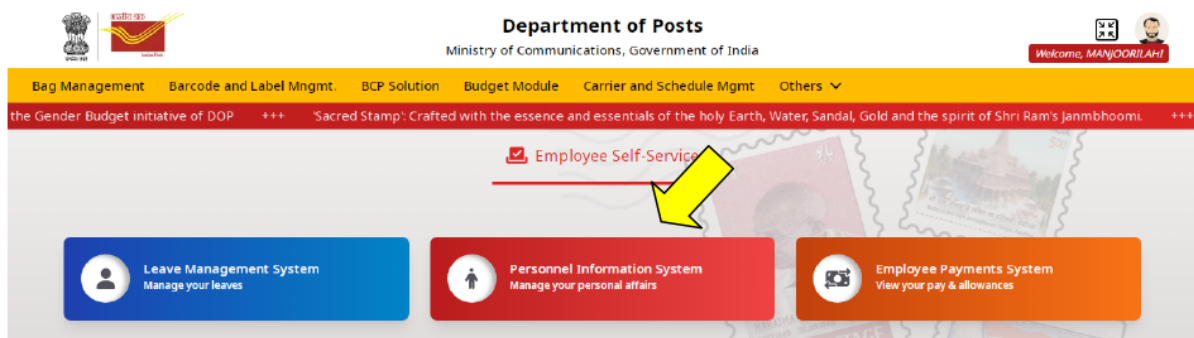


After clicking on “**Holiday Calendar**” sub card, the above page will appear as shown above. All Closed Holidays are shown in Orange coloured and Restricted Holidays are shown in Blue coloured. When you hover the mouse pointer over any of these Blue or Orange coloured dates, the holiday description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

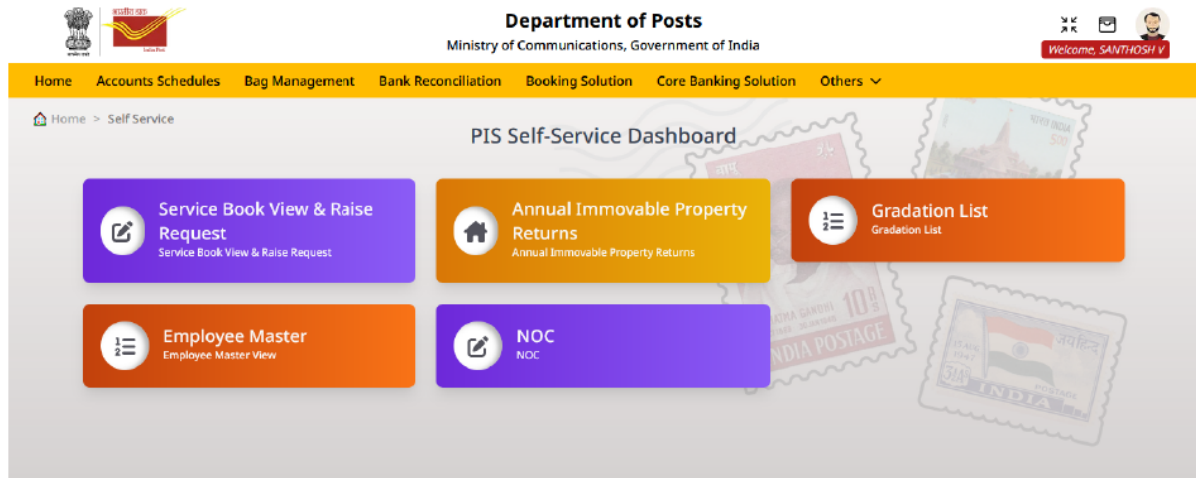


By default, four (4) month-wise calendars starting from the current month will be displayed. Users can navigate forward and backward through the calendars by clicking the <or> icons.

2.2 Personal Information System



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

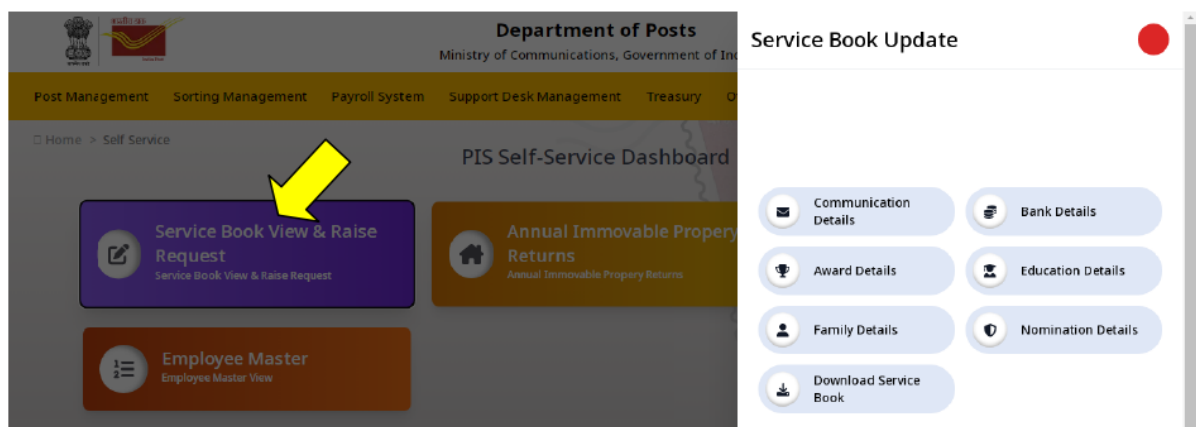


After clicking on “**Personal Information System**” card, the page shown above will appear with the following 5 sub cards.

- ➔ 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.

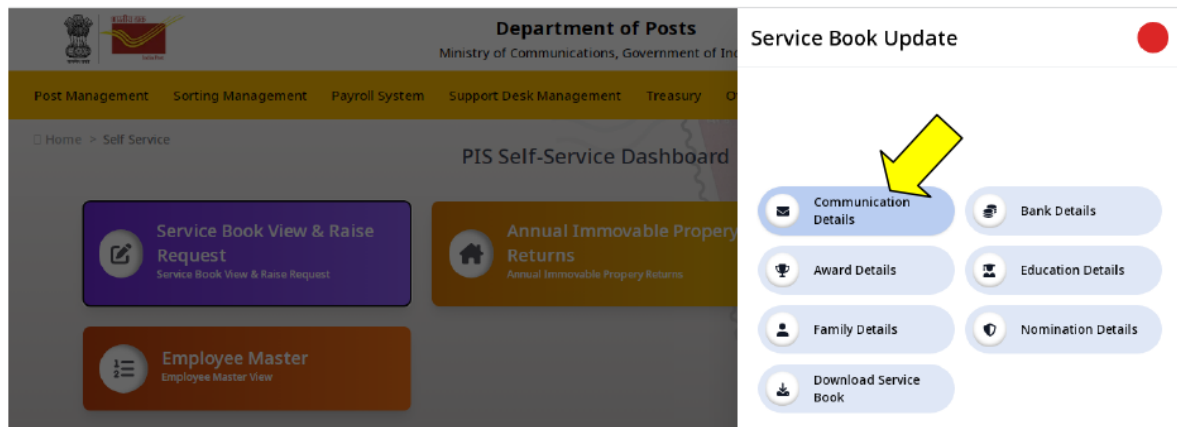


On clicking on “Service Book View & Raise Request”, following 7 options appear on screen right panel of the screen viz.

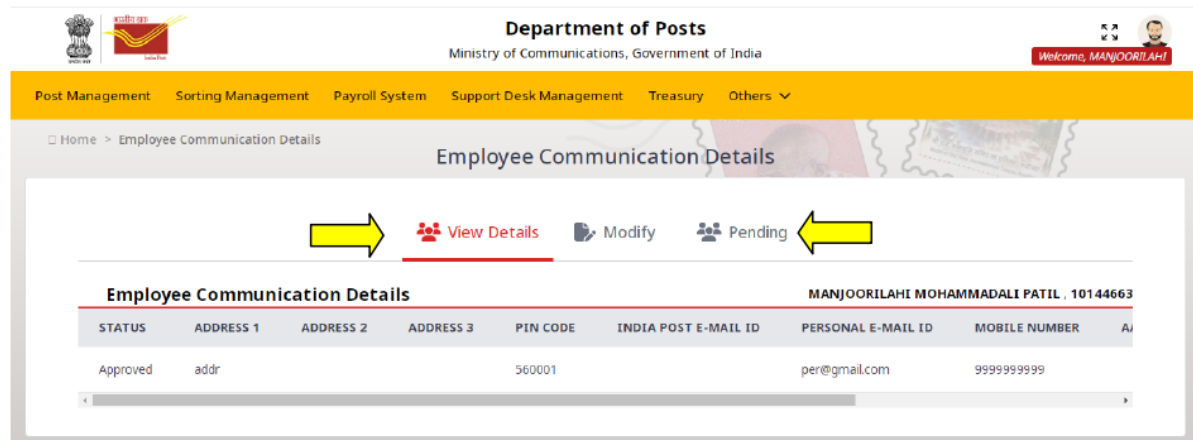
- ➔ Communication Details
- ➔ Bank Details
- ➔ Award Details

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

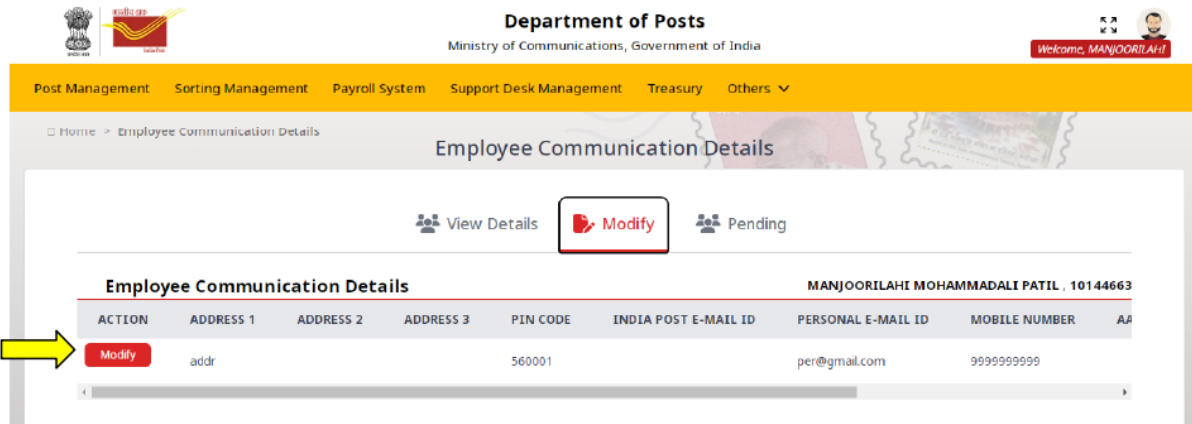
2.2.1.1 Communication Details



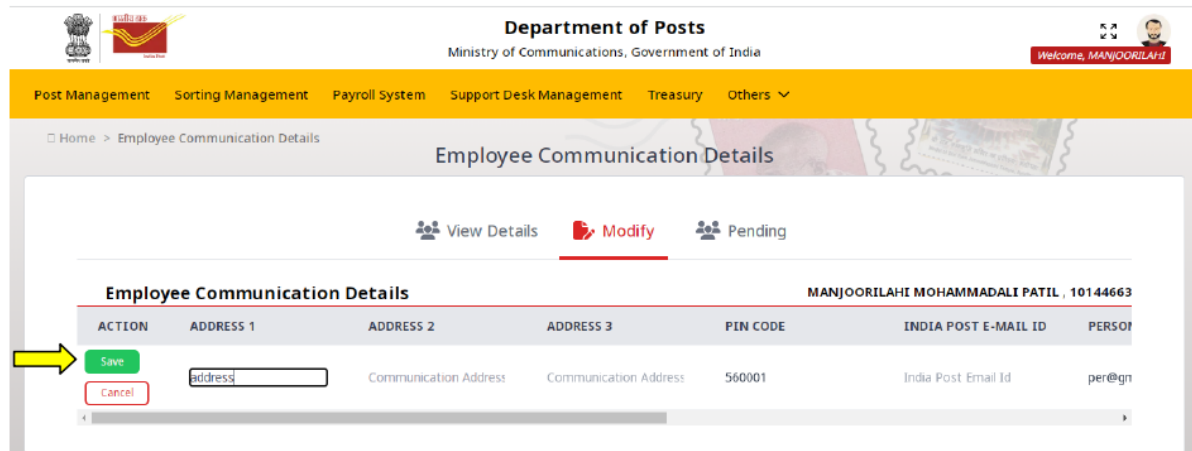
Click on **“Communication Details”** option available in **“Service Book View & Raise Request”** sub card.



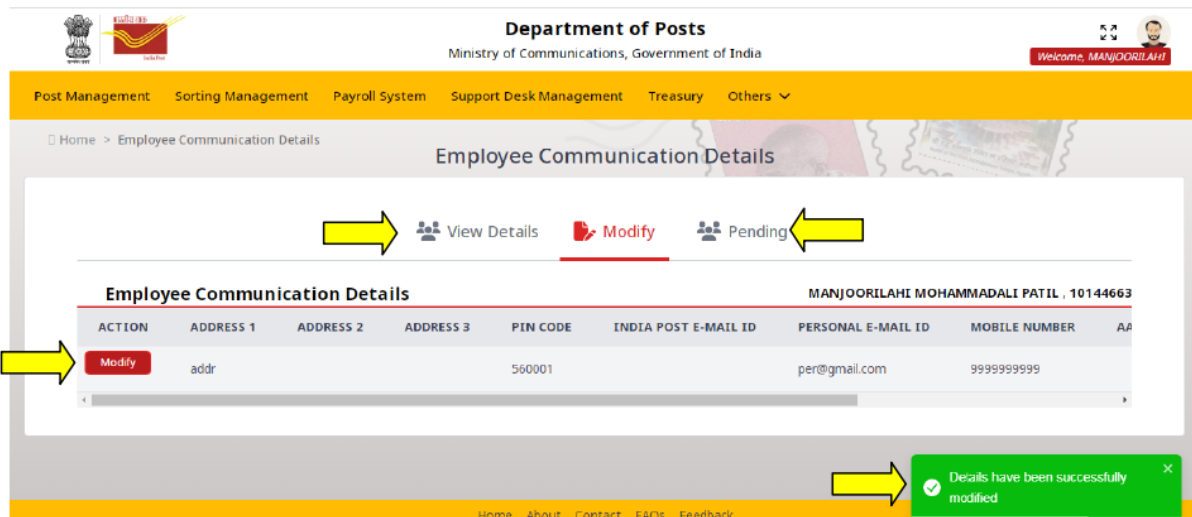
When clicking on **“Communication Details”** option, the employee communication details page will open with 3 tabs viz., View Details, Modify, and Pending. By default, the ‘View Details’ tab will be shown containing the employee’s communication details such as Address, e-mail IDs (personal and official,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

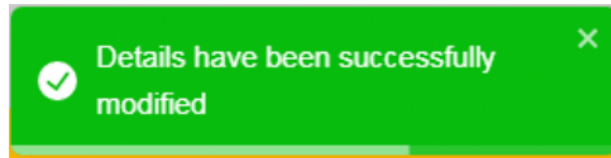


After clicking on the 'Modify' tab, the 'View Details' tab information will be shown with a **Modify** button. Click on the **Modify** button.



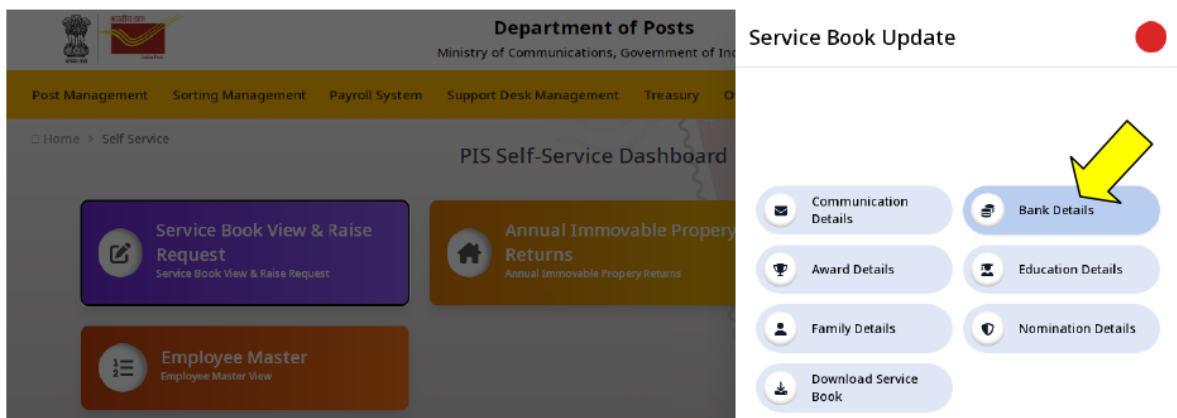
After clicking on **Modify** button, all fields will become editable, with a **Save** button. The employee can make necessary changes in the required fields then click on **Save** button.





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

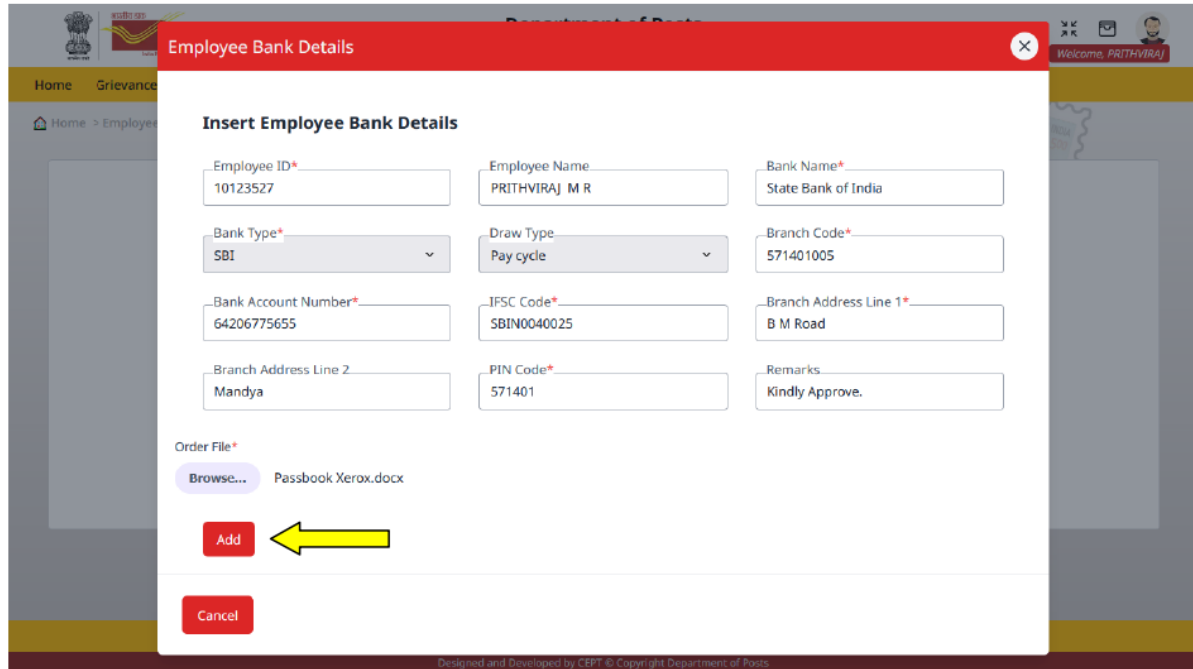
2.2.1.2 Bank Details



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.



Employee Bank Details

Home > Employee

Insert 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.

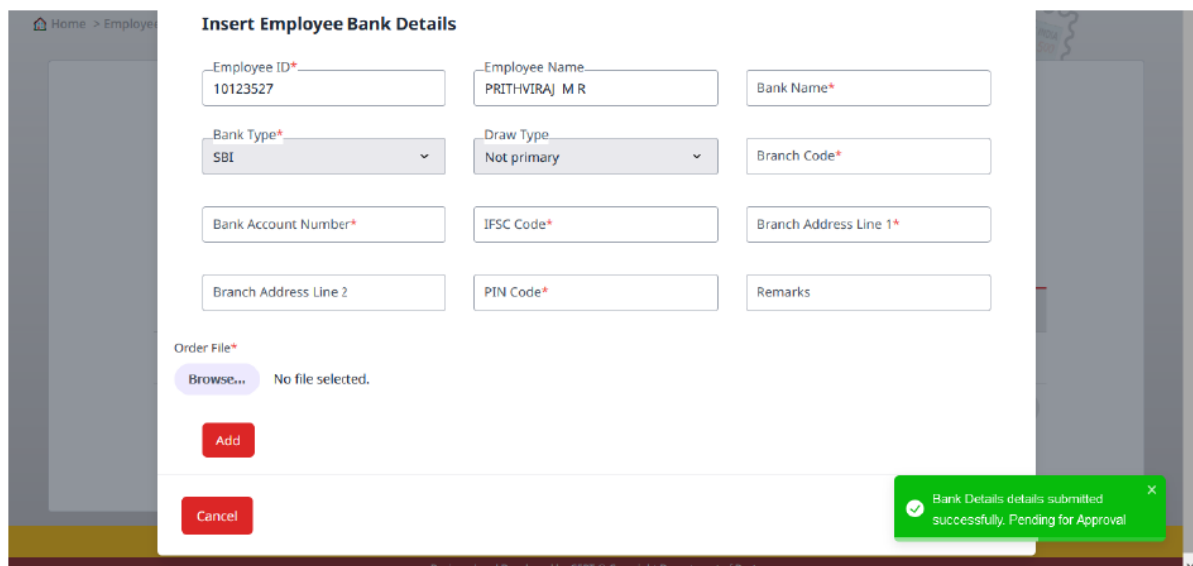
Order File*
Browse... Passbook Xerox.docx

Add ←

Cancel

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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.



