



Income Tax Department

Department of Revenue, Ministry of Finance, Government of India

Income Tax Business Application (ITBA)

Data Collection Portal User Manual - Employee

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1. Introduction

Data Collection Portal (DCP) is an Internet-based portal meant for collecting your personal and service data. The employee information has been divided into various tabs within the website with each of the tabs denoting information related to a specific module. Employee is required to fill the personal as well as professional details in the fields specified in these modules. Employee can only enter, update, view and save the details in the web portal. After submitting employee's details it would be forwarded to the concerned DDO (Drawing and Disbursing Officer) for verification. After submitting, the employee is able to only view the information. Any changes in information submitted would require to be routed through the concerned DDO only.












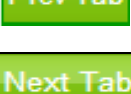
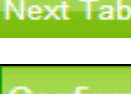


This document is organized into various sections as follows:

1. Logging In
2. Change Password
3. Using the Interface
4. Logging Out

1.1 Definitions, Acronyms, Abbreviations

| Abbreviation | Expanded Form |
|--------------|---|
| CCA | Cadre Controlling Authority |
| CGEGIS | Central Government Employees Group Insurance Scheme |
| CGHS | Central Government Health Scheme |
| DCP | Data Collection Portal |
| DDO | Drawing and Disbursing Officer |
| HOD | Head of the Department |
| EMI | Equated Monthly Installment |
| GPF | General Provident Fund |
| LTC | Leave Travel Concession |
| PAN | Permanent Account Number |
| PF | Provident Fund |
| PRAN | Permanent Retirement Account Number |

1.2 Frequently Used Icons

| Icons | Usage |
|---|--|
|  | To add a new row in the grid and save the data |
|  | To edit the data |
|  | To update a row of data in the grid |
|  | To delete a row from the grid |
|  | To add a new relationship in family details, nomination grid etc. |
|  | To delete an existing relationship in family details, nomination grid etc. |
|  | To refresh the data |
|  | To refresh the grids where relationships/nominees are involved. |
|  | To go to the bottom of the page |
|  | To go to the top of the page |
|  | To go to the previous tab in the sequence |
|  | To go to the next tab in the sequence |
|  | To approve the data verification process |
|  | To go to the search screen |
|  | To navigate directly to individual tabs in the administrator module |




2. Getting Started

You are provided with a unique **User Name** and **Password** to log in to the system. This is provided by the concerned DDO. Role based security is implemented in the portal, i.e. you can see the screens only for which you have the roles. In other words, you cannot have access to the screens which are meant for the DDOs. In order to enter the data in the portal, you should keep an updated copy of your service book together with all the forms like nomination forms etc. handy with you.


Note: Your ID's beginning with 2 is temporary for data collection. Your new id is given to you once HRMS is implemented.

2.1 Accessing Portal

The portal can be accessed by providing the navigation link in one of the following browsers:

- a) Internet Explorer ()
- b) Mozilla Firefox ()
- c) Google Chrome ()

The steps for accessing portal through Internet Explorer have been explained below. For other browsers, similar steps should be followed.

Step 1: Click the Internet Explorer icon () appearing on desktop screen. A browser window appears as displayed in the following figure: Browser Window – Internet Explorer

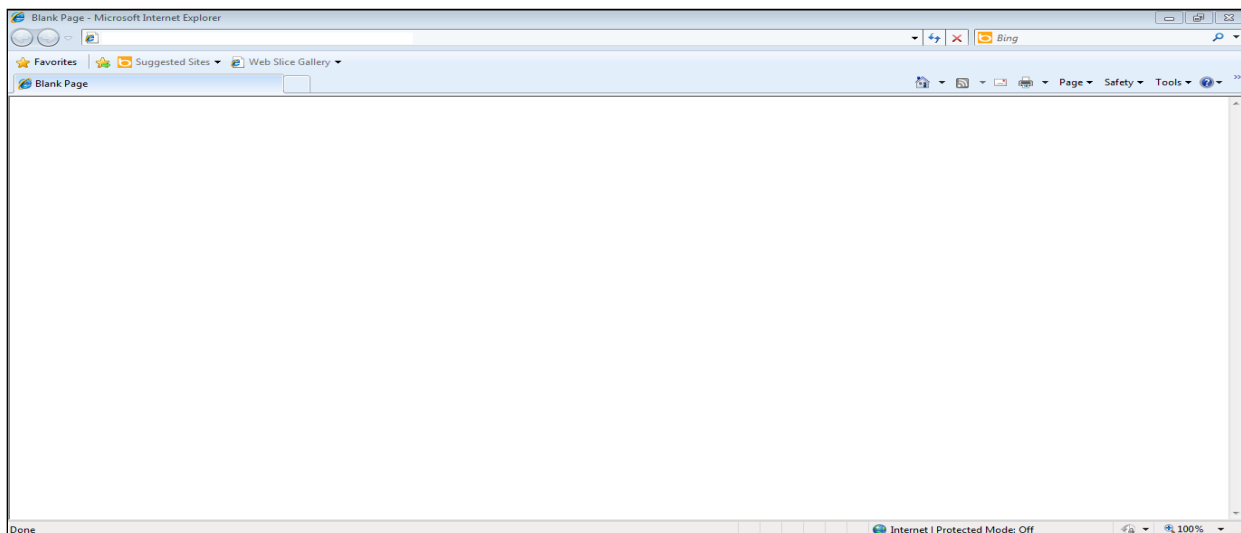
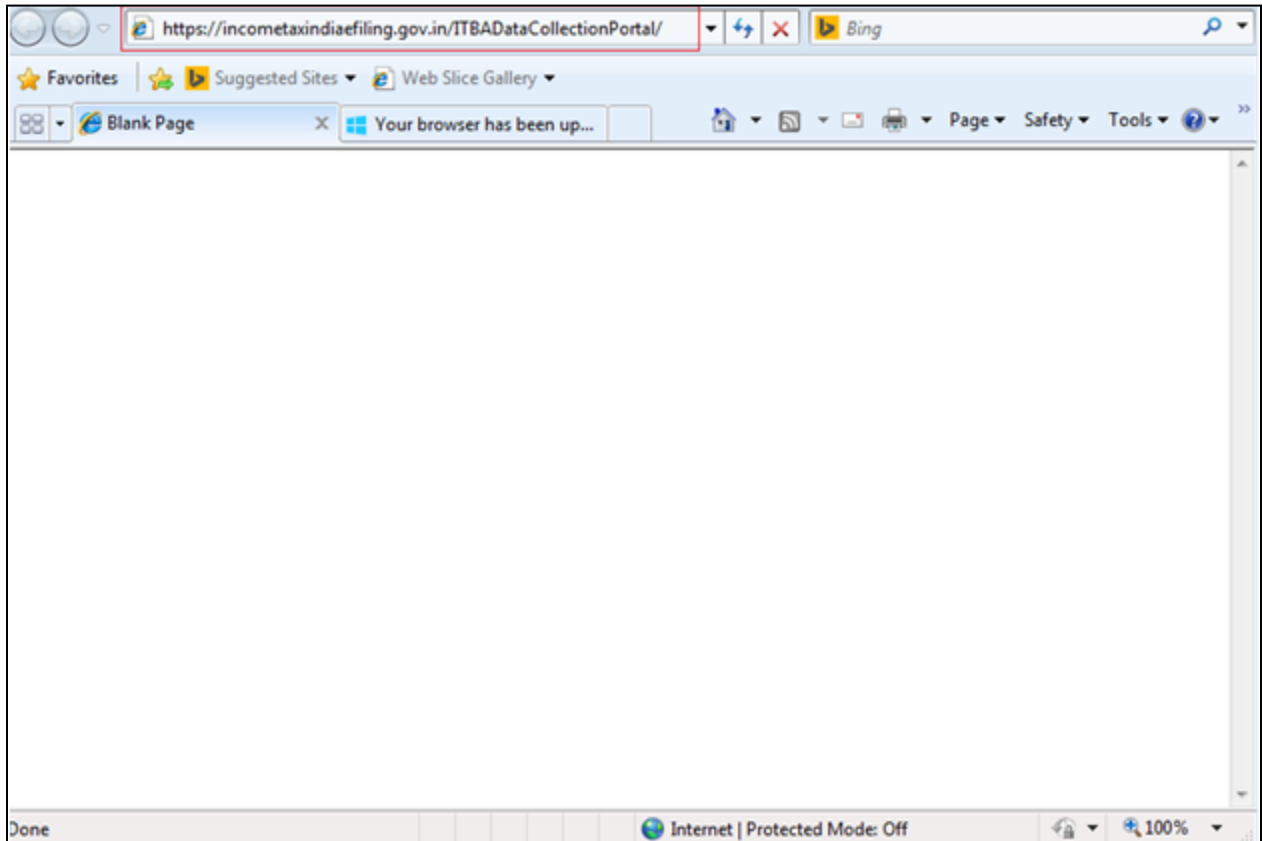
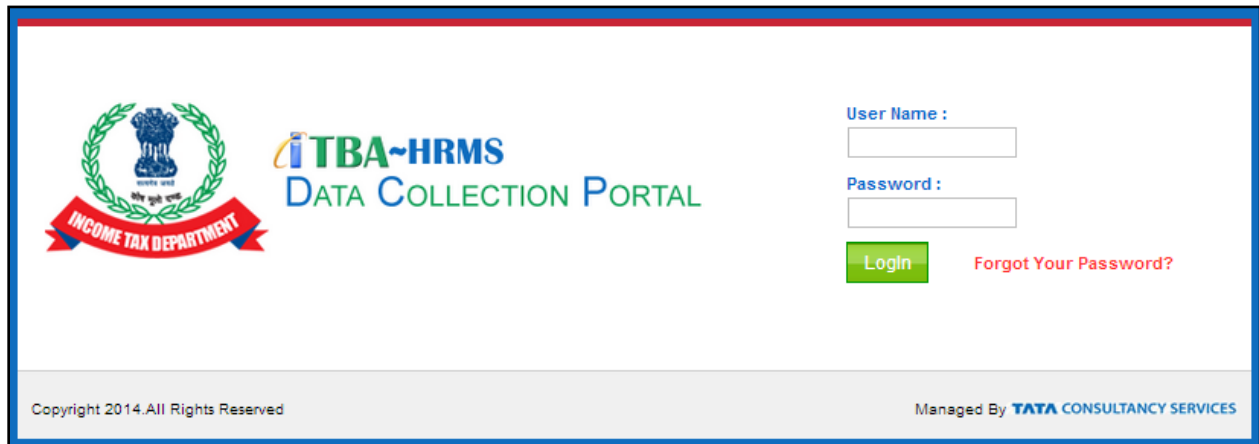


Figure 1: Browser Window – Internet Explorer

Navigation Link to access the portal:**For Internet :** <https://incometaxindiaefiling.gov.in/ITBADataCollectionPortal/>**For Intranet :** <https://10.10.1.120/ITBADataCollectionPortal/>**Step 2:** Enter the navigation link in the address bar as shown in following figure:**Figure 2: Entering URL in the Address Bar**

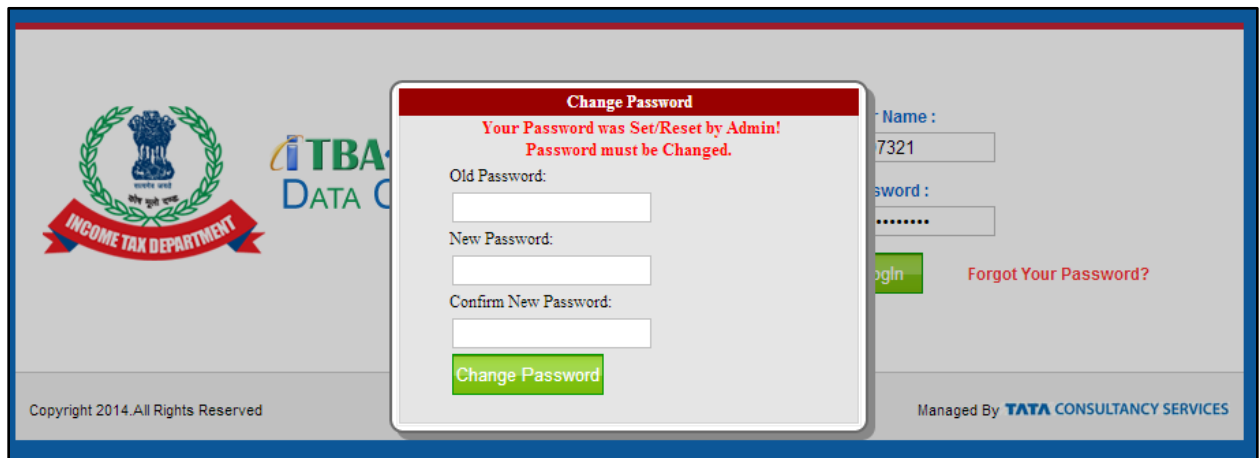
Step 3: After clicking **Enter** following screen is displayed:



The screenshot shows the login interface for the TBA-HRMS Data Collection Portal. On the left is the Income Tax Department logo. The main heading is 'TBA-HRMS DATA COLLECTION PORTAL'. On the right, there are two input fields: 'User Name :' and 'Password :'. Below these is a green 'Login' button and a red link for 'Forgot Your Password?'. At the bottom, it says 'Copyright 2014. All Rights Reserved' and 'Managed By TATA CONSULTANCY SERVICES'.

Figure 3: Login Screen

- **User Name:** Enter the unique user name provided to you.
- **Password:** Enter the default password in this field.
- **Login:** After entering username and password, click **Login** button the following screen is displayed:



The screenshot shows the same login screen as Figure 3, but with a modal dialog box titled 'Change Password' in the center. The dialog box has a red header and contains the following text: 'Your Password was Set/Reset by Admin! Password must be Changed.' Below this are three input fields labeled 'Old Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the dialog is a green 'Change Password' button. The background login form is dimmed.

Figure 4: Logging in with default password

If you login to the portal for the first time, you are required to change your default password. After clicking on **Login** button, above screen is displayed. Change password process is described in 2.2 Change Password

2.2 Change Password

Also, you can change your password using **Change Password** option available on the **Home** screen. When you click **Change Password** tab, the following screen is displayed in Figure 5:

Figure 5: Change Password

Here, you have to enter your old and new passwords. However, the new password is to be confirmed once in **Confirm New Password** field.

- **Old Password:** Enter old (default) password in this field
- **New Password:** Enter the new password in this field
- **Confirm New Password:** Re-enter the New Password in this field.

In order to ensure portal security, new password has a specific format.

Password Policies:

1. Once the employee changes the default password then the password expires after 15 days and the system forces the employee to change the same.
2. Password should contain at least 6 Alpha Numeric Characters which should:
 - Contain at least one Uppercase Letter.
 - Contain at least one Lowercase Letter.
 - Contain at least one Numeric Character.
 - Contain at least one Special Character other than [“ “& ; : %].