Employee Bank Details

Home > Employee

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.

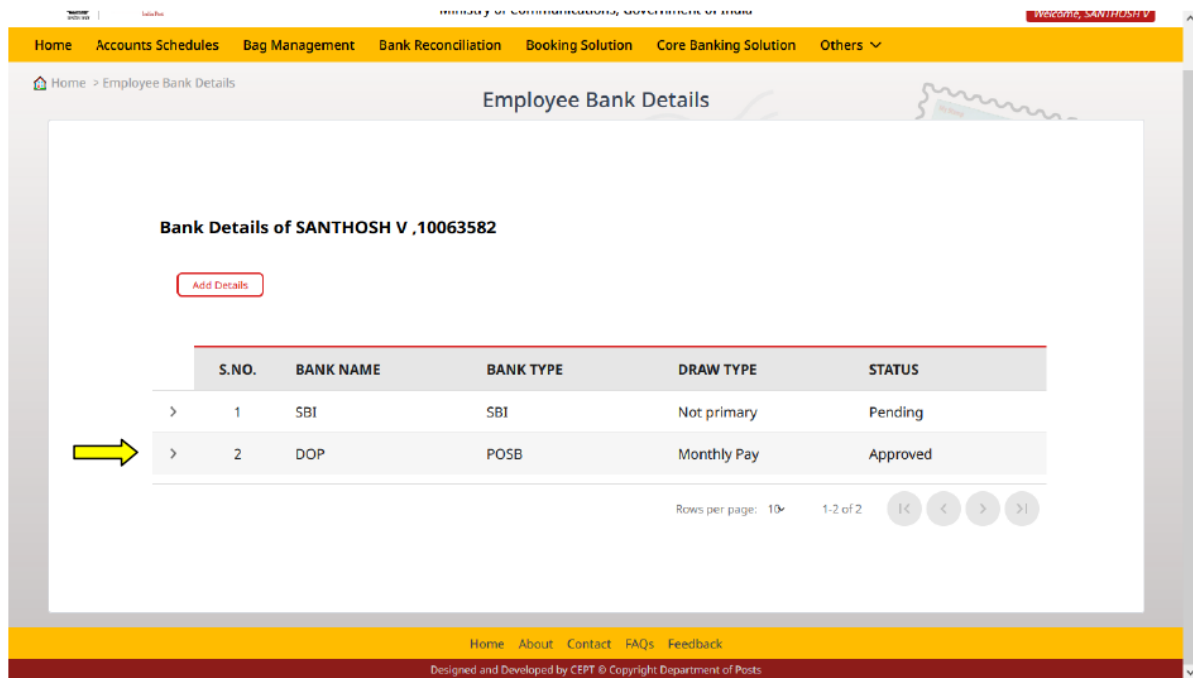
Add

Cancel

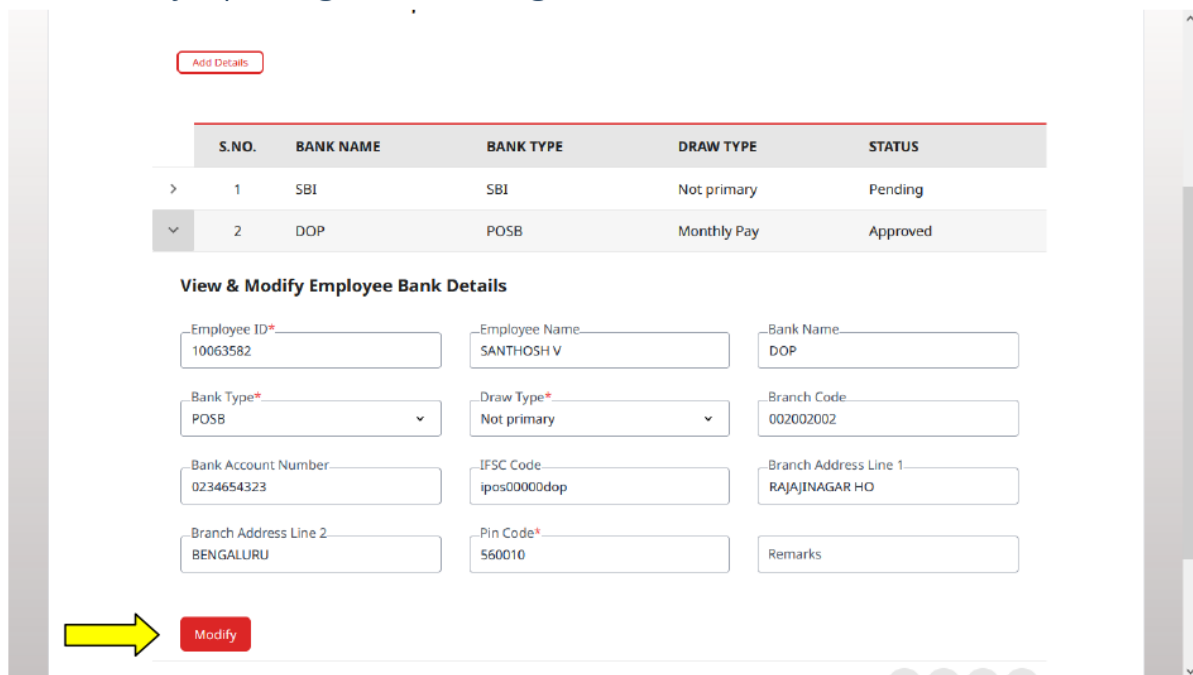
Bank Details details submitted successfully. Pending for Approval

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



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.



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

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

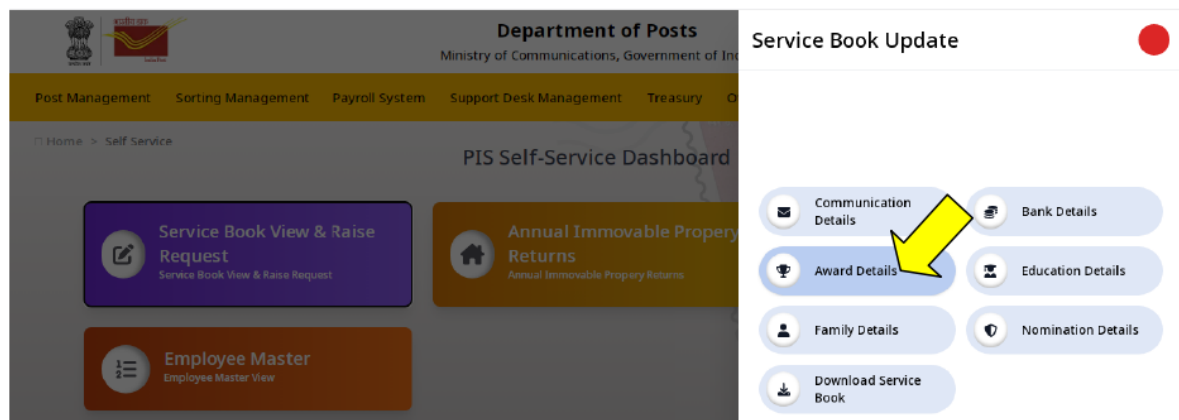
S.NO.	MODIFIED FIELD NAME	MODIFIED FIELD VALUE
1	ifsc_code	IPOS0000DOP

Rows per page: 10 1-1 of 1

✓ Data modified successfully. Pending for Approval

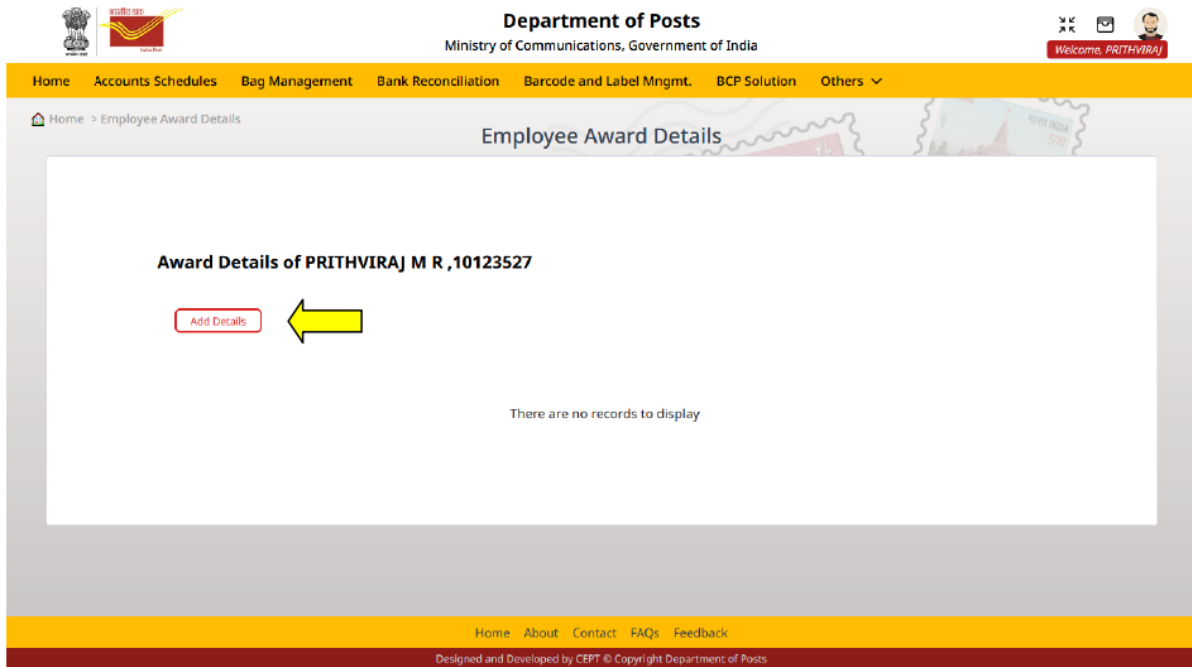
Modify the details you wish to change and click the **Save** button. A **“Data modified successfully”** message will appear in the bottom right corner of the screen.

2.2.1.3 Award Details

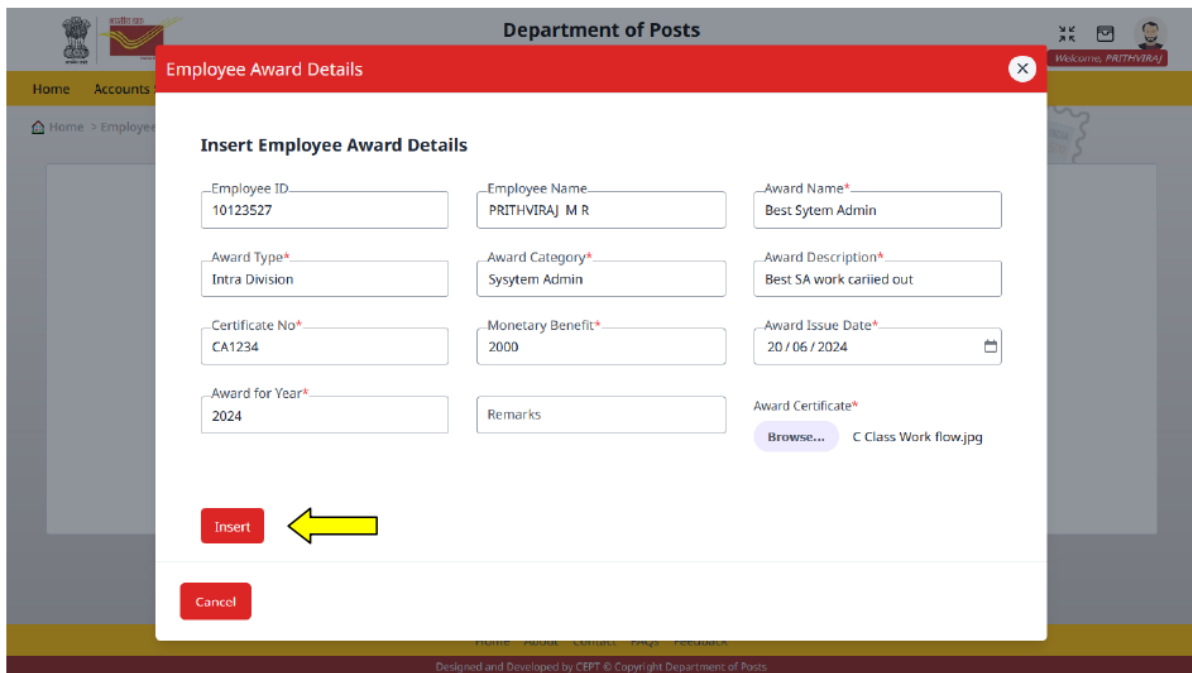


The screenshot shows the 'PIS Self-Service Dashboard' with a 'Service Book Update' notification. Under the 'Service Book View & Raise Request' sub-card, the 'Award Details' option is highlighted with a yellow arrow. Other options include Communication Details, Bank Details, Education Details, Family Details, Nomination Details, and Download Service Book.

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



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.

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.

✔ 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.

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	

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.

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* Employee Name Award Name

Award Type Award Category Award Description

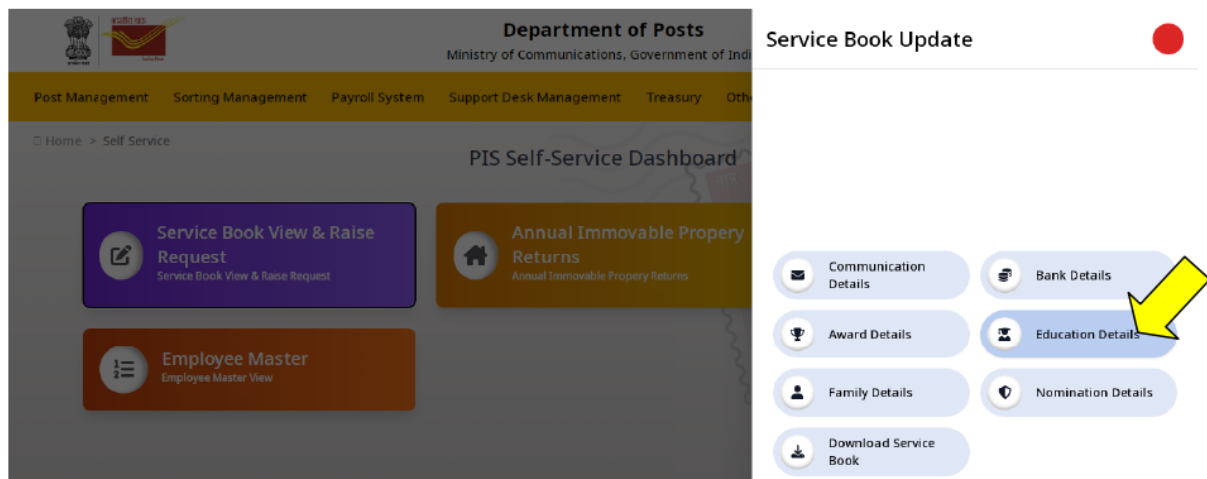
Certificate No Monetary Benefit Award Issue Date

Award for Year Remarks Award Certificate* No file selected.

Rows per page: 10 1-2 of 2

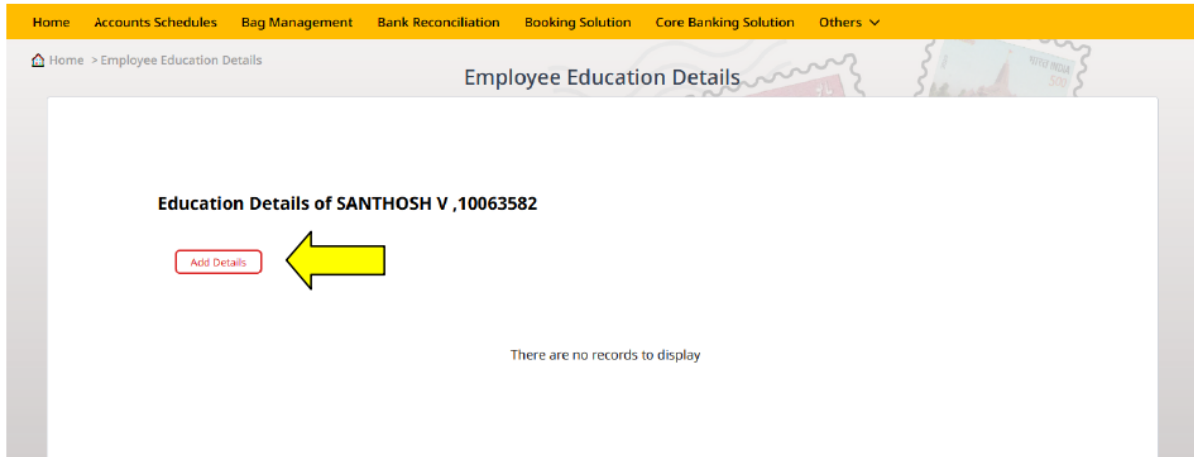
After clicking the **Modify** button, the fields will become editable. Modify the required fields and click on **save** button.

2.2.1.4 Education Details

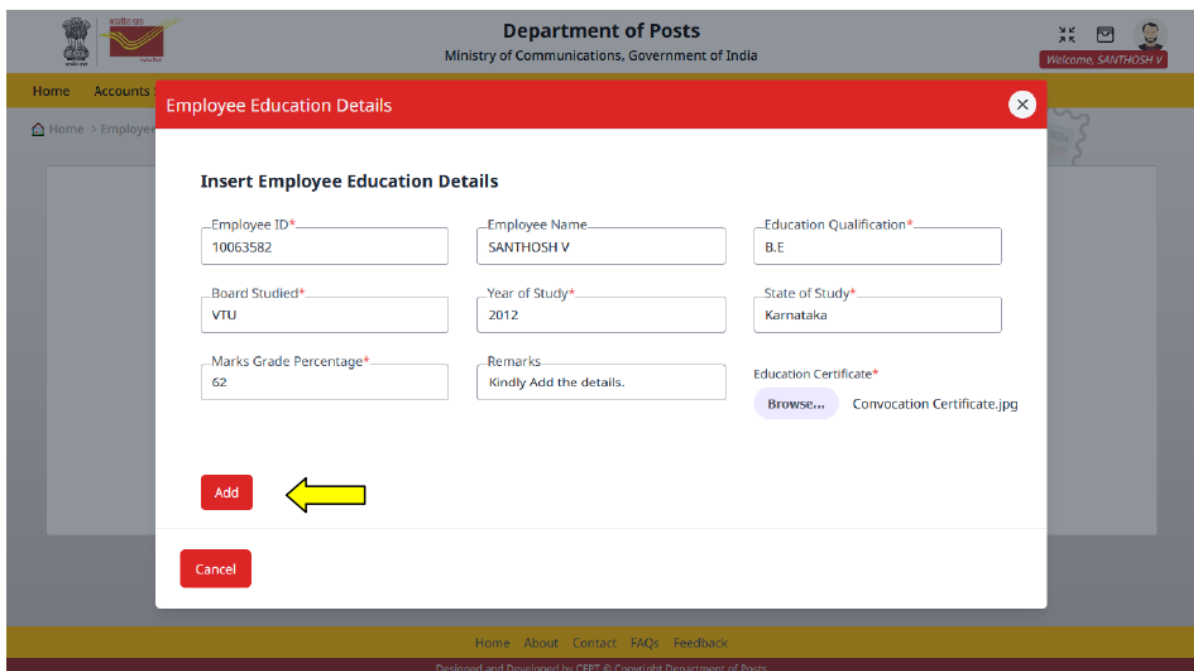


The screenshot shows the 'PIS Self-Service Dashboard' with several sub-cards. The 'Service Book View & Raise Request' sub-card is highlighted, and within it, the 'Education Details' option is pointed to by a yellow arrow. Other options visible include 'Communication Details', 'Bank Details', 'Award Details', 'Family Details', 'Nomination Details', and 'Download Service Book'.