A prompt message showing the password policies is displayed to help you to enter the new password. New password and confirm password should be same. After all the passwords are entered, click **Change Password**, as shown in following figure:

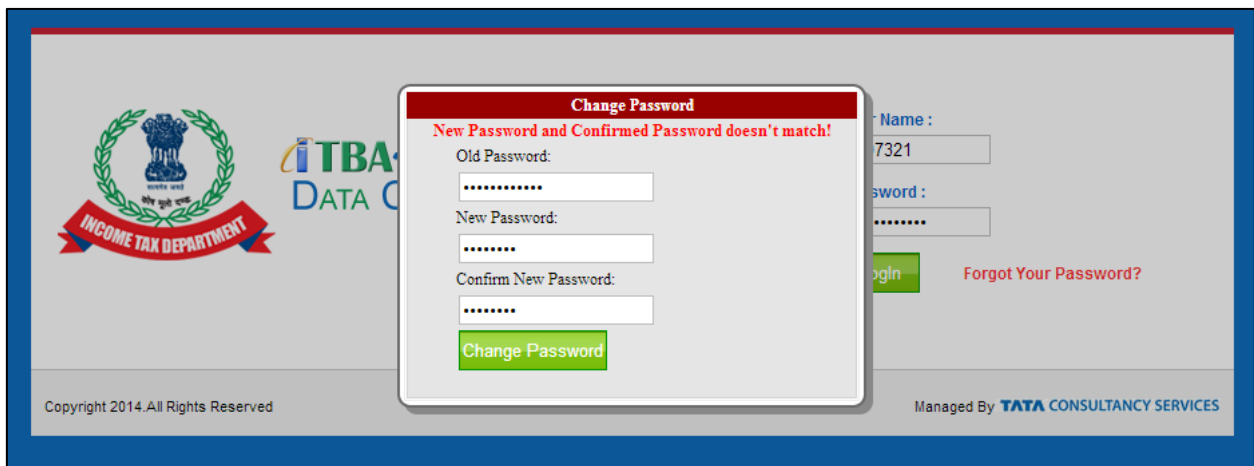


Figure 6: Change Password

Click **Change Password**. Your default password is changed to new password you have entered. Once the password is changed successfully, you are re-directed to **Login** screen for logging in with the new password. Enter your **User Name** and new **Password** then click **Login** button as shown in following figure :

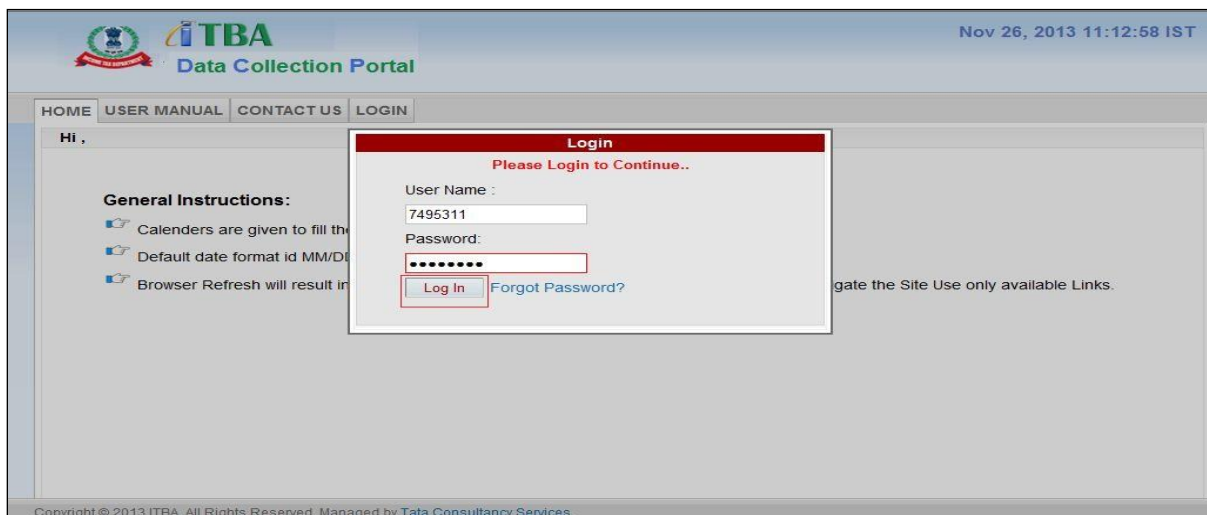


Figure 7: Logging In

2.3 Using the Interface

2.3.1 Home

Once you log in to the system with your credentials i.e. your **User Name** and **Password**, following screen is displayed:

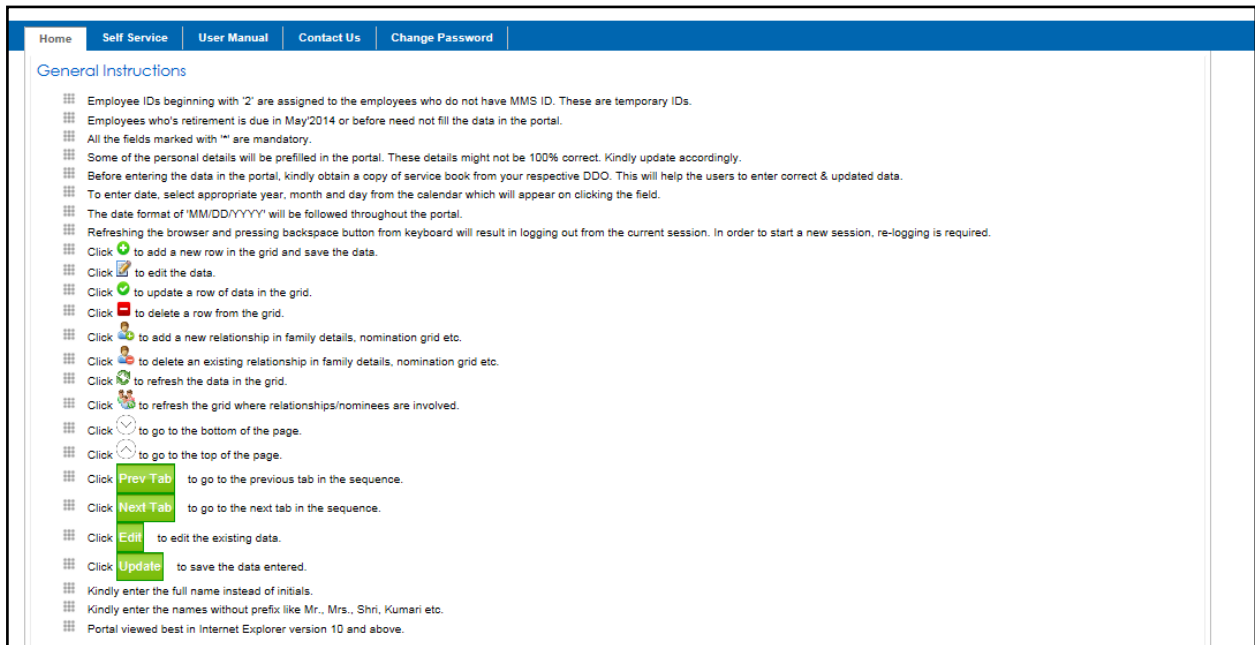


Figure 8: Home

This is the **Home** screen of the portal. This screen contains General Instructions which helps you to use the portal with ease. Reloading the page or refreshing the browser results in expiry of your current session and requires you to login to the portal again i.e. you have to re-enter your **User Name** and **Password**. The various tabs available on this portal are:

1. **Home:** At any point in time, you can click this tab to navigate to the **Home** Screen of the portal.
2. **Self-Service:** All the details like your Personal Data, LTC, Loans and Advances etc. are contained in this tab. This tab is explained in the section 2.3.2 (**Self Service**).
3. **User-Manual:** You can download the user manuals through this tab in the portal.
4. **Contact Us:** The details of the support team are available on this tab.
5. **Change Password:** You can change your password by clicking on this tab. The process to change password has been explained in section 2.2 (**Change Password**).