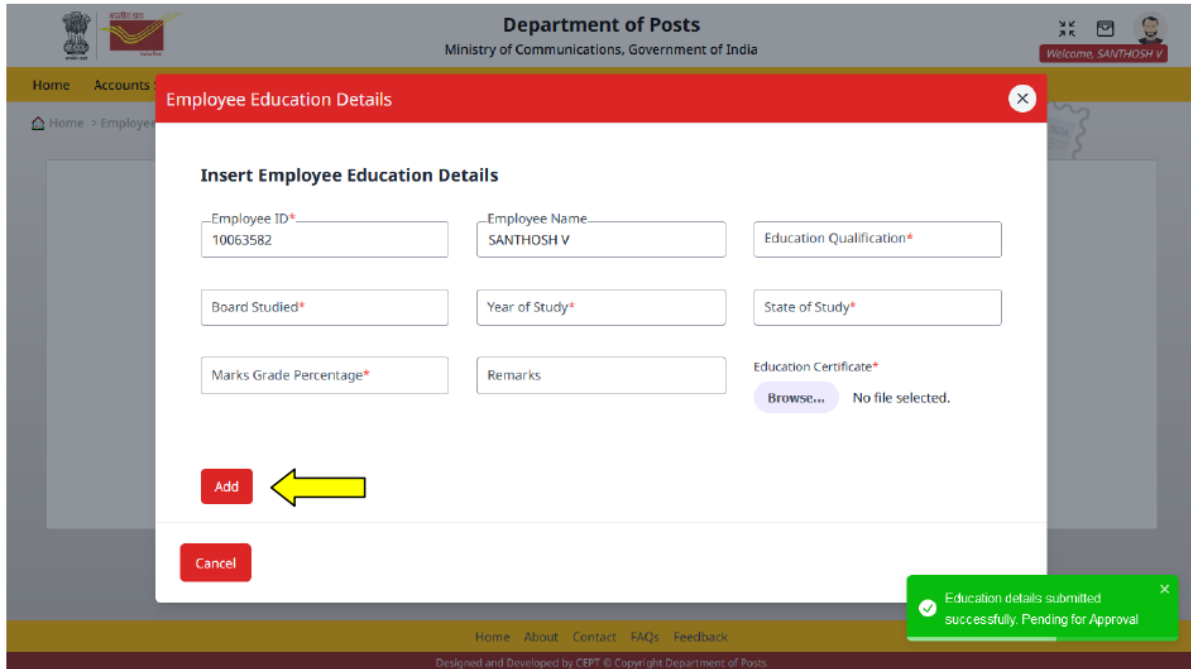
Click on “**Education Details**” option under “**Service Book View & Raise Request**” sub card.



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.



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.

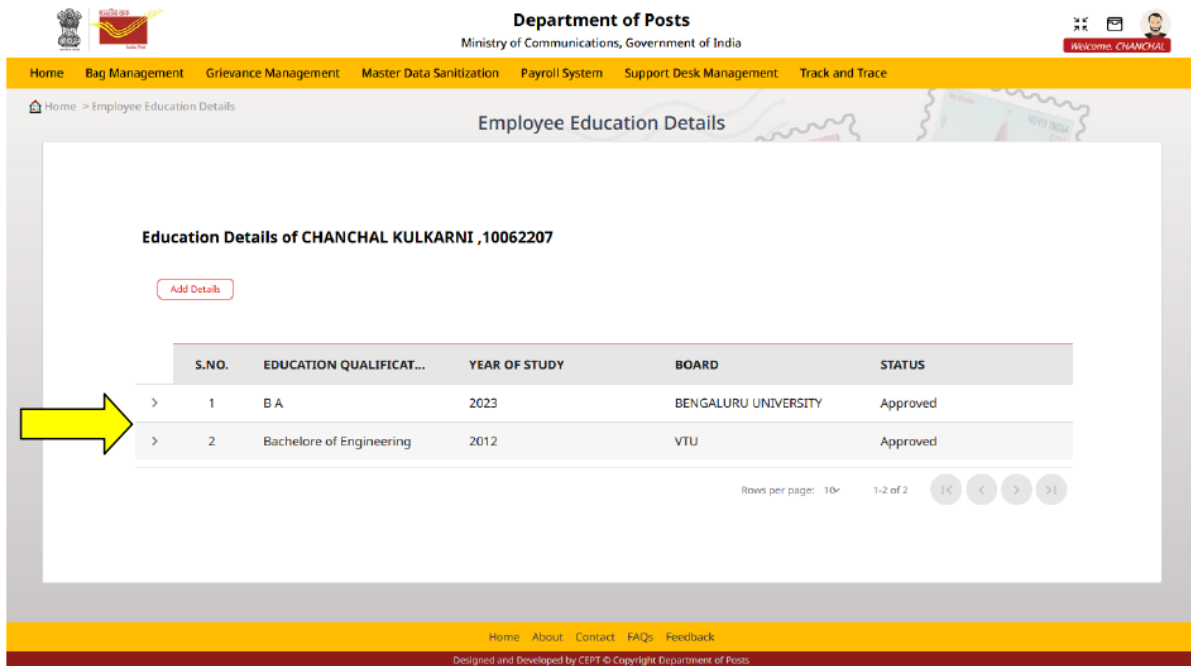
Add 

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	BA	2023	BENGALURU UNIVERSITY	Approved
> 2	Bachelore of Engineering	2012	VTU	Approved

Rows per page: 10 1-2 of 2

Home About Contact FAQs Feedback
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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.

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*
10062207

Employee Name
CHANCHAL KULKARNI

Education Qualification
Bachelore of Engineering

Board Studied
VTU

Year of Study
2012

State of Study
Karnataka

Marks Grade Percentage
62

Remarks

Modify ←

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*
10062207

Employee Name
CHANCHAL KULKARNI

Education Qualification
Bachelore of Engineering

Board Studied
VTU

Year of Study
2012

State of Study
Karnataka

Marks Grade Percentage
62

Remarks

Education Certificate*
Browse... No file selected.

Save **Cancel**

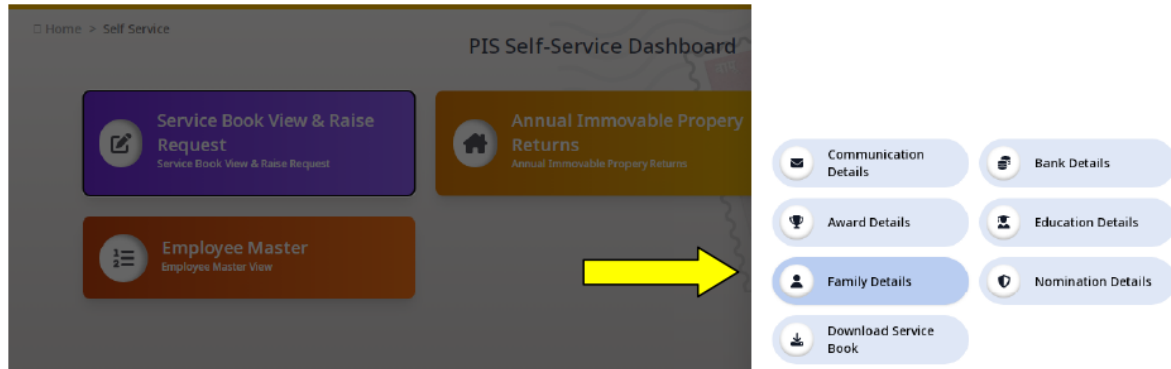
Rows per page: 10 1-2 of 2

Data modified successfully. Pending for Approval

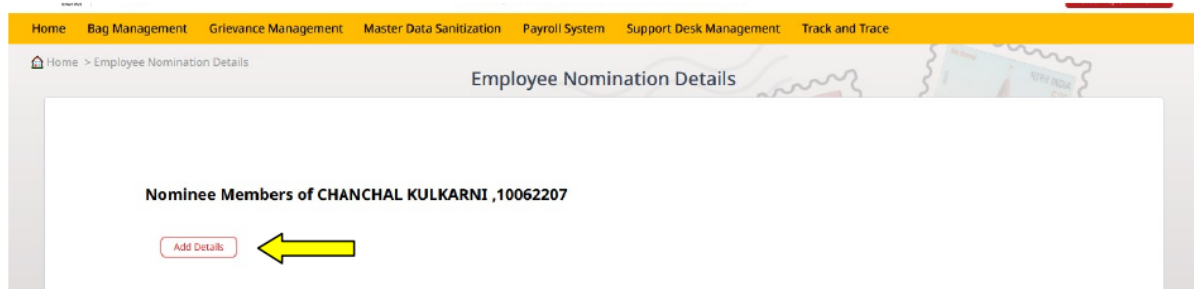
Data modified successfully. Pending for Approval

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

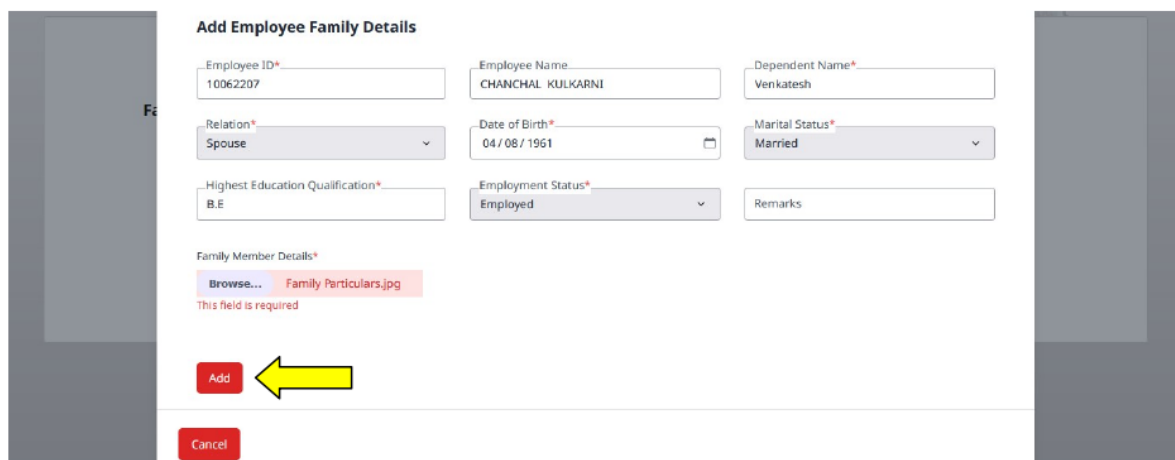
2.2.1.5 Family Details



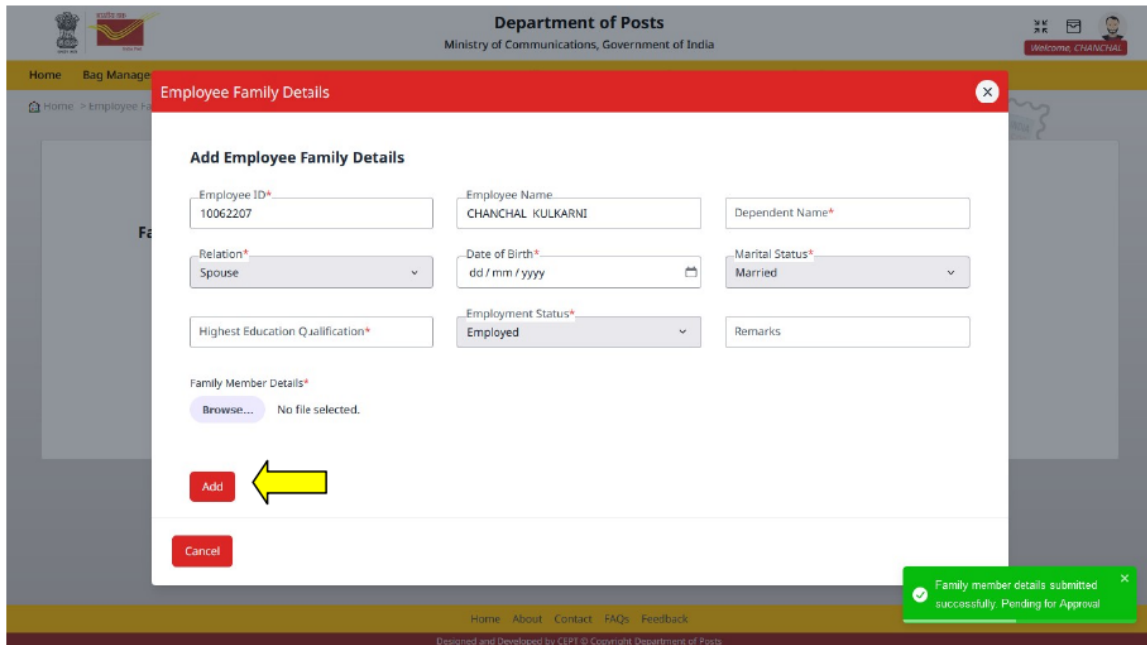
Click on “**Family Details**” option under “**Service Book View & Raise Request**” sub card.



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.



Department of Posts
Ministry of Communications, Government of India

Welcome, CHANCHAL

Employee Family Details

Add Employee Family Details

Employee ID*: 10062207 Employee Name: CHANCHAL KULKARNI Dependent Name*:
 Relation*: Spouse Date of Birth*: dd / mm / yyyy Marital Status*: Married
 Highest Education Qualification*: Employment Status*: Employed Remarks:
 Family Member Details*:
 Browse... No file selected.

Add Cancel

Family member details submitted successfully. Pending for Approval

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

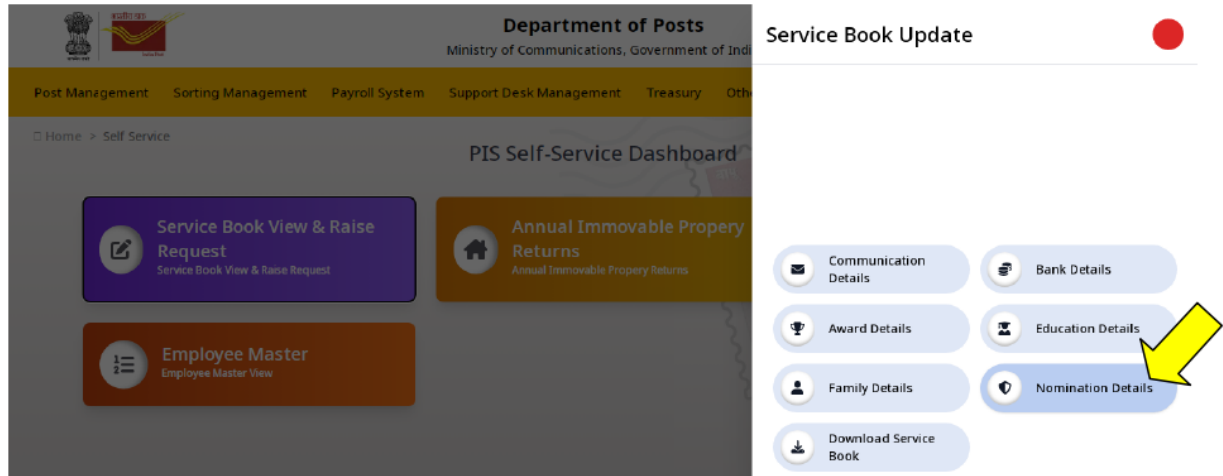
View & Modify Employee Family Details

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:

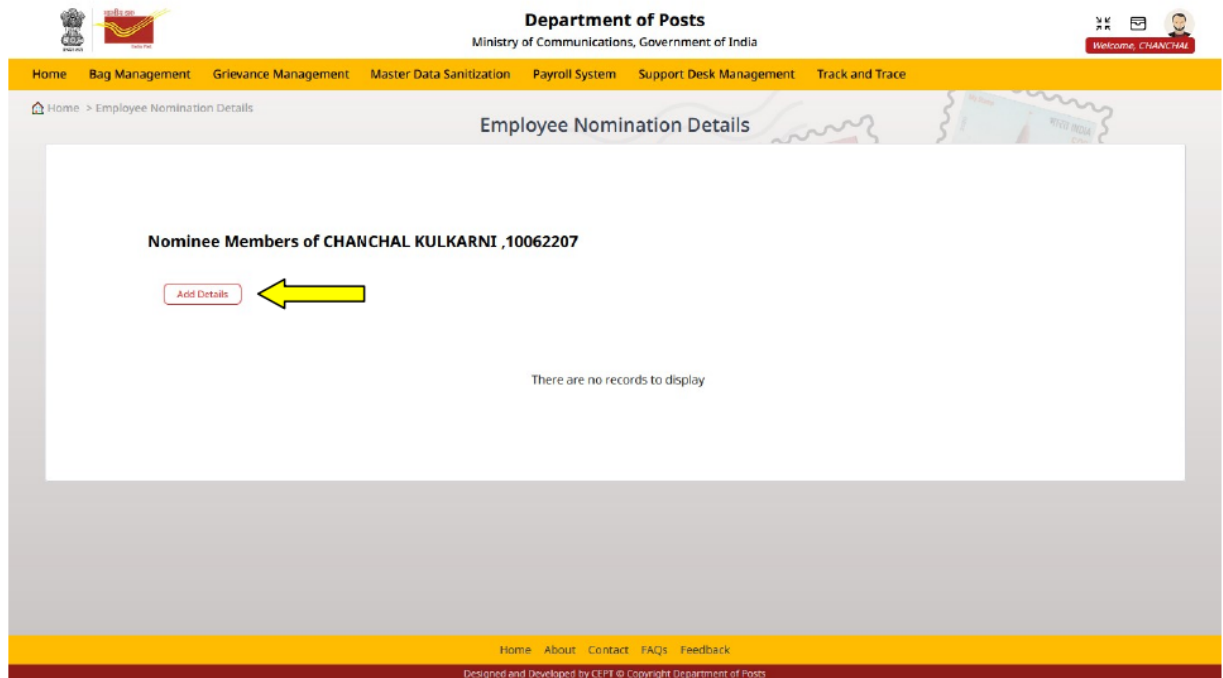
Rows per page: 10 1-1 of 1

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.

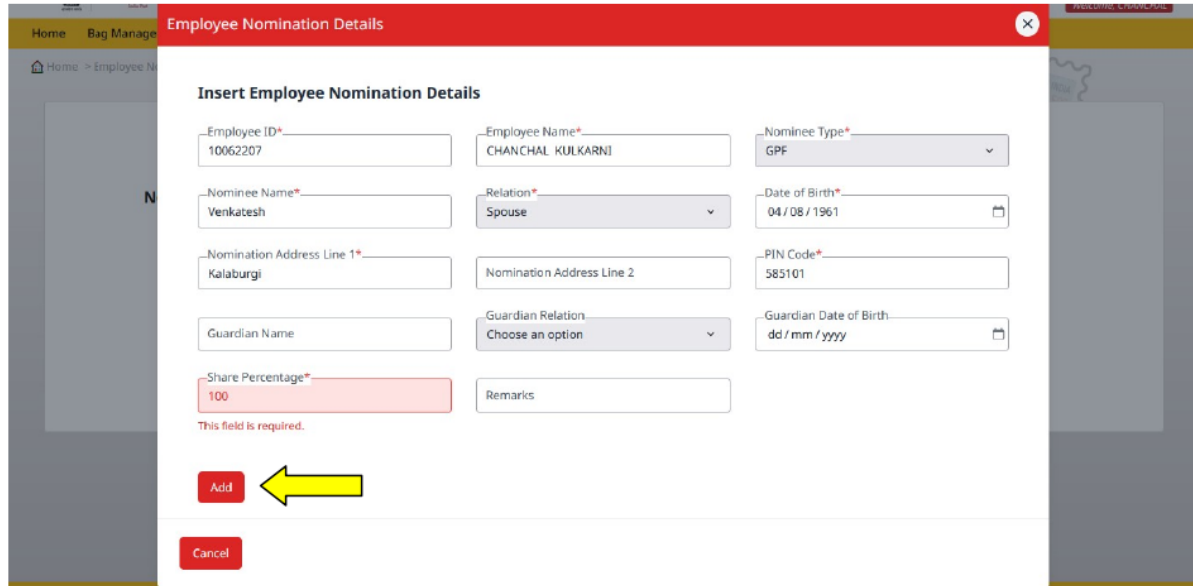
2.2.1.6 Nomination Details



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.