For details of icons and buttons, please refer 1.2 Frequently Used Icons

2.3.2 Self Service

Self Service tab consists of the following Tabs:



1. **Biodata-1**

2. **Biodata-2**
3. **Other Information**
4. **Previous Qualifying and deputation (External service)History and Verification**
5. **History and Verification**
6. **Leave**
7. **LTC**
8. **Nominations and CGHS(Central Government Health Scheme)**
9. **Training and Examination**
10. **Asset and Quarter Details**
11. **Loan and Advances**
12. **Verification**

Once you click **Self Service**, the **following** screen is displayed:

The screenshot displays the 'Biodata Page 1' for User ID: 5597321. The form is organized into two columns of fields. The left column includes: User ID (5597321), DCP ID, Prefix (Mr.), Middle Name, Gender (MALE), Father's Name (ANSHUL PARMAR), Spouse's Name, Category (GENERAL), Region (JAIPUR), and DDO/HOD (DDO TEST). The right column includes: MMS ID (155), Date of Birth (02/12/1987), First Name (ASHISH), Last Name (PARMAR), Marital Status (Single), Mother's Name (KOMAL PARMAR), Nationality (INDIAN), Sub Category (FREEDOM FIGHTER), and Location (ABU). A green 'Edit' button is centered at the bottom of the form, and a 'Next Tab' button is located at the bottom right. The page header shows navigation tabs: Home, Self Service, User Manual, Contact Us, Change Password, Biodata 1, Biodata 2, Other Information, Previous Qualifying, History & Verification, Leave, LTC, Nominations & CGHS, Training and Exam, Asset & Quarter, Loan & Advances, and Verification. The footer contains copyright information and a session expiration warning.

Figure 9: Editing the Data

Some of your details are prefilled in the portal. There are **Edit** and **Update** buttons on the screens. You can edit and update the information on each tab.. In order to update the details, click . On clicking **Edit**, all the fields become editable so that you can update the details. Once all the details are entered, click  to update the details as shown in **Updating the Data** screen (Figure 10).

On clicking **Edit**, the **Updating the Data** screen is displayed as shown in Figure 10.

The screenshot displays the 'Updating the Data' interface within the ITBA-HRMS Data Collection Portal. The page title is 'Biodata Page 1 | User ID:5597321'. The form is titled 'PART-1 BIODATA' and contains the following fields:

| | | | |
|----------------|----------------|------------------|-----------------|
| User ID: | 5597321 | MMS ID: | 155 |
| DCP ID: | | Date Of Birth *: | 02/12/1987 |
| Prefix: | Mr. | First Name *: | ASHISH |
| Middle Name: | | Last Name *: | PARMAR |
| Gender *: | MALE | Marital Status: | Single |
| Father's Name: | | Mother's Name: | |
| Spouse's Name: | | Nationality *: | INDIAN |
| Category *: | GENERAL | Sub Category: | FREEDOM FIGHTER |
| Region *: | JAIPUR | Location *: | ABU |
| DDO/HOD *: | DDO JAIPUR-ABU | | |

At the bottom of the form area, there are two green buttons: 'Edit' and 'Update'. A 'Next Tab' button is located at the bottom right of the form area. The footer of the page includes the copyright notice 'Copyright © 2014 ITBA. All Rights Reserved. Managed by Tata Consultancy Services.' and a session expiration warning: 'Your Current Session will Expire in less than 14 Minutes!'.

Figure 10: Updating the Data

Click **Update** to update your details.

The Self- Service tabs have fields that require you to fill in your details. The fields on each tab are described in detail as follows:

Biodata 1

This screen contains the personal information of the employee. The **Biodata 1** screen appears as shown:

Figure 11 : Bio Data 1

The fields of this screen are described below:

| Field Name | Description |
|----------------------------------|--|
| User ID | You are be assigned a unique ID (i.e. your Employee ID). You need not fill this field as it is already pre-filled, after you have logged in. |
| DCP ID | DCP ID is a unique ID assigned to you. You are not required to enter anything in this field as it is pre-filled. |
| MMS ID | This field is a unique ID and is pre-filled. |
| Date of Birth (Mandatory) | Select the Date of Birth in this field. A calendar appears once you click on this field as shown in Using Calendar screen (Figure 12 : Using Calendar). Select month and year from the dropdowns provided in the calendar. Select the date from the calendar for the selected month and year. Calendar is provided across the portal to enter the dates. |
| Prefix | This field captures your name prefix like Mr., Mrs., and Miss etc. to be used before your name. Select the name prefix from the dropdown list. |
| First Name (Mandatory) | This field records your first name. Enter the first name in this field. |
| Middle Name | This field records your middle name. Enter the middle name in this field. |
| Last Name (Mandatory) | This field records your last name. Enter the last name in this field. If the user don't have any last name than he/she can add dummy value i.e. ABC or XYZ. |
| Father's Name | Enter your father's name in this field. |
| Mother's Name | Enter your mother's name in this field |

| Field Name | Description |
|--------------------------------|--|
| Gender (Mandatory) | Select Gender from the dropdown provided. |
| Marital Status | Select the marital status from the dropdown provided. It contains values like Single, Married, Divorced etc. |
| Spouse Name | This field is enabled only if value Marital Status is selected as Married. In case you are married, enter your spouse name in this field. |
| Nationality (Mandatory) | This field captures your nationality that whether you belong to India or any other country. Select the appropriate nationality from the dropdown provided. |
| Category | Select the category like SC, ST, OBC, Sports Quota etc. available in the dropdown. |
| Sub Category | Depending upon the category selected, enter sub category. For example- SC MILITARY. |
| Region (Mandatory) | This field is used to record region. Here you have to enter your CCA region. For e.g.-Nagpur. |
| Location (Mandatory) | Select the location of the office currently posted at from the list of values provided in the dropdown. You can select a Location only if you have selected a value for the field Region. |
| DDO/HOD (Mandatory) | This field contains the list of DDOs depending upon the location you have selected. Once you select your location, select your respective DDO from the dropdown. This field is significant because, once you enter and verify your details, the complete data is sent to your concerned DDO for approval. The DDO has to verify and validate the details filled in by you. In case any updations/changes are required, the DDO has the authority to update the same. |

Table 1: Biodata 1

Date Of Birth * : 02/12/1987

First Name * : Feb 1987

Last Name * : Su Mo Tu We Th Fr Sa

Marital Status: 1 2 3 4 5 6 7

Mother's Name: 8 9 10 11 12 13 14

Nationality * : 15 16 17 18 19 20 21

Sub Category : 22 23 24 25 26 27 28

Location * : Today Done

Figure 12 : Using Calendar

NOTE: In case you cannot find your DDO in the DDO dropdown list, you can contact helpdesk and get your DDO added in the dropdown list before proceeding further.

After entering all the details, click **Update** button as shown in screen **Update** (Figure 13).

Home Self Service User Manual Contact Us Change Password

Biodata 1 Biodata 2 Other Information Previous Qualifying History & Verification Leave LTC Nominations & CGHS Training and Exam Asset & Quarter Loan & Advances Verification

Biodata Page 1 | User ID:5597321

PART-1 BIODATA

User ID: 5597321 MMS ID: 155

DCP ID: Date Of Birth * : 02/12/1987

Prefix: Mr. First Name * : ASHISH

Middle Name: Last Name * : PARMAR

Gender * : MALE Marital Status: Single

Father's Name: ANSHUL PARMAR Mother's Name: KOMAL PARMAR

Spouse's Name: Nationality * : INDIAN

Category * : GENERAL Sub Category: FREEDOM FIGHTER

Region * : JAIPUR Location * : ABU

DDO/HOD * : DDO JAIPUR-ABU

Edit Update

Next Tab

Figure 13 : Update

Once you click **Update** button, information is saved successfully and a pop-up message is displayed as shown: (Figure 14):

Home | **Self Service** | **User Manual** | **Contact Us** | **Change Password**

Biodata 1 | Biodata 2 | Other Information | Previous Qualifying | History & Verification | Leave | LTC | Nominations & CGHS | Training and Exam | Asset & Quarter | Loan & Advances | Verification

Biodata Page 1 | User ID:5597321

PART-1 BIODATA

| | |
|------------------------------|-------------------------------|
| User ID: 5597321 | MMS ID: 155 |
| DCP ID: | Date Of Birth *: 02/12/1987 |
| Prefix: Mr. | First Name *: ASHISH |
| Middle Name: | Last Name *: PARMAR |
| Gender *: MALE | Marital Status: Single |
| Father's Name: ANSHUL PARMAR | Mother's Name: KOMAL PARMAR |
| Spouse's Name: | Nationality *: INDIAN |
| Category *: GENERAL | Sub Category: FREEDOM FIGHTER |
| Region *: JAIPUR | Location *: ABU |
| DDO/HOD *: DDO JAIPUR-ABU | |

Biodata Details Successfully Updated

Figure 14 : Biodata 1 Success Message

Click button to proceed further.

Once the **Biodata 1** information is saved, you can navigate to other screens by clicking the respective tabs. The **Next Tab** button navigates you to the next tab in the sequence.

Home | **Self Service** | **User Manual** | **Contact Us** | **Change Password**

Biodata 1 | Biodata 2 | Other Information | Previous Qualifying | History & Verification | Leave | LTC | Nominations & CGHS | Training and Exam | Asset & Quarter | Loan & Advances | Verification

Biodata Page 1 | User ID:5597321

PART-1 BIODATA

| | |
|------------------------------|-------------------------------|
| User ID: 5597321 | MMS ID: 155 |
| DCP ID: | Date Of Birth *: 02/12/1987 |
| Prefix: Mr. | First Name *: ASHISH |
| Middle Name: | Last Name *: PARMAR |
| Gender *: MALE | Marital Status: Single |
| Father's Name: ANSHUL PARMAR | Mother's Name: KOMAL PARMAR |
| Spouse's Name: | Nationality *: INDIAN |
| Category *: GENERAL | Sub Category: FREEDOM FIGHTER |
| Region *: JAIPUR | Location *: ABU |
| DDO/HOD *: DDO TEST | |

Figure 15 : Next Tab navigation

Biodata 2

This screen contains Educational Details, Personal Information, Passport Details, Job Details and Union Details.

Once you click on **Biodata 2**, the following screen is displayed:

Figure 16 : Bio Data 2

As explained above, click **Edit** to edit the details. Once the details are entered, click **Update** to save the data. The fields on the above screen are described as follows:

Education Details: This grid captures the educational qualifications of the employee. **Educational Details** grid has the fields namely **Degree** and **Degree Description**.





| Field Name | Description |
|---------------------------|---|
| Degree (Mandatory) | Select the appropriate degree from the dropdown provided. Enter the details of all your qualifications till date. For e.g.: 12 th , Graduation, Post-Graduation, etc. |
| Degree Description | You can enter a short description of your degree selected. Click  button to save the information as highlighted in the above screen. Click  to refresh the data in the grid as shown in Figure 16 : Bio Data 2. |

Table 2: Educational Details

Once the educational qualification detail has been added, you can edit your information by clicking “Edit” icon (). In case you want to delete a row of the saved education details, click “Delete” icon ().

Other fields of Biodata 2 page are described below:

Personal Information:

| Field Name | Description |
|-----------------------------------|--|
| Height(in CMS) | This field records your height in centimeters. |
| Identification Mark | This field records any kind of mark for your identification. Enter the description of your identification mark like a mole, any birthmark, etc. in this field. |
| Home State | Select the home state from the dropdown provided. |
| Domicile State | Select the state of your permanent residence from the dropdown provided. |
| Place Of Birth(Mandatory) | Select the place of birth from the dropdown list provided. |
| Disabled or Not(Mandatory) | This field records whether you are disabled or not. Select Yes or No from the dropdown list. |
| Type of Disability | In case you are disabled, select the type of disability from the dropdown list. . This field is enabled when you select Yes for Disable or Not field. |
| Percentage of Disability | Depending upon the type of disability, specify the percentage of your disability in this field. . This field is enabled only when you select Yes for Disable or Not field. |
| Blood Group(Mandatory) | Select your Blood Group from the dropdown which has values like O+, A+, and B+ etc. |
| Religion(Mandatory) | Select your Religion from the dropdown list which has values like Hindu, Muslim, and Sikh etc. |

Table 3 : Personal Information

Job Details:

| Field Name | Description |
|--|---|
| Date of Entry in Govt. Service(Mandatory) | Enter the date on which you joined Government Service in this field with the help of calendar that pops up when this field is clicked as shown in Figure 12 : Using Calendar. |
| Date of entry in ITD(Mandatory) | Enter the date on which you joined the Income Tax Department (ITD). |
| PAN Number(Mandatory) | Enter your Permanent Account Number (PAN number) in this field. |
| CPF/GPF/PRAN Number | Enter the CPF/GPF/PRAN Number in this field. |
| Designation at the time of joining ITD | Enter your designation when you joined ITD. |
| Current Designation | Enter your current designation in ITD. |
| Cadre at the time of joining ITD | Select the cadre to which you belonged to at the time of joining ITD. |
| Current Cadre | This field captures your current cadre. Select the current cadre from the dropdown provided. It contains values like IRS, Statistical cadre etc. |
| Civil List Number | This field shows the civil list number. Enter your Civil List Number. |
| Civil List Year | Select civil list year from the dropdown list. |
| Recruitment Method | Select the method of your recruitment in ITD from the dropdown list. E.g.-Direct, Deputation etc. |
| Category of Recruitment | Select the category of recruitment from the dropdown. Select the category for which you were recruited. It has values such as SC, ST etc. |
| UPSC/SSC Reference No. | Enter the UPSC/SSC reference number in this field. |
| UPSC/SSC Rank | Enter the UPSC/SSC Rank in this field. |
| Type of Exam | Select the type of exam that you have passed through the dropdown provided. |
| Current Group | Enter the current group (A, B, C or D) to which you belong from the dropdown list. |

Table 4: Job Details

Passport Details:

| Field Name | Description |
|------------------------|---|
| Passport Number | If you have a passport, enter the Passport number in this field. |
| Place of Issue | Enter the name of the place where passport was issued to you in this field. The field is enabled only when a Passport Number is entered. |
| Date of Issue | Enter the date on which passport was issued to you in this field using the calendar. The calendar is displayed when you click this field as shown in Using Calendar screen (Figure 12). The field is enabled only when a Passport Number is entered. |
| Date of Expiry | Enter the date on which passport gets expired in this field using the calendar. Calendar gets displayed when you click Date of Expiry field as shown in Using Calendar screen (Figure 12). The field is enabled only when a Passport Number is entered. |

Table 5: Passport Details**Union Details:**

| Field Name | Description |
|------------------------------|--|
| Union Name | Enter the union name in this field of which you are a member of. |
| Date of joining Union | This field captures date on which you joined the union. The calendar is displayed when you click this fields shown in Using Calendar screen (Figure 12). |
| Union Position | This field captures the union position. |
| Union Fee(Membership) | Enter the membership fee of the union. |

Table 6: Union Details

After filling all the information, click on **Update** as shown in following figure