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

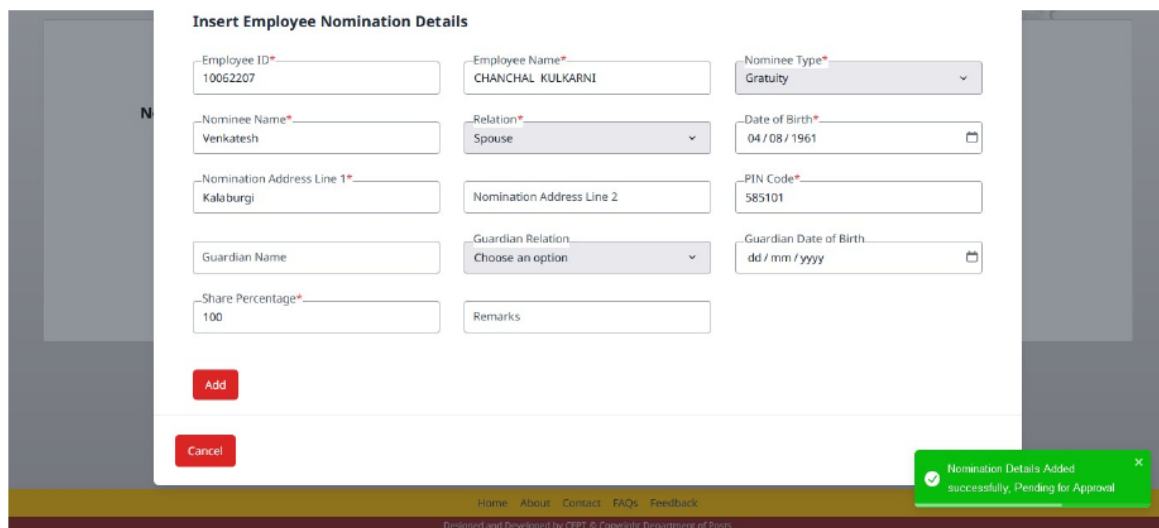
Remarks

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.

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:

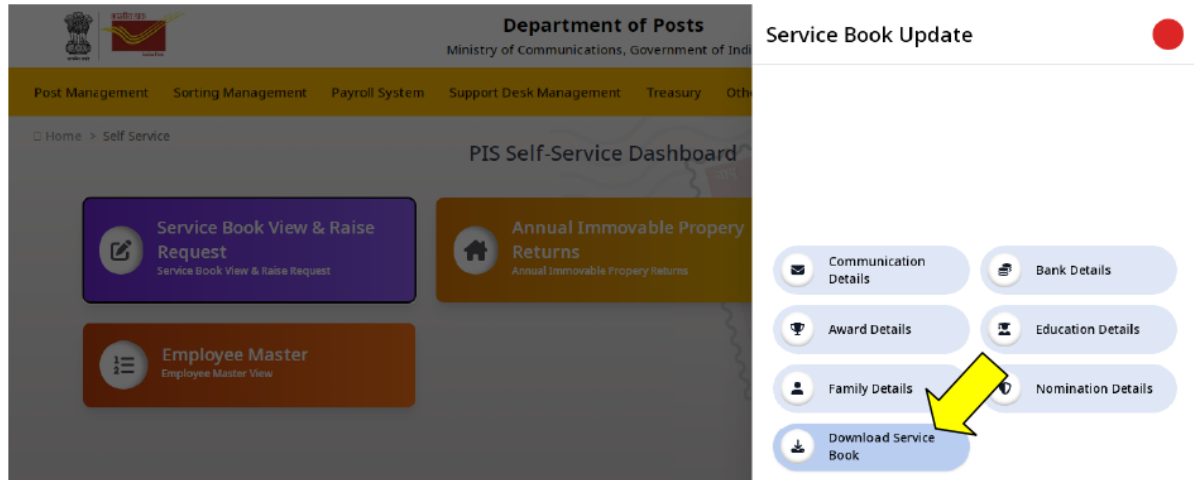
Order File*: **Browse...** No file selected.

Save **Cancel**

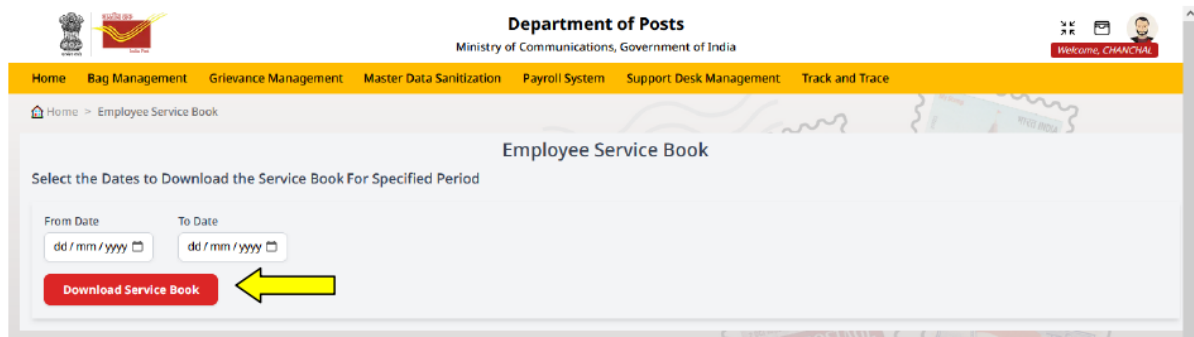
Data modified successfully. Pending for Approval

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

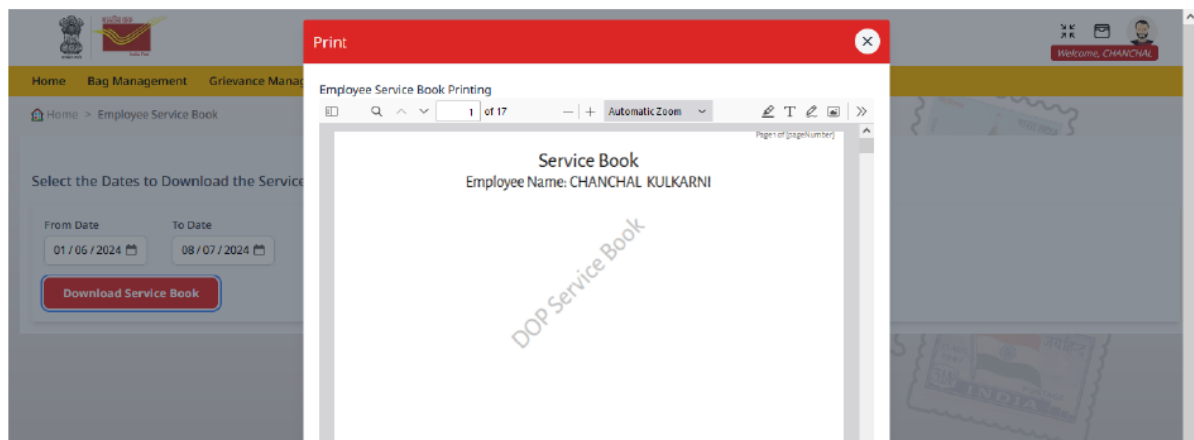
2.2.1.7 Download Service Book

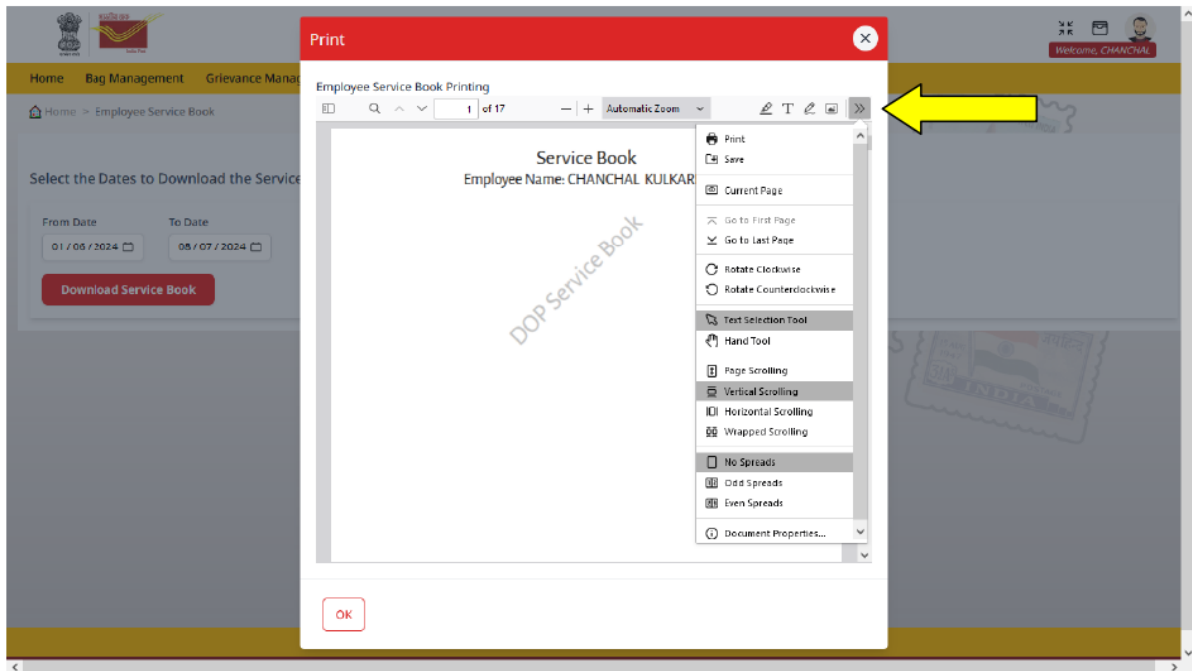


Click on “**Download Service Book**” option under “**Service Book View & Raise Request**” sub card.



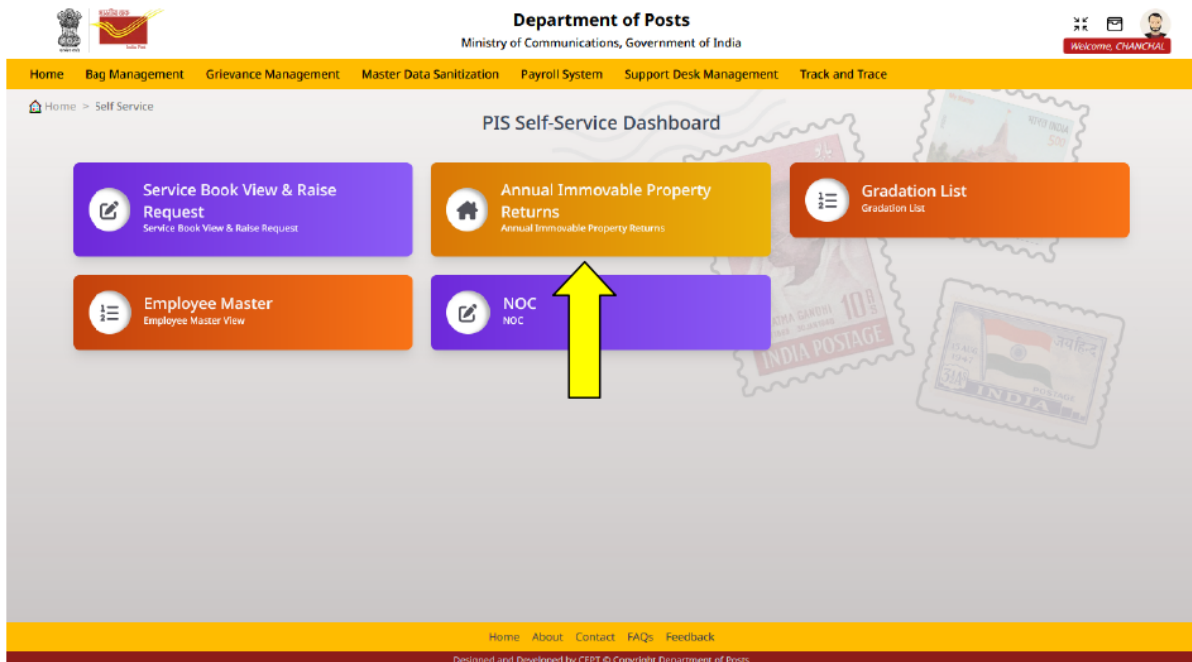
After clicking on “**Download Service Book**” option, page as shown above will appear provision of “**Download Service Book**” button is made available for the specified date. Select the From date and To date and Click on **Download Service Book** button.





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.

+ 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/ acquirement/ 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
Select Year	Type property location address here..	Type property details	Type construction or purchase cost	Select Year	Property Value is..	Property details is..	Property holder name..	Relation with the property holder..	Acquisition method..
Select Year	Type property location address here..	Type property details	Type construction or purchase cost	Select Year	Property Value is..	Property details is..	Property holder name..	Relation with the property holder..	Acquisition method..

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.

+ 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:

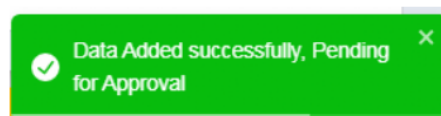
Please select the checkbox if there is no immovable property returns for the year 2024

Submit

✓ Data Added successfully, Pending for Approval ✕

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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.

Annual Immovable Property Statement

+ [File New AI PR](#) [View AI PR](#)

Annual Immovable Property Returns (AI PR)

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/ acquirement 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	
2024 ▼	<input type="text" value="Kalburai"/>	House	1500000	2023 ▼	150000	800	Kulkarni	Father	Gifted	2024 ▼	50000	Add 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:

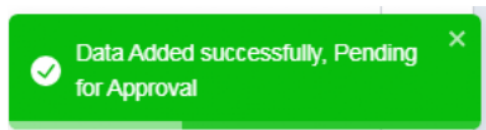
Please select the checkbox if there is no immovable property returns for the year 2024 ▼

Statement Year *	Name of the District, Subdivision, Taluk, and Village in which the property is situated *	Property Type (House, Plot etc.) *	Cost of construction/ acquirement 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
2024 ▼	<input type="text" value="Kalburai"/>	House	1500000	2023 ▼	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.

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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
10082207	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: 10082207
Employee Name: CHANCHAL KULKARNI
Employee Cadre: Group C

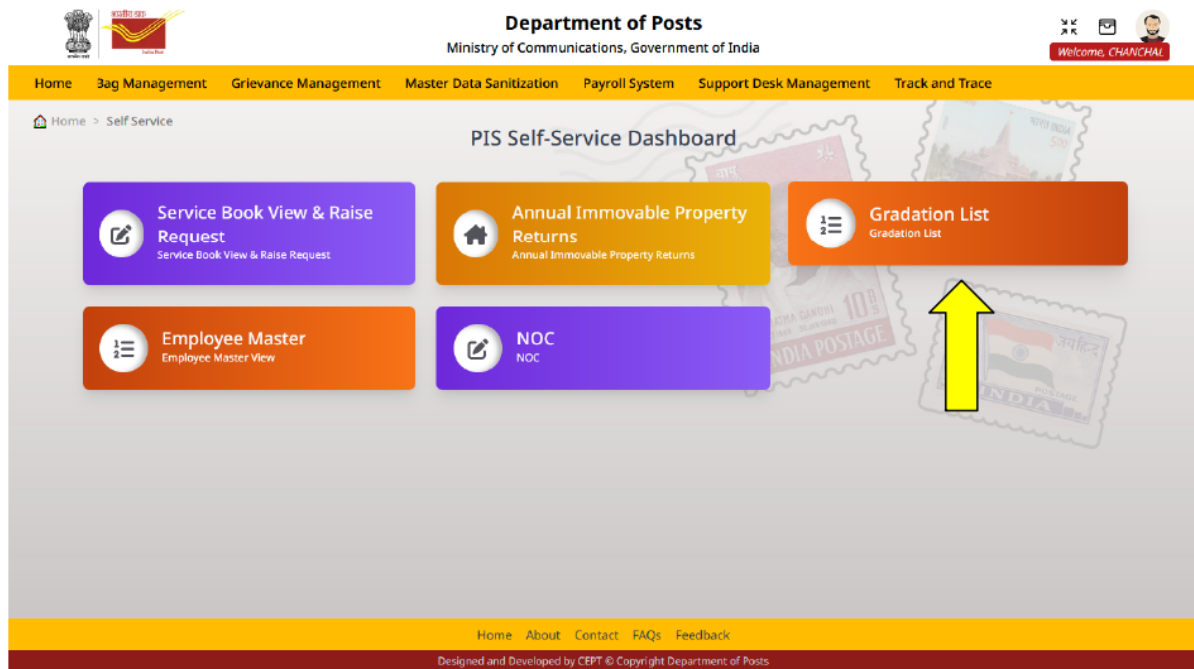
Name of the District, Sub-division, Tehsil, and Village	Property Type	Cost of construction/purchase including land	Year of construction or purchase	Present Value	Property Details	Present Owner Name	Relationship with the property owner	Acquisition Method	Acquisition year	Annual income from the property 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:

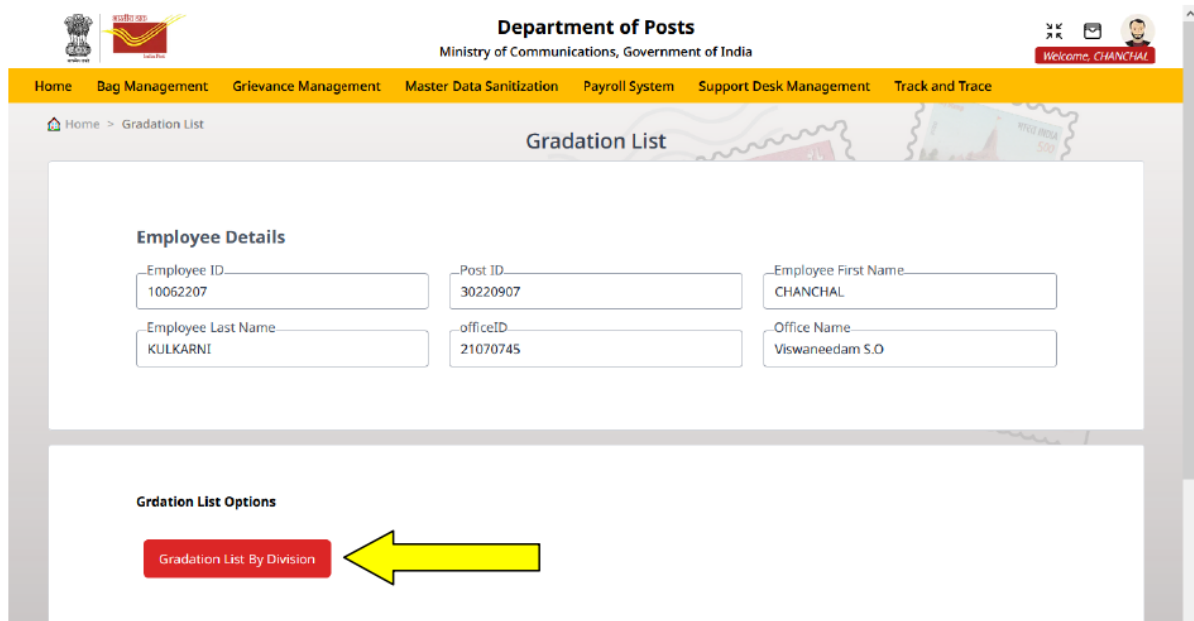
1.* In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
2.** Includes short term lease also.
3.The declaration form is required to be filed in and submitted by every member of Class I and Class II services under Rule-15(3) 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.

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.

Gradation List

Search...

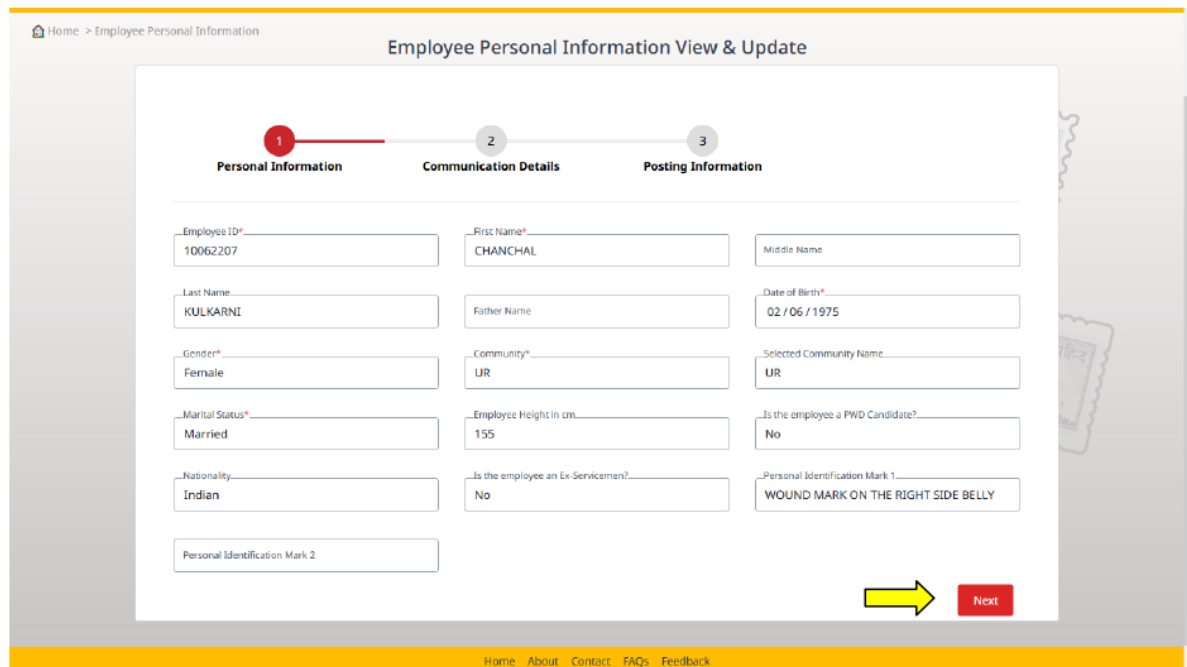
Gradation...	Employee ID	Employee Na...	Designation	Office ID	Date of Bi...	Date of Joining in Department
2	100002	Sudha2	PA	9000014	17 December ...	17 December 2000
3	10021755	KRISHNA N	PA	21260551	1 June 1966	12 May 1991
3	100001	Venkat	PA	6565	17 December ...	17 December 2000
4	100003	Aarthi s	PA	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 1st step, Employee can able to view All Personal Information, click on **Next** button as shown above.

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Home > Employee Personal Information

Employee Personal Information View & Update

1 ————— 2 ————— 3

Personal Information
Communication Details
Posting Information

<input type="text" value="Permanent Address Line 1"/>	<input type="text" value="Permanent Address Line 2"/>	<input type="text" value="Permanent Address Line 3
Gulbarga"/>
<input type="text" value="Permanent Address Line 4
Gulbarga"/>	<input type="text" value="Permanent PIN
111111"/>	<input type="text" value="Home Town"/>

➔

In 2nd 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

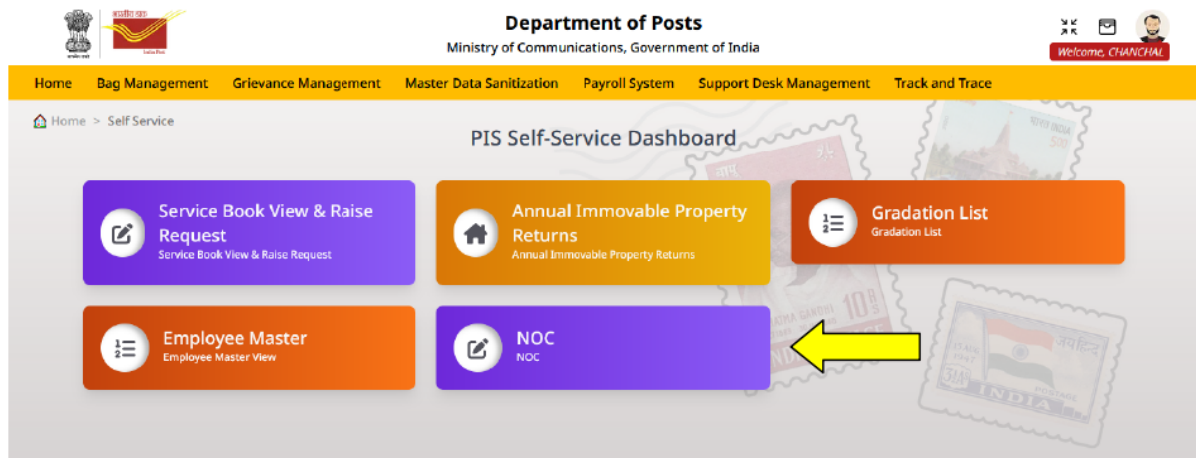
Personal Information
Communication Details
Posting Information

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

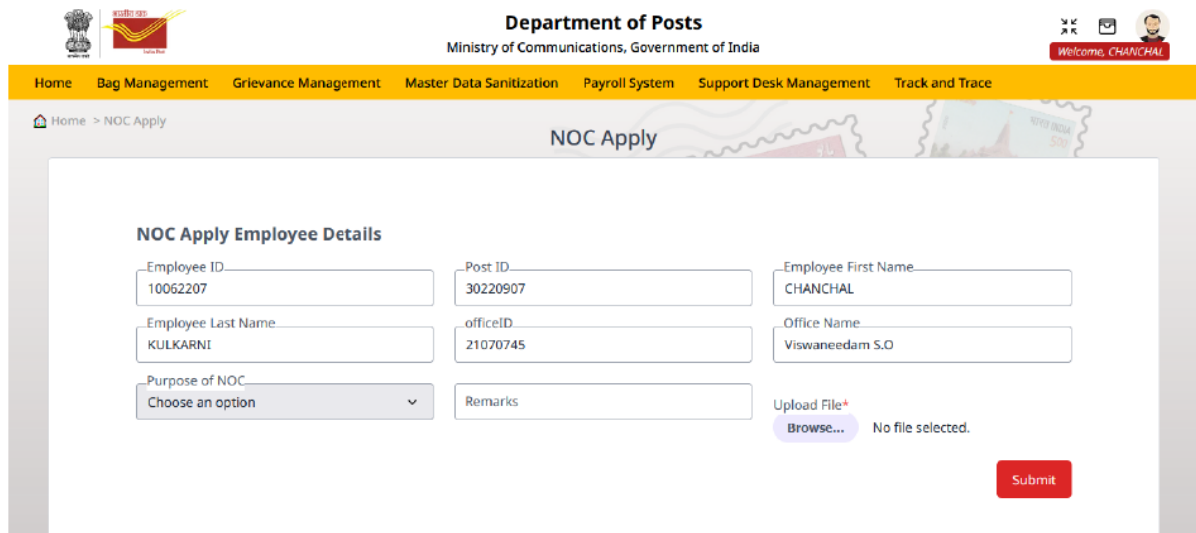
➔

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

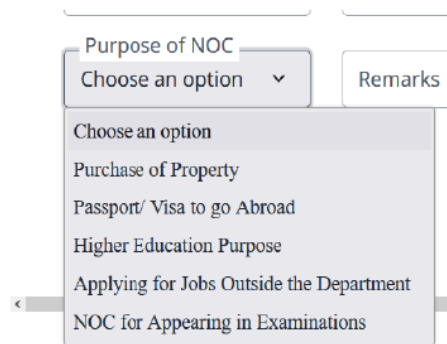
2.2.5 NOC



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.


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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[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'.

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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.



NOC for the purpose of 'Applying for Jobs outside the Department'.

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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

Upload File*
Browse... No file selected.



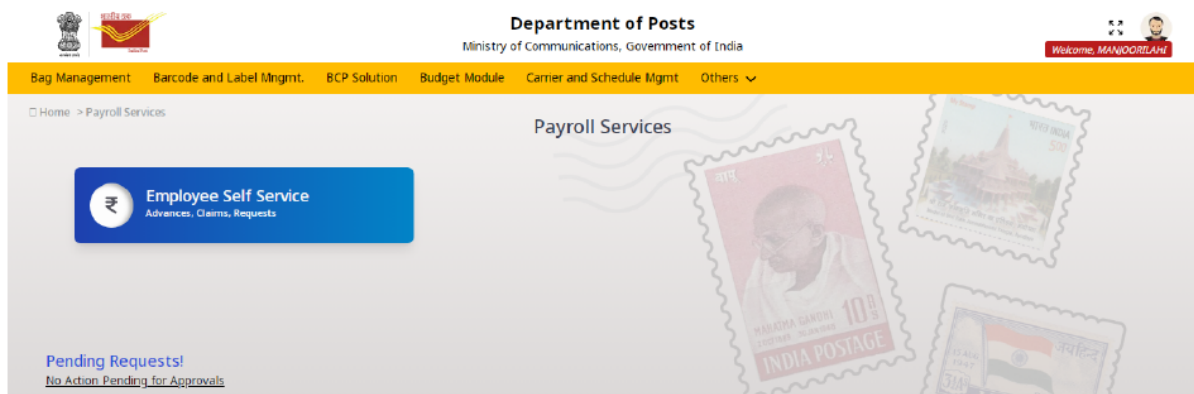
NOC for the purpose of 'Appearing in Examination'.

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

2.3 Employee Payments System

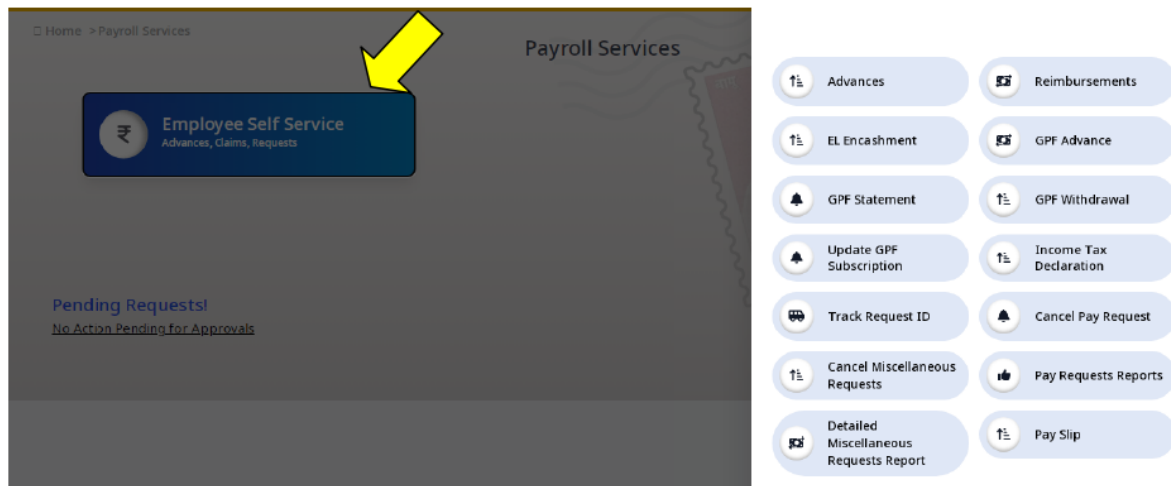


Click on “**Employee Payments System**” card.



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.

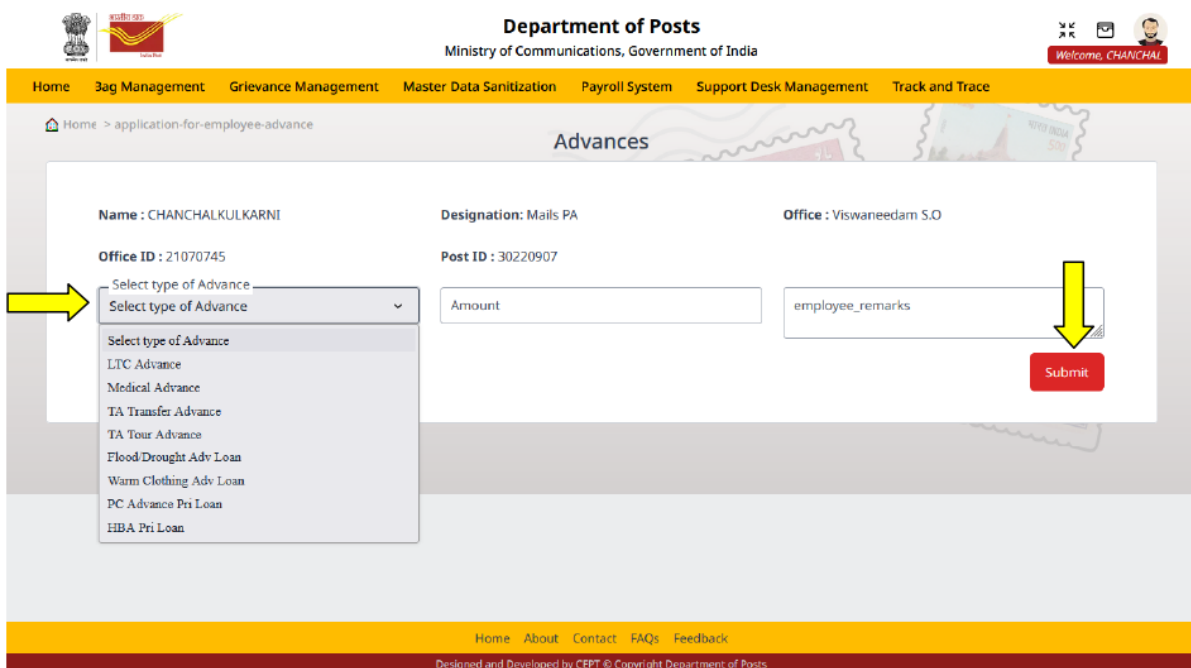
- ➔ Advances
- ➔ Reimbursements

- ➔ 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

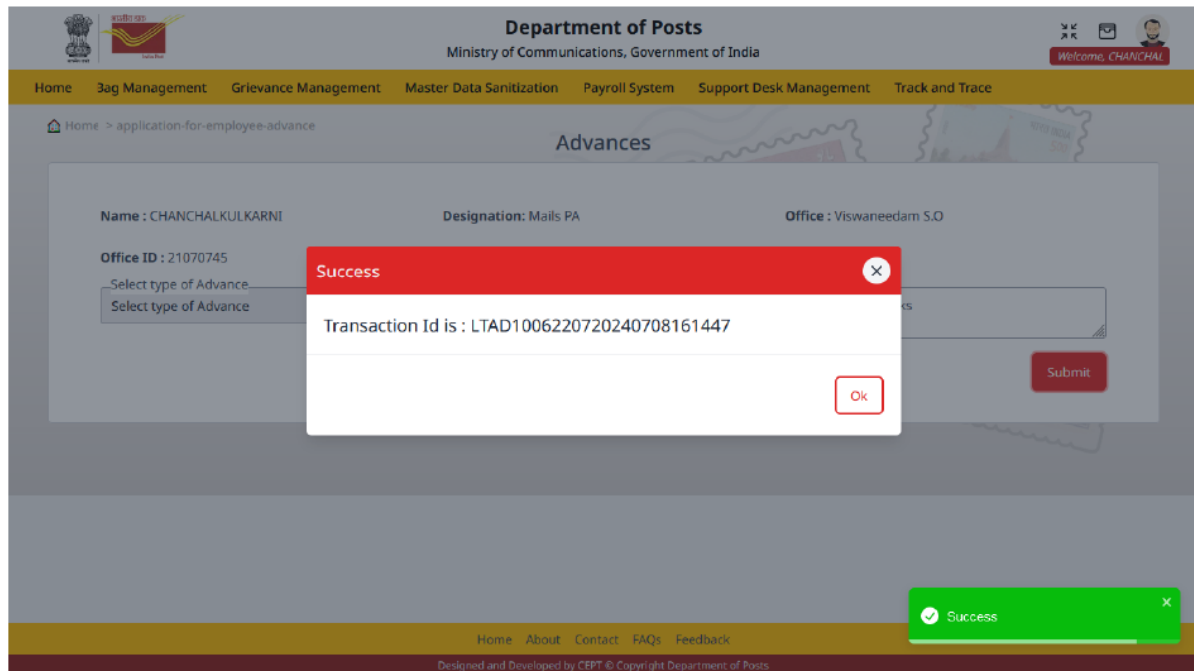
2.3.1.1 Advances



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

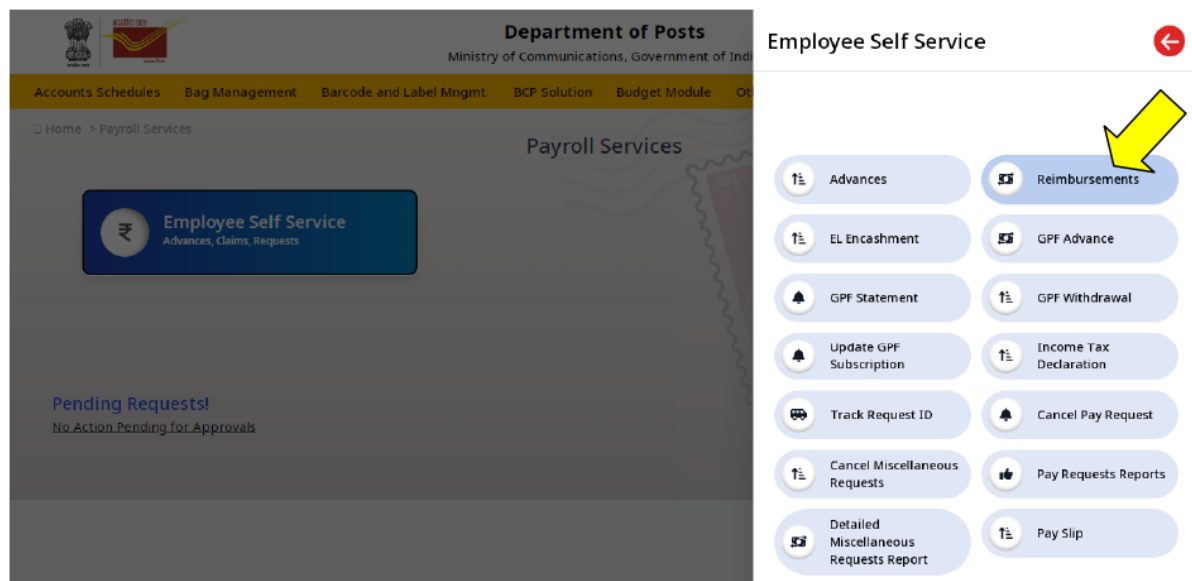


Employee can apply many Advances such as LTC, Medical, TA Transfer, TA tour, Flood/Drought, Warm Clothing, PC and HBA.

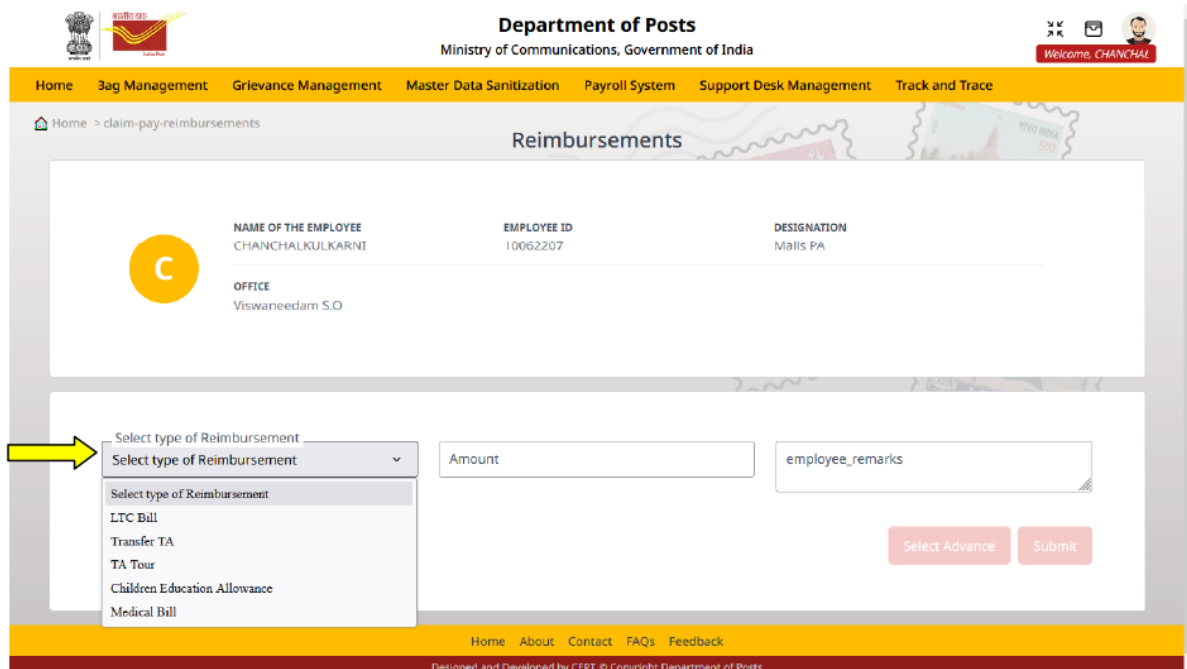


Select the advance type, Amount and input the Remarks and click on **Submit** button. Request transaction ID generated. The applied request transferred to Forwarder for Forward.