Biodata Page 2 | Employee ID:5597321

Educational Details

| SL | Degree * | Degree Description |
|----|------------|--------------------|
| 1 | 10TH | CBSE |
| 2 | 12TH | CBSE |
| 3 | GRADUATION | B COM |
| 4 | Select | |

Personal Information

Height(In CMS): 170
 Identification Mark: Mole on nose
 Place of Birth: DELHI
 Type of Disability: Select
 Blood Group: O+
 Home State: DELHI (UT)
 Domicile State: DELHI (UT)
 Disabled or Not: No
 Percentage of Disability: Select
 Religion: HINDU

Job Details

Date of Entry in Govt. Service: 02/04/2002
 PAN Number: DMOPJ4561R
 Designation at the time of Joining ITD: ITO AUDIT
 Cadre at the time of Joining ITD: ITO CADRE
 Civil List Number: 123456
 Recruitment Method: DIRECT
 UPSC/SSC Reference No.: UPSC1234
 Type of Exam: UPSC
 Date of Entry in ITD: 08/05/2003
 GPF/CPF/PRAN Number: ABCD123456789123
 Current Designation: ITO ADMINISTRATION
 Current Cadre: ITO CADRE
 Civil List Year: 2007
 Category of Recruitment: UR AND DIRECT RECRUITMENT
 UPSC/SSC Rank: 123
 Current Group: B

Passport Details

Passport Number: J1234567
 Date of Issue: 04/04/2004
 Place of Issue: DELHI
 Date of Expiry: 04/04/2014

Union Details

Union Name: ABCD
 Union Position: 234
 Date of Joining Union: 02/06/2006
 Union Membership Fee (Only in Numbers): 600

[Edit](#) [Update](#)

[Prev Tab](#) [Next Tab](#)

Figure 17 : Biodata2

Other information

Click **Other Information** tab, the following screen is displayed:

The screenshot displays the 'Other Information' form for Employee ID: 5597321. The form is divided into four main sections: Address Details, Family Details, Contact Details, and Email Details. The Address Details section includes fields for Address Type (PERMANENT), House No (1234), and Building (friends centre). The Family Details section lists two family members: Anshul Parmar (Father, born 02/14/1962) and Komal Parmar (Mother, born 02/04/1964). The Contact Details section shows a personal contact number (+91 9354222463). The Email Details section shows a primary email address (parmar.ashish@gmail.com). A yellow banner at the bottom of the form indicates 'Email Details Successfully Added'.

Figure 18 : Other Information

The details of fields have been explained below:

Address Details:

| Field Name | Description |
|------------------------------------|---|
| Address Type (Mandatory) | Select the type of address that you want to enter. It contains values like Present, Permanent etc. |
| House No (Mandatory) | Enter your house number in this field. |
| Building (Mandatory) | Enter your building name and/or number in this field. |
| Street Name | Enter the name of the street in this field. |
| Village / Tehsil / District | Enter the name of village or Tehsil or district of your address in this field. |
| Landmark | Enter the landmark in this field. Example: near ABC Hospital. |
| City | This field captures the name of the city of your address. Enter the city in the field provided. |
| State | This field captures the name of the state where you reside. Select the state from the dropdown list. |
| Pin code | This field captures the Pin no. of the city where you reside. Enter 6-digit number in this field. Example: 110087,110022 etc. |

Table 7: Address Details

Family Details:

| Field Name | Description |
|--|---|
| Prefix | Select the prefix to be used before the name of the family member in this field. It has values like Mr., Miss, and Mrs. Etc. |
| Full Name (Mandatory) | Enter the full name of your family member in this field. |
| Date of Birth(Mandatory) | Select the date of birth of your family members with the help of calendar in this field as shown in Using Calendar screen (Figure 12).. |
| Relationship(Mandatory) | Select your relationship with your family member through the dropdown provided. It contains the values like Mother, Father, Spouse, Son etc. |
| Whether in Govt. service or not | This field captures the information that whether that family member works in govt. Sector or not. This is a dropdown list with values yes/no. |
| Whether in Income Tax Department or Not | This field captures the information that whether that family member works in ITD or not. This is a dropdown list with values yes/no. |


Table 8: Family Details**Contact Details:**


| Field Name | Description |
|-----------------------------------|---|
| Contact Type (Mandatory) | This field captures the type of contact no. (Official/ Personal/ Residential, etc.). Select the appropriate type from the dropdown. |
| Contact Number (Mandatory) | This field captures the contact number corresponding to the Contact Type selected. |


Table 9: Contact Details**Email Details:**

| Field Name | Description |
|-------------------------------|---|
| Email Type (Mandatory) | This field captures the type of email account (Primary or Secondary). Select the appropriate type from the dropdown list. |
| Email Id (Mandatory) | This field captures your email id corresponding to the Email Type selected. Example: abc@gmail.com or xyz@yahoo.com etc. |

Table 10: Email Details

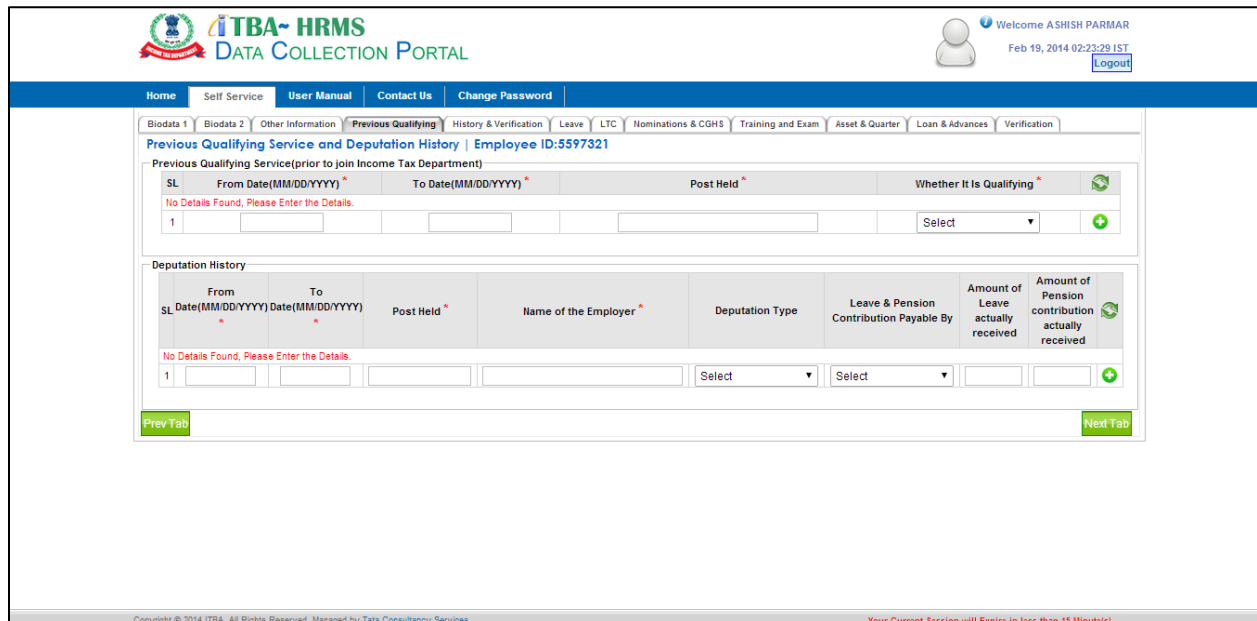
Click  button to save the details.

Click  to edit the data.

Click  to delete a row from the grid.


Previous Qualifying and Deputation History

On clicking “Previous Qualifying and Deputation History”, the following screen is displayed:




The screenshot shows the TBA-HRMS Data Collection Portal interface. The user is logged in as ASHISH PARMAR. The main content area is titled "Previous Qualifying Service and Deputation History | Employee ID:5597321".