2.3.1.2 Reimbursement

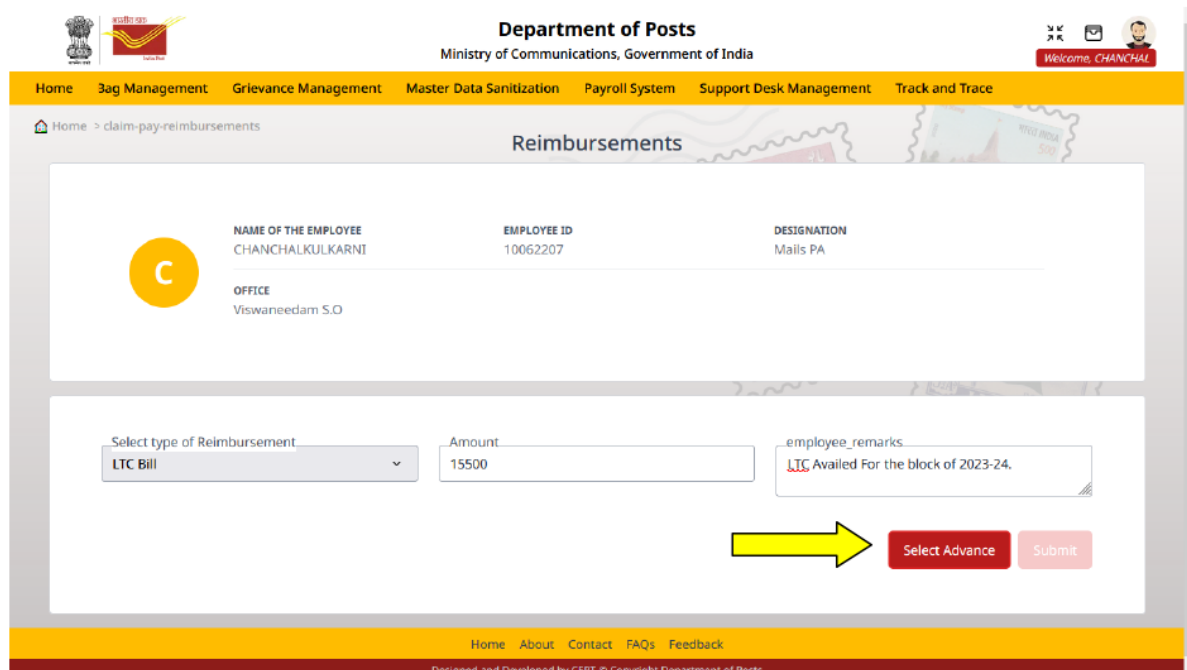


Click on “**Reimbursements**” option available in “**Employee Self Service**” sub card.



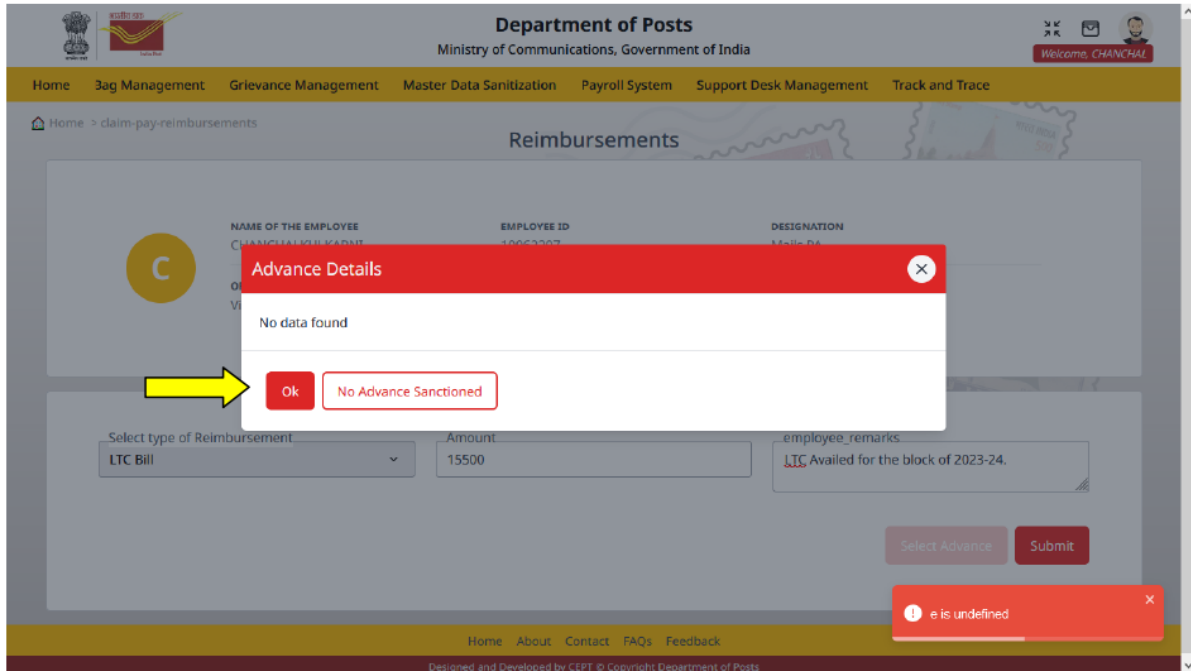
The screenshot shows the 'Reimbursements' form in the Employee Self Service Portal. The form displays employee details: NAME OF THE EMPLOYEE (CHANCHALKULKARNI), EMPLOYEE ID (10062207), DESIGNATION (Mails PA), and OFFICE (Viswaneedam S.O). A dropdown menu for 'Select type of Reimbursement' is open, showing options: LTC Bill, Transfer TA, TA Tour, Children Education Allowance, and Medical Bill. A yellow arrow points to the dropdown menu. The form also includes an 'Amount' input field, an 'employee_remarks' text area, and 'Select Advance' and 'Submit' buttons.

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.

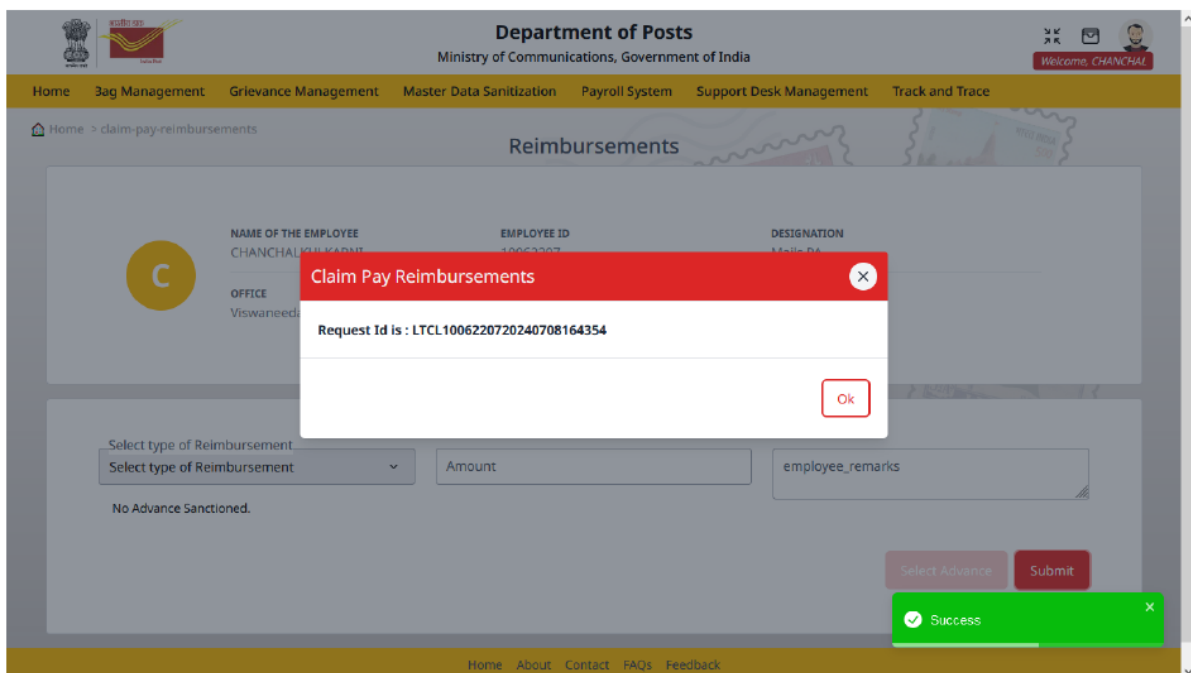


The screenshot shows the 'Reimbursements' form with the following fields filled: 'Select type of Reimbursement' is set to 'LTC Bill', 'Amount' is '15500', and 'employee_remarks' is 'LTC Availled For the block of 2023-24.'. A yellow arrow points to the 'Select Advance' button.

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

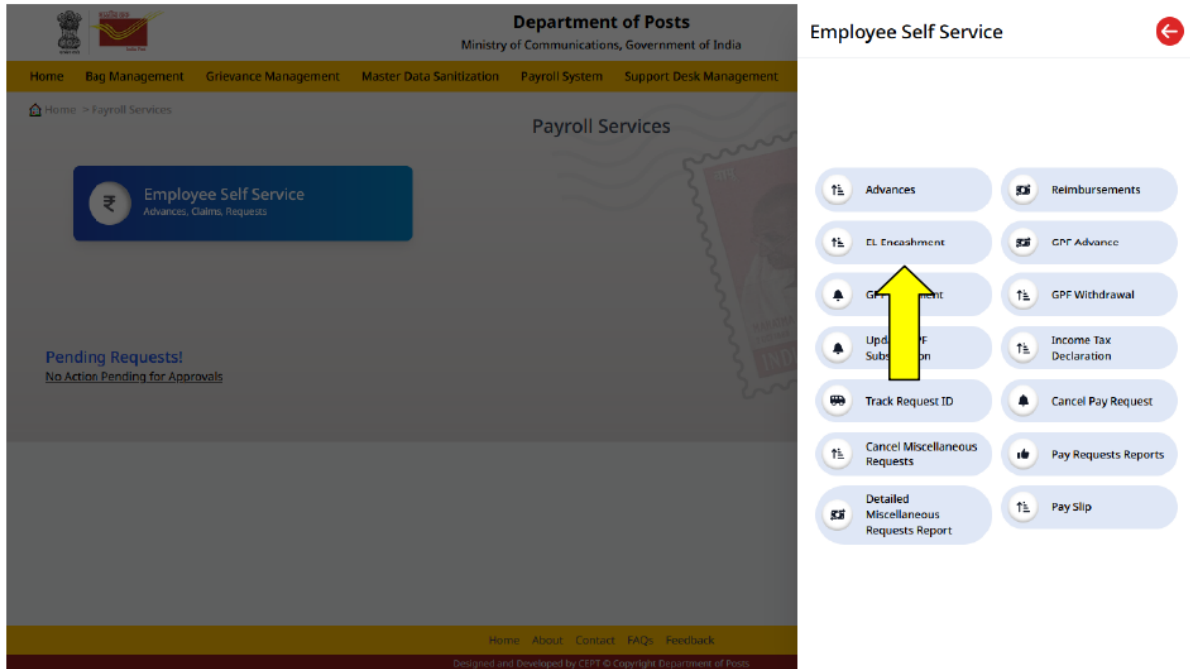


After clicking on **Select Advance** button a new window will appear if any advance already taken select the Advance and click on **OK** button. If advance not taken click on **No advance taken** Button after that click on **Submit** button.



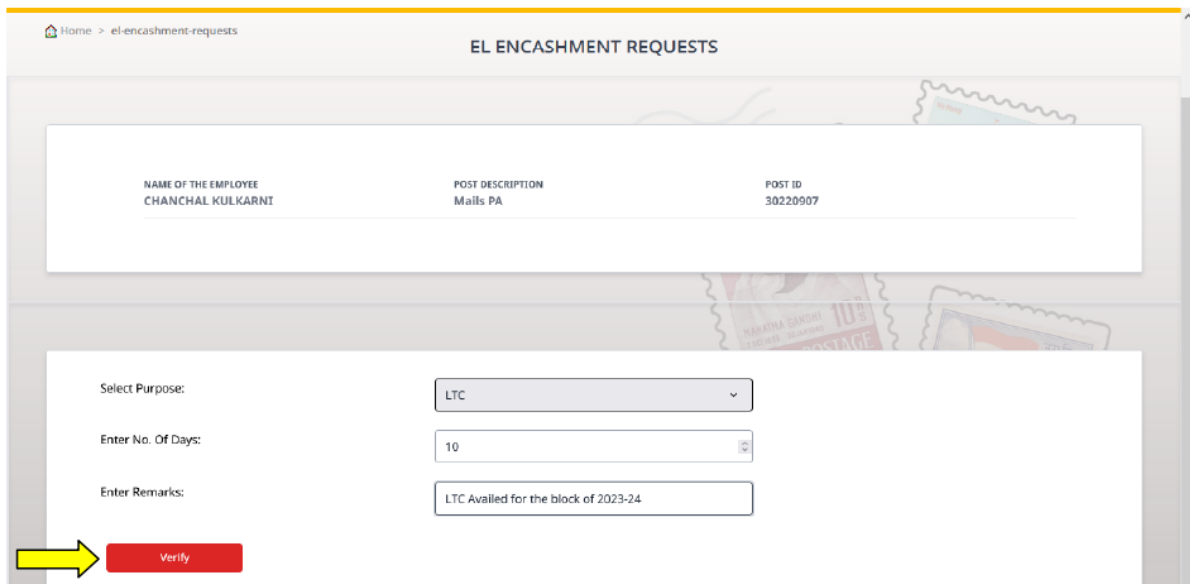
Reimbursements request id success message appeared. The request transfer to Forwarder to forward.

2.3.1.3 EL Encashment Requests



The screenshot displays the 'Employee Self Service' portal interface. At the top, it shows the 'Department of Posts' and 'Ministry of Communications, Government of India'. The main navigation bar includes 'Home', 'Bag Management', 'Grievance Management', 'Master Data Sanitization', 'Payroll System', and 'Support Desk Management'. The 'Payroll Services' section is active, featuring a large 'Employee Self Service' sub-card with a rupee symbol icon. Below this, a 'Pending Requests!' section indicates 'No Action Pending for Approvals'. To the right, a grid of service options is visible, with a yellow arrow pointing to the 'EL Encashment' button. Other options include Advances, Reimbursements, GPF Advance, GPF Withdrawal, Income Tax Declaration, Track Request ID, Cancel Pay Request, Cancel Miscellaneous Requests, Pay Requests Reports, Detailed Miscellaneous Requests Report, and Pay Slip.

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



The screenshot shows the 'EL ENCASHMENT REQUESTS' form. The header includes 'Home > el-encashment-requests' and 'EL ENCASHMENT REQUESTS'. The form contains the following fields:

NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
CHANCHAL KULKARNI	Mails PA	30220907

Select Purpose:

Enter No. Of Days:

Enter Remarks:

A yellow arrow points to the red 'Verify' button at the bottom left of the form.

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.

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.

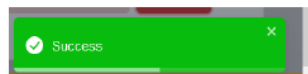
CHANCHAL KULKARNI Mails PA 30220907

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

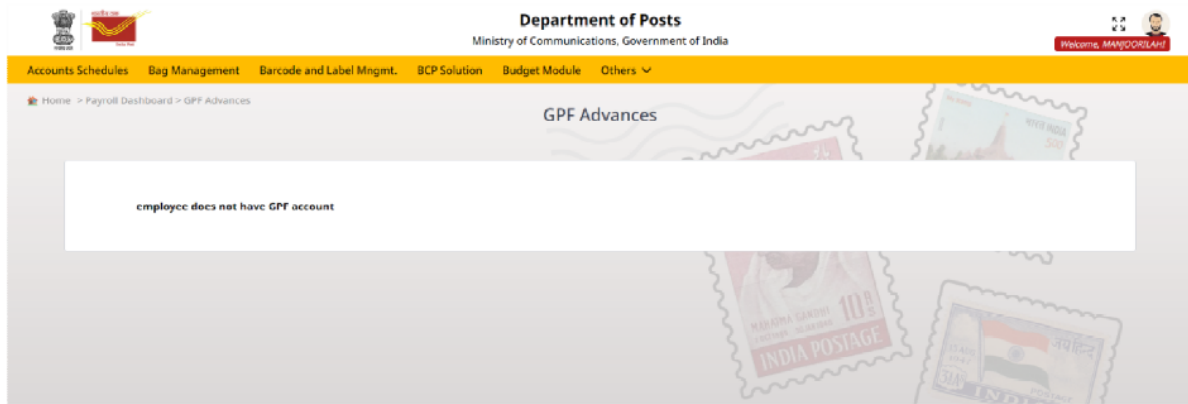


After Clicking on **“Submit”** button, employee will get the Success message.

2.3.1.4 GPF Advance



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

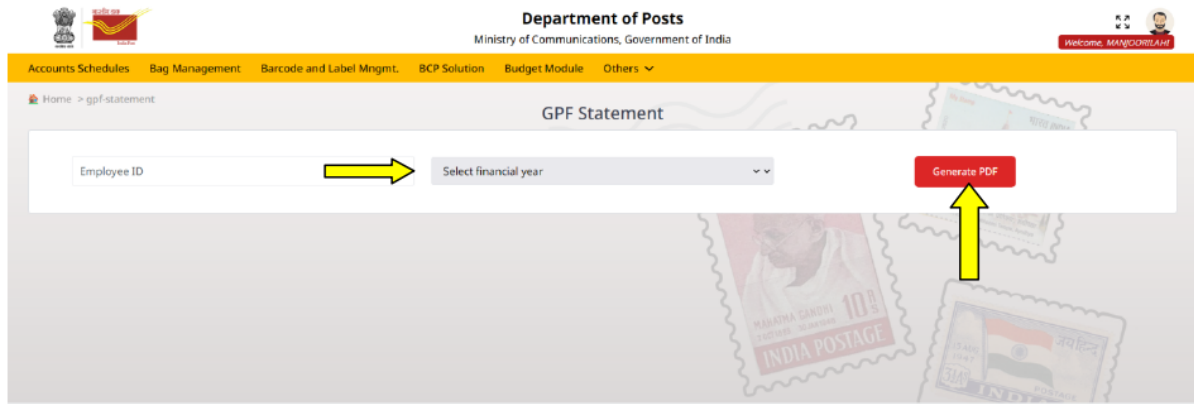


If the logged in employee has a GPF account, they will see the appropriate fields to apply for GPF Advance.

2.3.1.5 GPF Statement



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

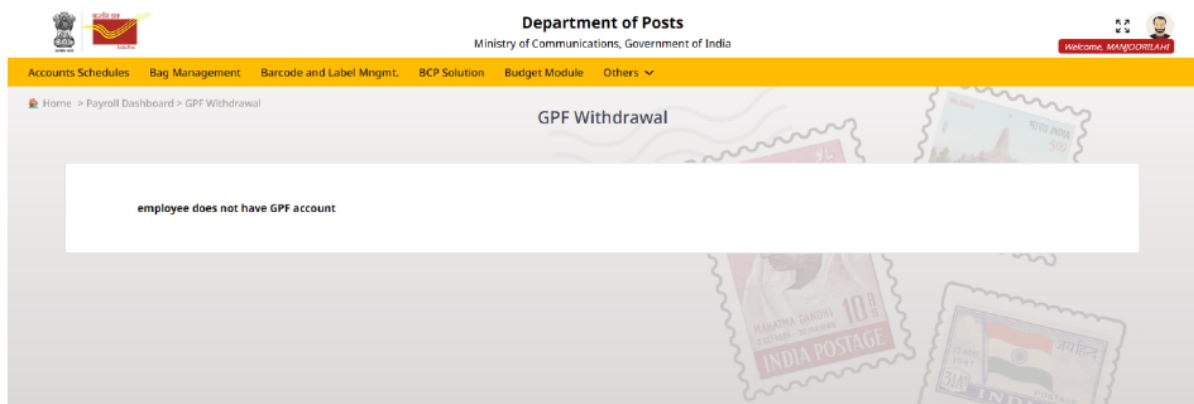


If the logged employee has a GPF account, they can select the financial year for which they wish to generate GPF statement then click on “**Generate PDF**”. The GPF statement for the selected financial year will then be displayed.

2.3.1.6 GPF Withdrawal

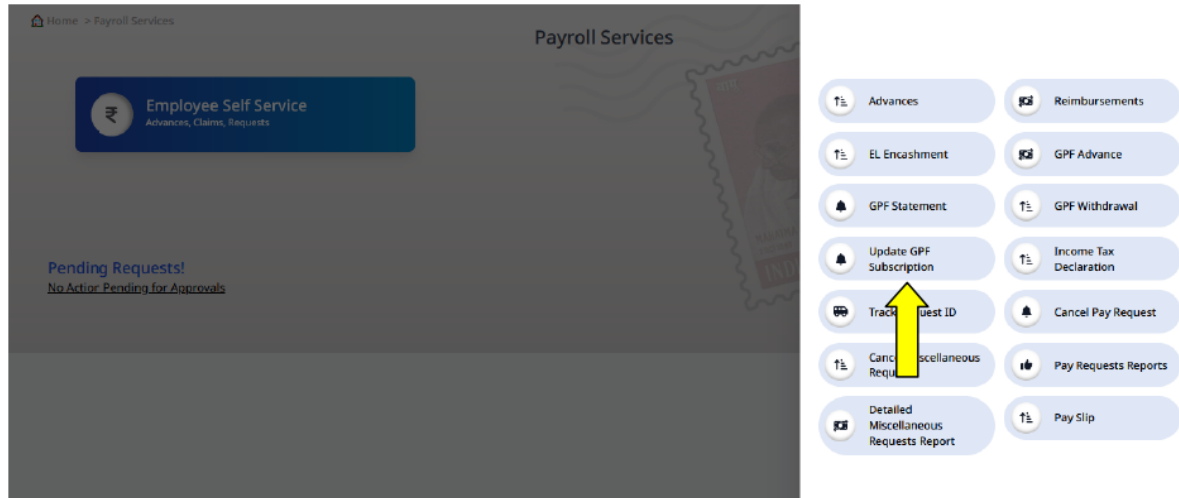


Click on “**GPF Withdrawal**” option available in “**Employee Self Service**” sub card.