Previous Qualifying Service (prior to join Income Tax Department)

| Sl. | From Date(MM/DD/YYYY) | To Date(MM/DD/YYYY) | Post Held | Whether It Is Qualifying | |
|---|-----------------------|----------------------|----------------------|--------------------------|---|
| No Details Found, Please Enter the Details. | | | | | |
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | Select |  |

Deputation History

| Sl | From Date(MM/DD/YYYY) | To Date(MM/DD/YYYY) | Post Held | Name of the Employer | Deputation Type | Leave & Pension Contribution Payable By | Amount of Leave actually received | Amount of Pension contribution actually received | |
|---|-----------------------|----------------------|----------------------|----------------------|-----------------|---|-----------------------------------|--|--|
| No Details Found, Please Enter the Details. | | | | | | | | | |
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Select | Select | <input type="text"/> | <input type="text"/> |  |

Buttons: Prev Tab, Next Tab

Footer: Copyright © 2014 TBA. All Rights Reserved. Managed by Tata Consultancy Services. Your Current Session will Expire in less than 15 Minutes.

Figure 19 : Previous Qualifying and Foreign Service

This Screen has the following fields:

Previous Qualifying Service (Prior to joining Income Tax Department):


| Field Name | Description |
|---|---|
| From Date (MM/DD/YYYY) (Mandatory) | Enter the date from when you joined your previous service with the help of calendar available for this field as shown in Figure 12. |
| To Date (MM/DD/YYYY) (Mandatory) | Enter the last date of your previous service with the help of calendar available for this field as shown in Figure 12. |
| Post Held (Mandatory) | Enter the designation you held during your previous qualifying service |
| Whether It Is Qualifying (Mandatory) | Select value from the drop down to indicate whether this service is qualifying or not. |

Table 11: Previous Qualifying Service

Deputation History:

| Field Name | Description |
|---|---|
| From Date (MM/DD/YYYY) (Mandatory) | Enter the start date of your Deputation with the help of calendar available for this fields shown in Figure 12. |
| To Date (MM/DD/YYYY) (Mandatory) | Enter the date when your deputation ended with the help of calendar available for this field as shown in Figure 12. |
| Post Held (Mandatory) | Enter the designation held during your deputation period. |
| Name of the Employer (Mandatory) | Enter the name of the employer you worked with during your deputation. |
| Deputation Type | Select a particular deputation type from the dropdown list provided. It has values like CSS, Non-CSS, CVO, etc. |
| Leave & Pension Contribution payable by | This field captures whether you have paid the Leave & Pension contribution. It has values like Self or Employer. |
| Amount of Leave actually received | Enter the amount of leave which was received during deputation. |
| Amount of Pension contribution actually received | Enter the amount of pension contribution received during deputation. |

Table 12 : Deputation History

Click  button to save the details.

(3) History and Verification

Click “History and Verification” tab the following screen is displayed:

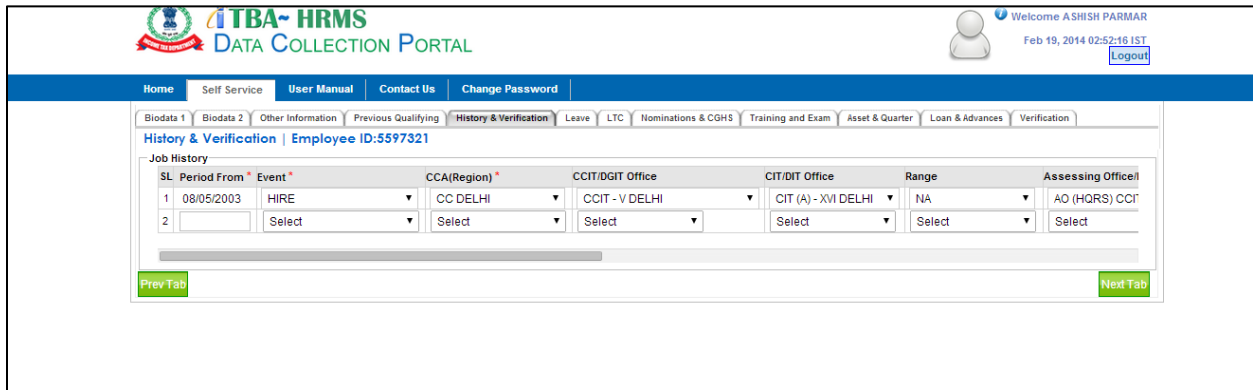


Figure 20: History and Verification (part 1)

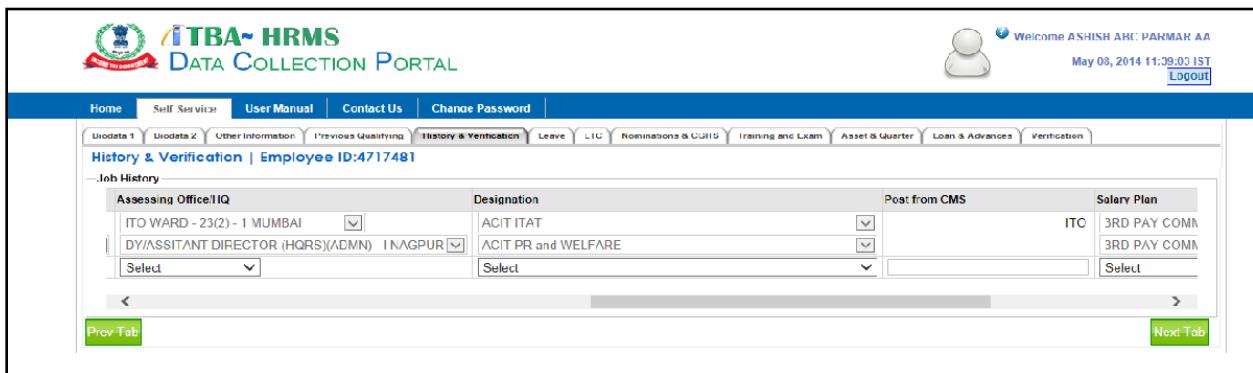


Figure 21: History and Verification (part 2)

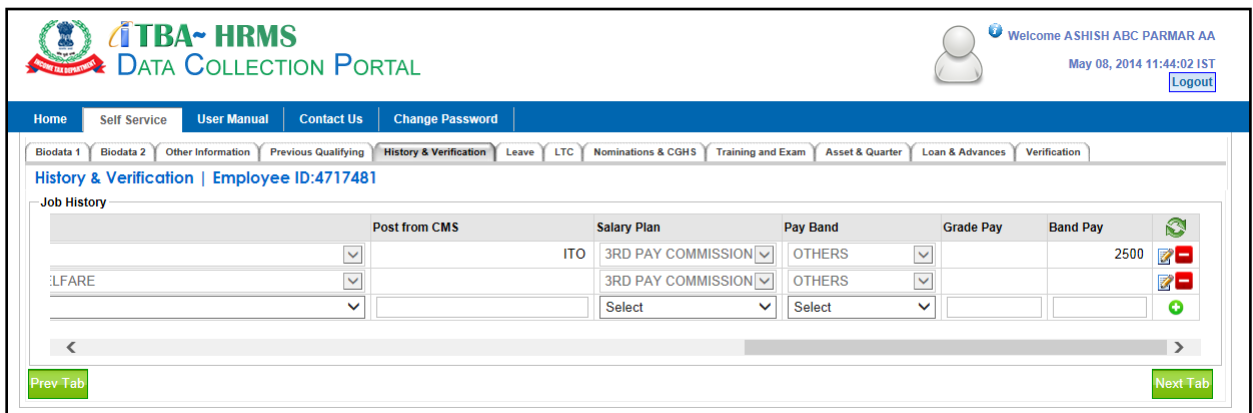


Figure 22: History and Verification (part 3)


The **Job History** grid records all the events that have occurred in your entire career. These events include Hire, Promotion, Transfer, Relieving, etc. All these events are associated with a date from which they came into effect. In addition to this, there may be an impact on the salary on these events. Hence, this grid shows all the details that are associated with these actions.