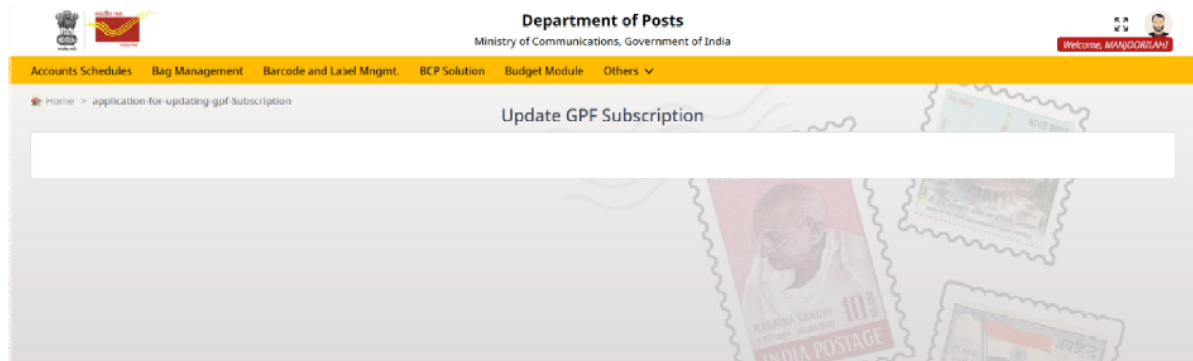


If the logged in employee has a GPF account, appropriate fields to apply for GPF withdrawal will be shown.

2.3.1.7 Update GPF Subscription



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

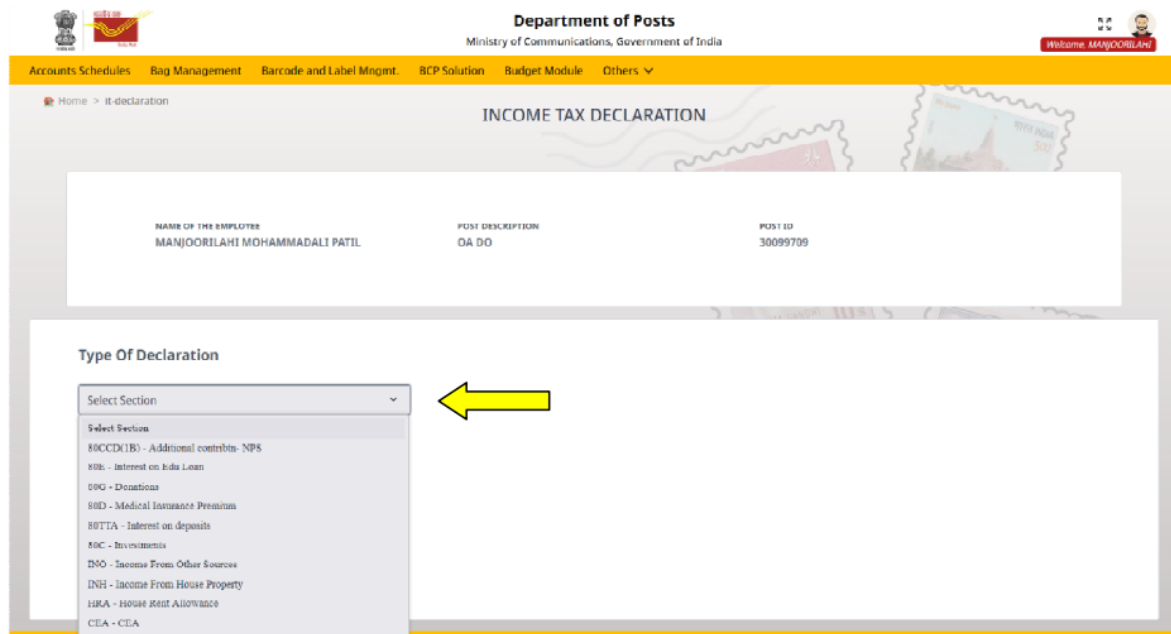


If the logged in employee has a GPF account, they can update their GPF subscription through the page shown above.

2.3.1.8 Income Tax Declaration



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



Department of Posts
Ministry of Communications, Government of India

Accounts Schedules Bag Management Barcode and Label Mngmt. BCP Solution Budget Module Others

Home > IT-declaration

INCOME TAX DECLARATION

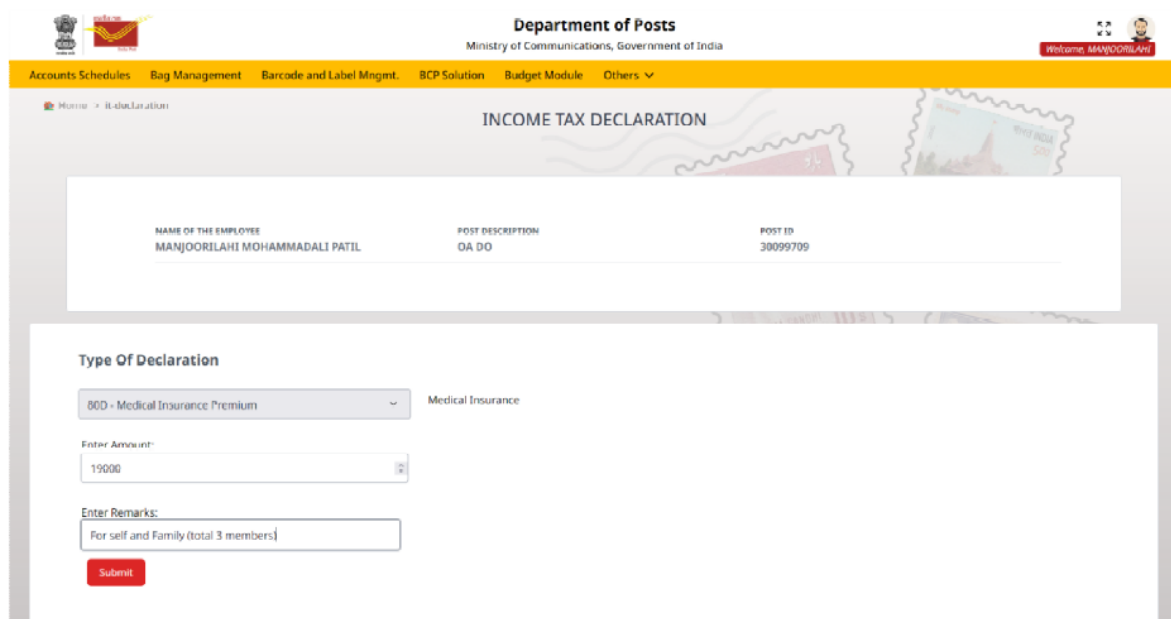
NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
MANJOORILAHI MOHAMMADALI PATIL	DA DO	30099709

Type Of Declaration

Select Section

- Select Section
- BOCCD(B) - Additional contribs- NP&
- IKB - Interest on Kds Loan
- ORG - Donations
- 80D - Medical Insurance Premium
- 80TTA - Interest on deposits
- 80C - Investments
- D&O - Income From Other Sources
- INH - Income From House Property
- HRA - House Rent Allowance
- CEA - CEA

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.



Department of Posts
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Accounts Schedules Bag Management Barcode and Label Mngmt. BCP Solution Budget Module Others

Home > IT-declaration

INCOME TAX DECLARATION

NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
MANJOORILAHI MOHAMMADALI PATIL	DA DO	30099709

Type Of Declaration

80D - Medical Insurance Premium Medical Insurance

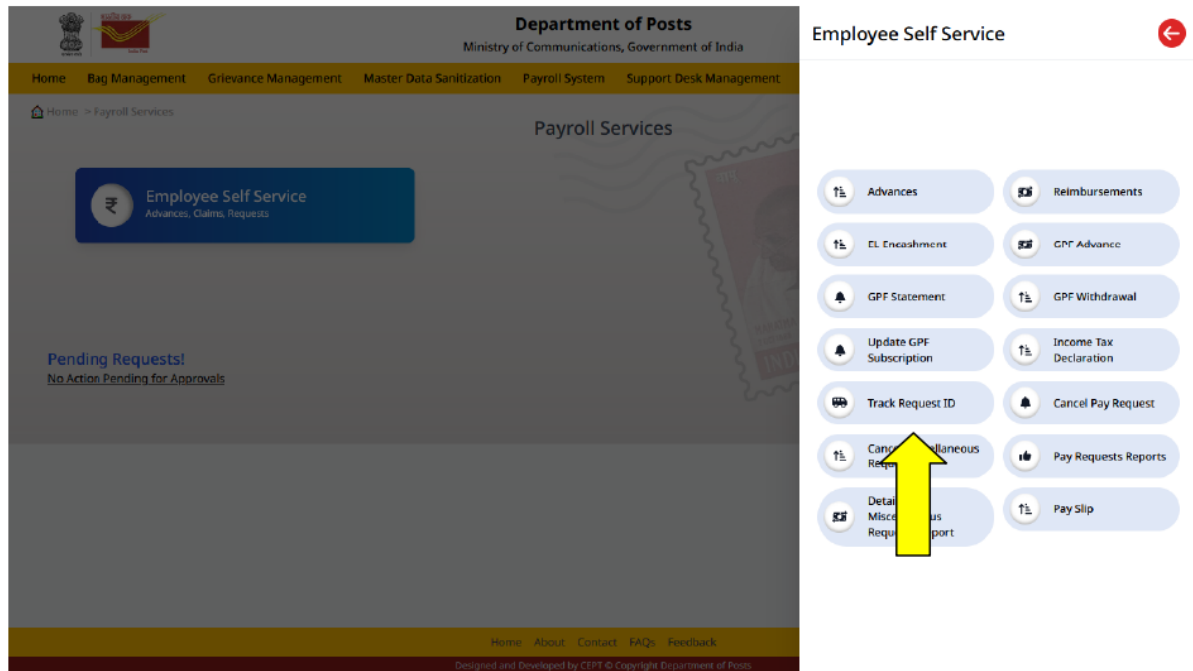
Enter Amount:
19000

Enter Remarks:
For self and Family (total 3 members)

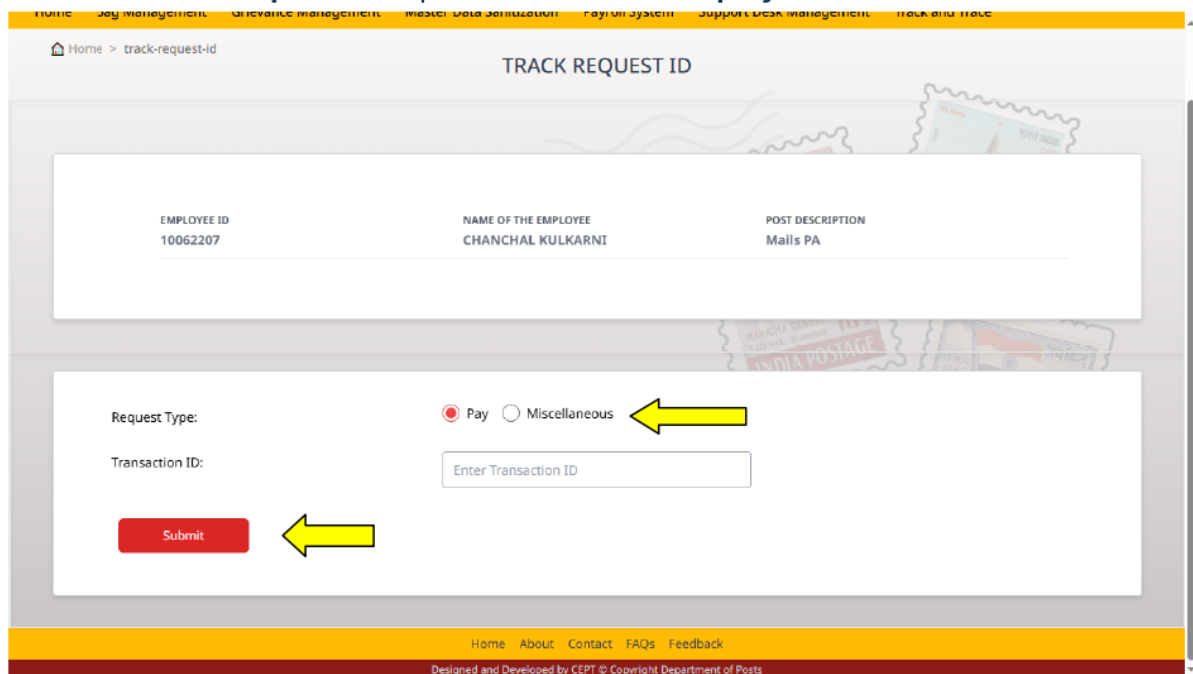
Submit

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

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.

Request Type: Pay Miscellaneous

Transaction ID:

[Submit](#)

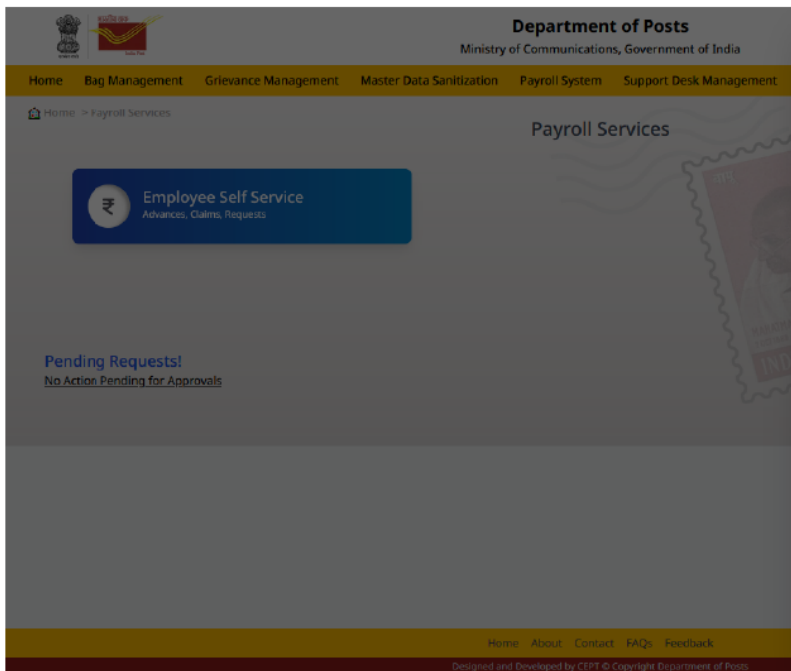
ID	Name	Description	Remarks	Requested Amount	Approved Amount	Next Status	Current Status
10062207	CHANCHAL KULKARNI	LTC Advance	For Availing LTC for the Block 2023-2024	5000	5000	Disbursed	Approved

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	

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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

Payroll Services

Employee Self Service
Advances, Claims, Requests

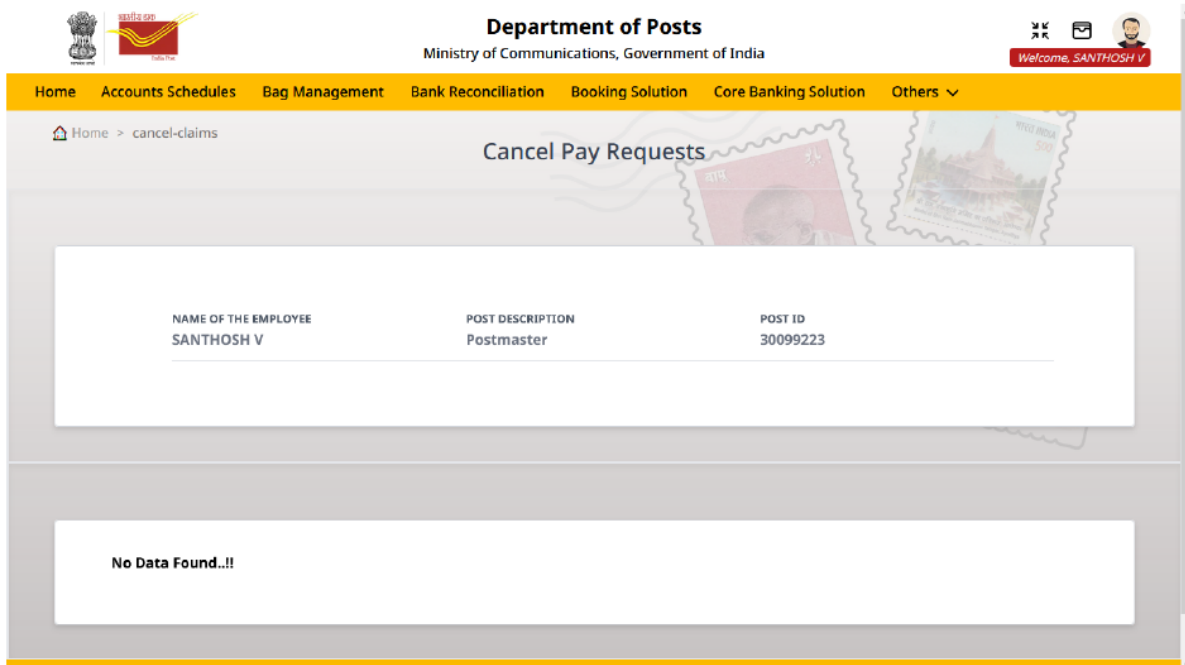
Pending Requests!
No Action Pending for Approvals

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Employee Self Service ←

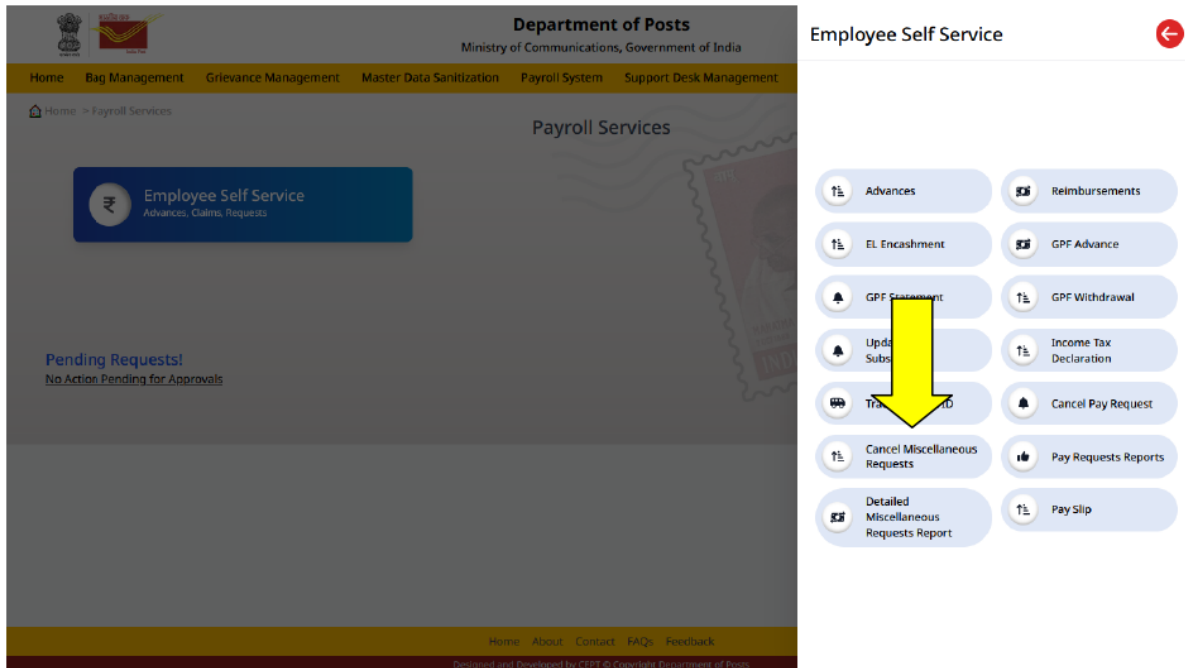
- Advances
- EL Encashment
- GPF Statement
- Update GPF Subscription
- Track Request ID
- Cancel Miscellaneous Requests
- Detailed Miscellaneous Requests Report
- Reimbursements
- GPF Advance
- GPF Withdrawal
- Income Tax Declaration
- Cancel Pay Request
- Pay Reports
- Pay Slip

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

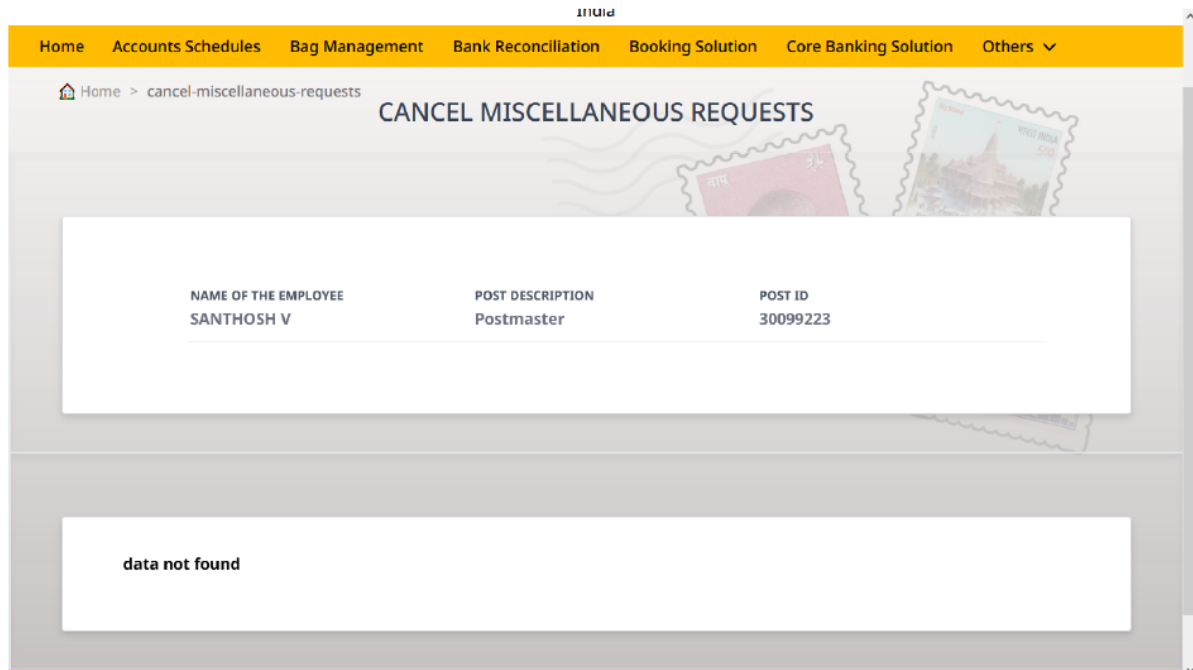


If user had submitted any claims such as Advances, Loans, Pay reimbursement they can cancel before approval, using this option.

2.3.1.11 Cancel Miscellaneous Requests

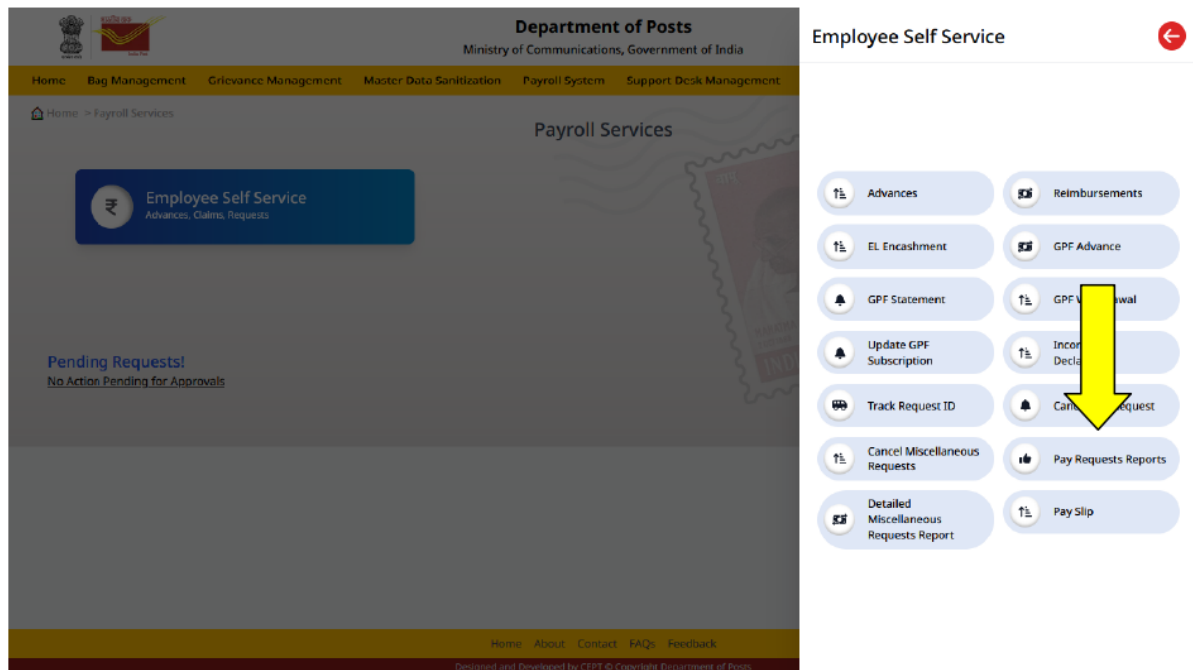


Click on **“Cancel Miscellaneous request”** option available in **“Employee Self Service”** sub card.

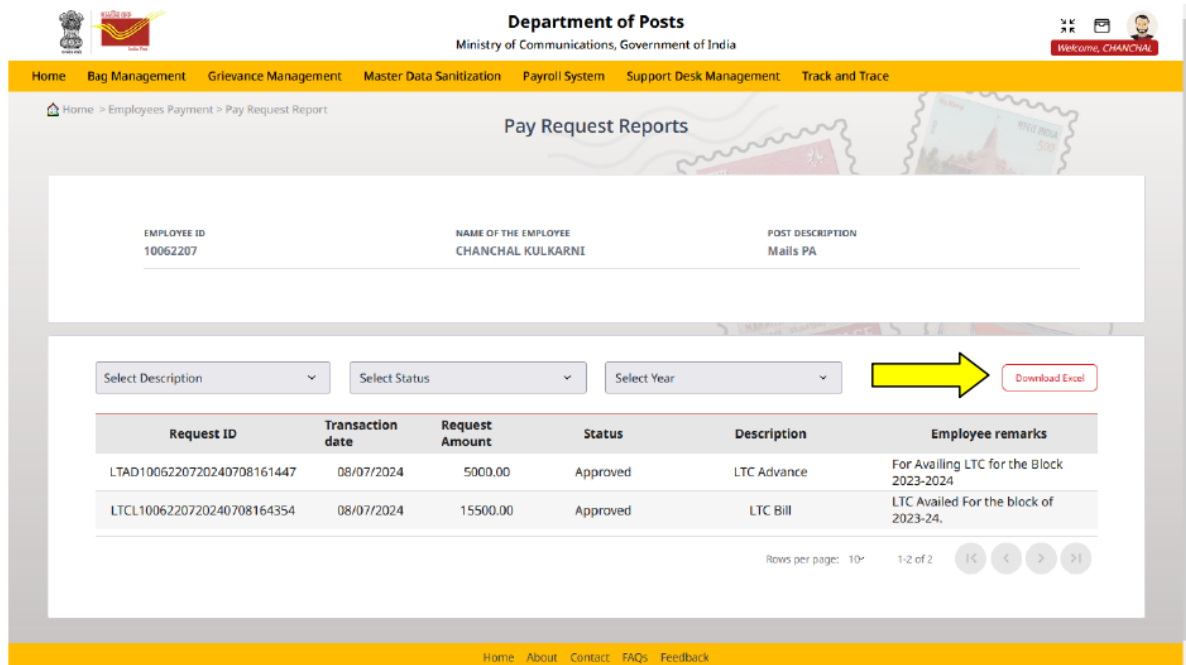


If user had submitted any miscellaneous request other than Advances, Loans, Pay reimbursement such as GPF Advance, EL encashment, Update GPF subscriptions etc., they can cancel before approval, using this option.

2.3.1.12 Pay requests Reports



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



Department of Posts
Ministry of Communications, Government of India

Welcome, CHANCHAL

Home > Employees Payment > Pay Request Report

Pay Request Reports

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

Select Description: [v] Select Status: [v] Select Year: [v] **Download Excel**

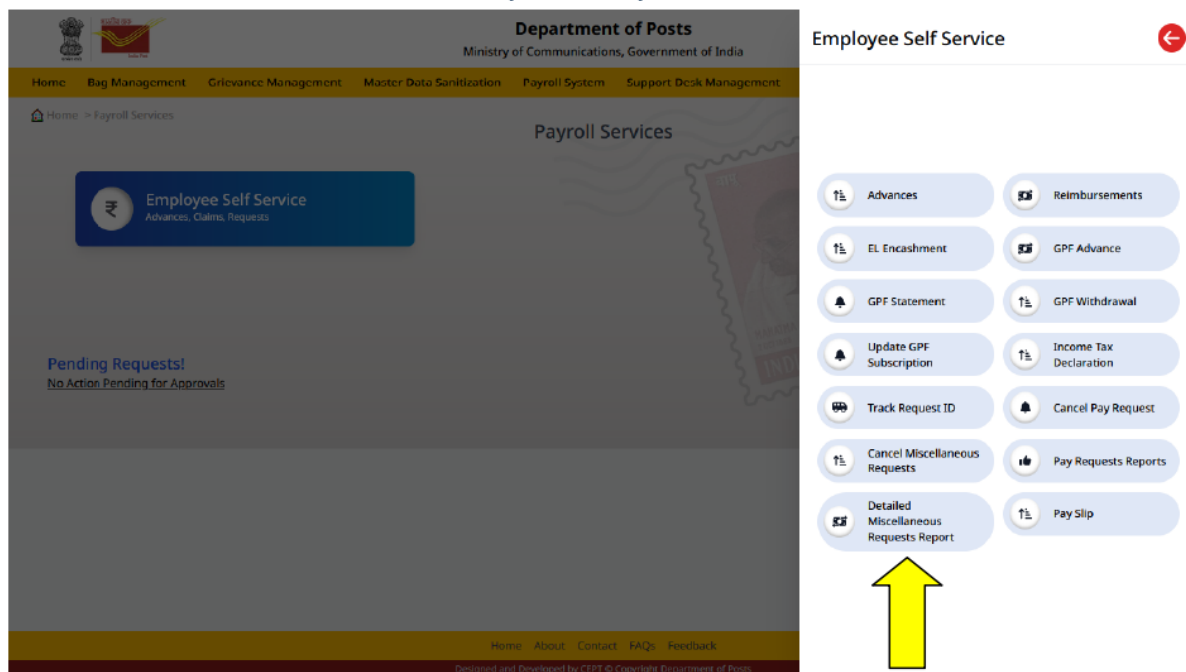
Request ID	Transaction date	Request Amount	Status	Description	Employee remarks
LTAD1006220720240708161447	08/07/2024	5000.00	Approved	LTC Advance	For Availing LTC for the Block 2023-2024
LTCL1006220720240708164354	08/07/2024	15500.00	Approved	LTC Bill	LTC Availed For the block of 2023-24.

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

Home About Contact FAQs Feedback

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 > Payroll Services

Payroll Services

Employee Self Service
Advances, Claims, Requests

Pending Requests!
No Action Pending for Approvals

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

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

Home > detailed-misc-requests-report

Detail Miscellaneous Requests Report

NAME OF THE EMPLOYEE	POST DESCRIPTION	POST ID
CHANCHAL KULKARNI	Mails PA	30220907

Select Description Select Status Select Year [Download Excel](#)

Request ID	Transaction date	Request Amount	Status	Description	Employee remarks
ITD1006220720240710174314	10/07/2024	5000	Submitted	Income Tax Declaration	OK

Rows per page: 10 1-1 of 1

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

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

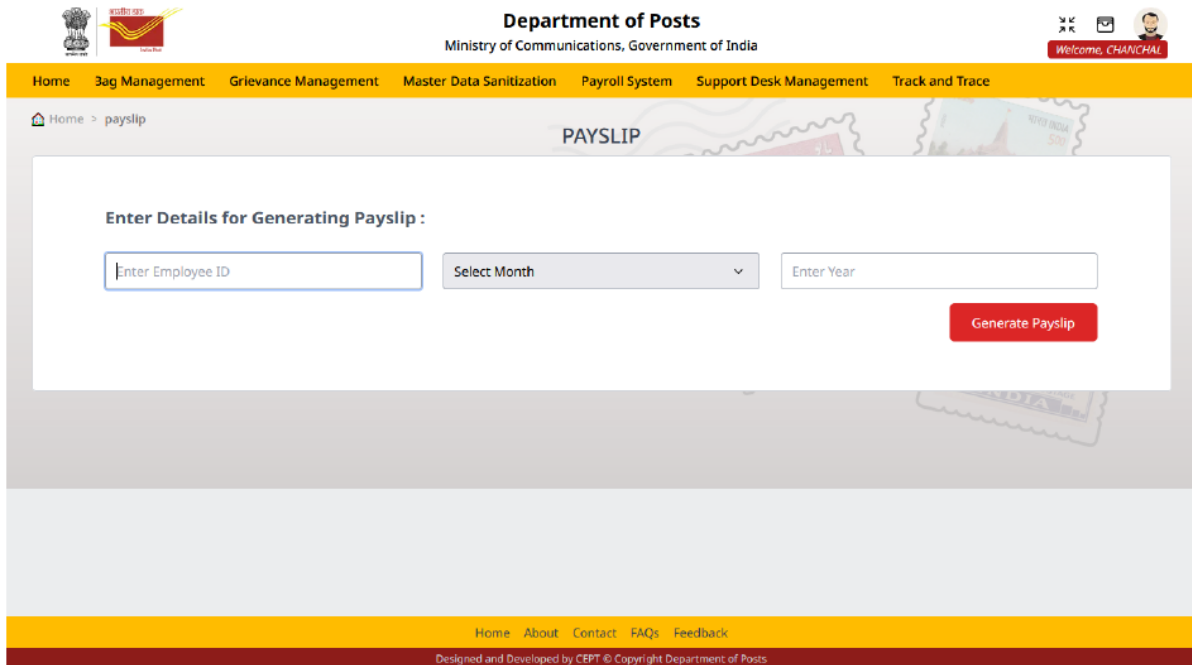
Payroll Services

Employee Self Service
Advances, Claims, Requests

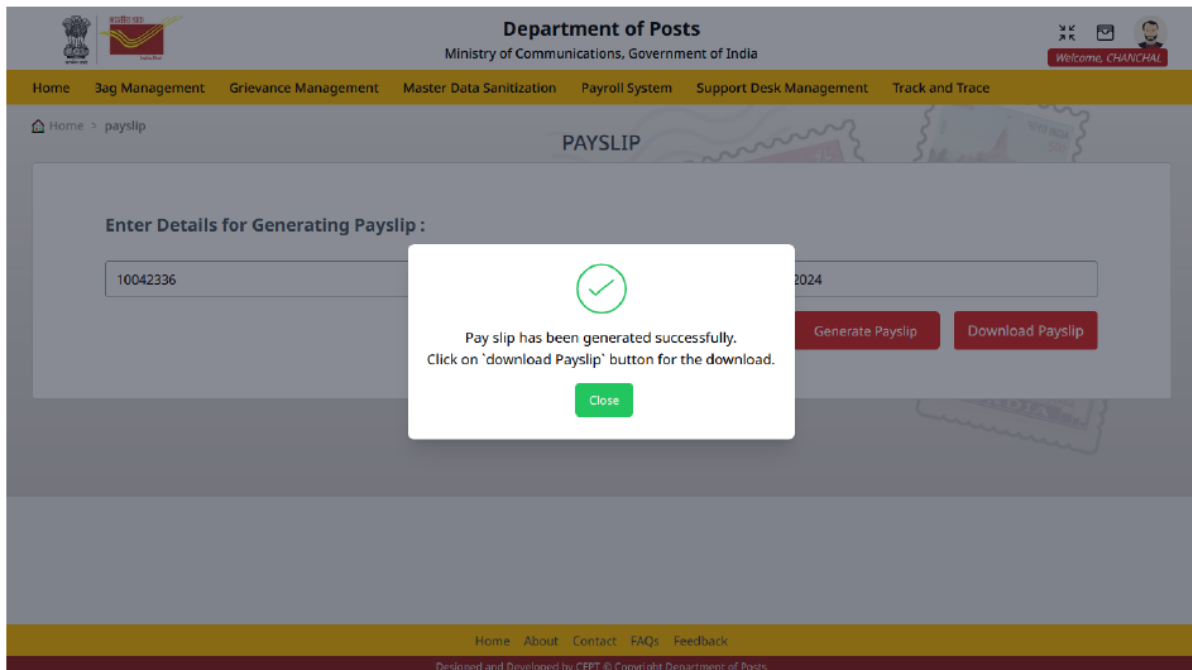
Pending Requests!
No Action Pending for Approvals

- 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

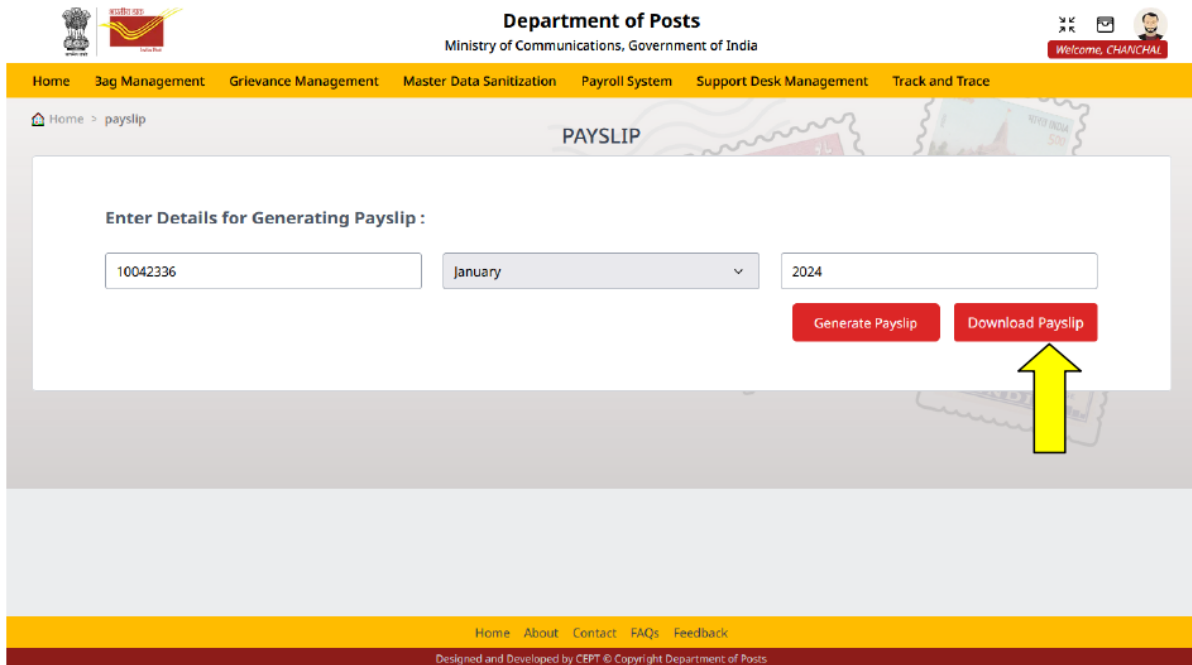
Click on **“Pay slip”** option available in **“Employee Self Service”** sub card.



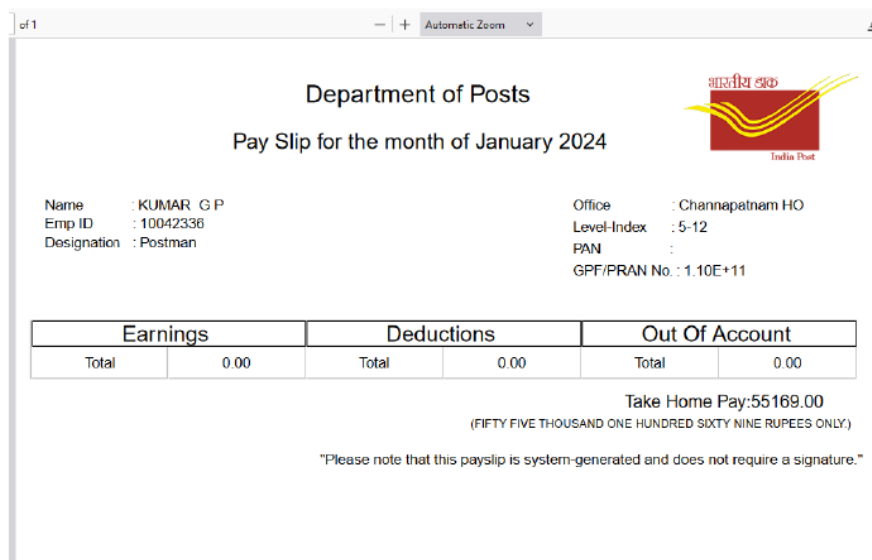
Logged in user can generate Pay slip by entering employee ID, year, selection of month from drop down list and click on **Generate Pay Slip** button. Payslip will be displayed on this page. Option to download the same is also made available.



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.



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