The fields under Job History are described as follows:

| Field Name | Description |
|--------------------------------|--|
| Period from (Mandatory) | This field records the date from which that particular action is valid. Select the date in this field with the help of calendar as shown in Figure 12. |
| Event (Mandatory) | This field captures the event that occurred. It could be Transfer, Increment etc. It is a dropdown field and you can select the appropriate events from the dropdown list. |
| CCARegion (Mandatory) | This field captures one of the 19 CCA (Cadre Controlling Authority) regions. Select the appropriate CCA Region to which you belong from the dropdown list provided. |
| CCIT/DGIT Office | This field is enabled only if CCA (Region) field is selected. It is dropdown field that contains all the CCIT/DGIT offices that fall under the selected CCA. Select the CCIT/DGIT Office from the values present in dropdown list. |
| CIT/DIT Office | This field is enabled only if a value has been selected in CCIT/DGIT Office field. It is dropdown field that contains all the CIT/DIT offices that fall under the selected CCIT/DGIT Office. Select the CIT/DIT Office from the values present in dropdown list. |
| Range | This field is enabled only if a value has been selected in CIT/DIT Office field. It is dropdown field that contains all the Ranges that fall under the selected CIT/DIT Office. Select the Range Office from the values present in dropdown list. |
| Assessing Office/HQ | This field is enabled only if a value has been selected in Range field. It is dropdown field that contains all the Assessing Office/HQ fall under the selected Range. Select the Office from the values present in dropdown list. |
| Designation | This field captures the designation held by you at the time the selected event occurred. |
| Post from CMS | Enter the post from CMS in the text box. |

| | |
|--------------------|--|
| Salary Plan | This field captures the salary plan. Select the value of salary plan from the dropdown which contains the values from 1 st to 6 th Pay Commission. |
| Pay Band | This field records the pay band depending upon the Salary Plan selected for a particular event. For e.g.: For Salary Plan as 6 th Pay Commission, the Pay Band shows values such as PB1, PB2, etc. |
| Grade Pay | Enter the Grade Pay for the particular Event . |
| Band Pay | Enter the band pay for the Event selected in this field. |

Table 13: Jobs History

Click  button to save the details.

(4) Leave

Click **Leave** tab, the following screen is displayed:

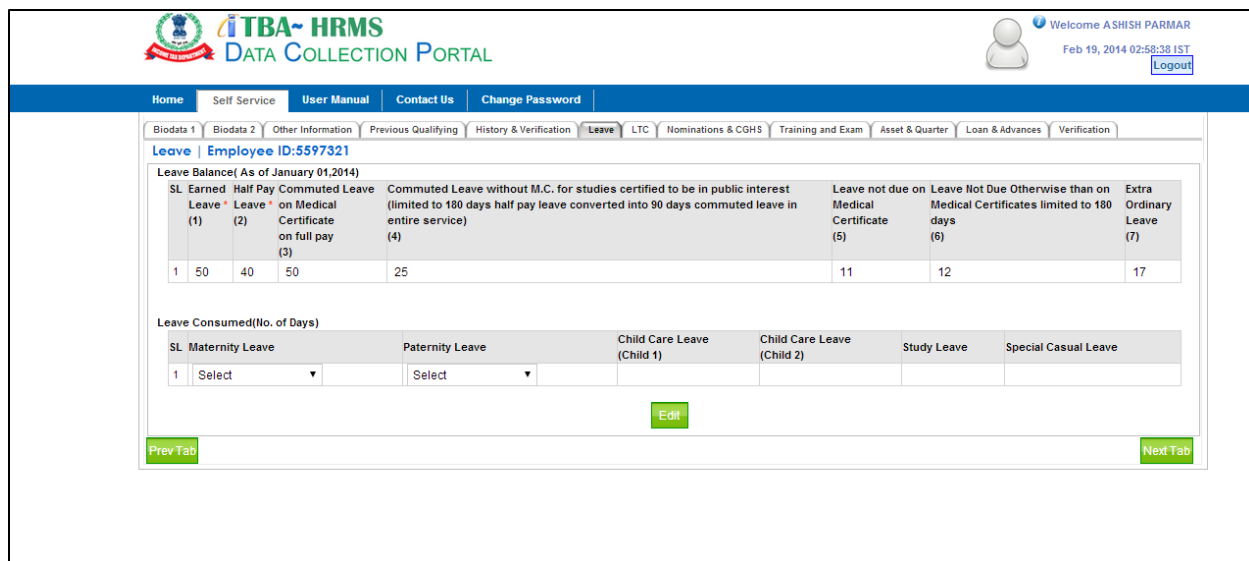


Figure 23: Leave

All the textboxes which record the number of leaves accept the whole number maximum up to three digits. Dropdown fields are described as:

| Field Name | Description |
|--|---|
| Earned Leave (Mandatory) | Enter the number of earned leaves which are available with you. |
| Half Pay Leave (Mandatory) | Enter the number of half pay leaves which are available with you. |
| Commuted Leave on Medical Certificate on full pay | Enter the number of commuted leave on Medical Certificate which you have availed on full pay . |
| Commuted Leave without M.C. for studies certified to be in public interest (limited to 180 days half pay leave converted into 90 days commuted leave in entire service) | Enter the number of commuted leaves availed by you without M.C. for studies in this field. |
| Leave not due on Medical Certificate | Enter the number of leaves not due (LND) availed by you on Medical Certificate in this field. |
| Leave not due otherwise than on Medical Certificates limited to 180 days | Enter the number of leave not due (LND) availed by you other than LND availed on Medical Certificate in this field. |
| Extra Ordinary Leaves | Enter the number of extra-ordinary leaves availed by you in this field. |
| Maternity Leave | Specify the number of times maternity leave, if any, was taken by you. |
| Paternity Leave | Select the number of times paternity leave, if any, was taken by you. |
| Child Care Leave (Child 1) | Specify the number of leaves taken for Child Care (for 1 st Child). |
| Child Care Leave (Child 2) | Specify the number of leaves taken for Child Care (for 2 nd Child). |
| Study Leave | Enter the number of leaves consumed by you for your further study/ education. |
| Special Casual Leave | Enter the number of special casual leave consumed by you. |

Table 14: Leave

After entering all the information, click **Update** to save the information.

LTC

Click **LTC** tab the following screen is displayed:

The screenshot shows the TBA-HRMS Data Collection Portal interface. The user is logged in as ASHISH PARMAR. The 'LTC' tab is selected in the navigation menu. The form displays the following data:


| SL | Block Year * | LTC Type * | No. of Leave Encashed * |
|----|--------------|-------------------|-------------------------|
| 1 | 2006-2009 | Anywhere in India | 25 |
| 2 | Select | Select | |

Figure 24: LTC

LTC screen has three fields:

| Field Name | Description |
|--|---|
| Block Year (Mandatory) | This field captures the year of the block period in which you have availed LTC. Select the appropriate block year from the dropdown provided. |
| LTC Type (Mandatory) | Select whether the LTC has been availed for hometown or anywhere in India. |
| No. of Leave Encashed (Mandatory) | This field captures the number of leaves encashed by you. |

Table 15: LTC

Click  button to save the details.

Nominations and CGHS

Click **Nominations and CGHS** tab, the following screen is displayed.

Since these screens contain large volume of data, this screen has been divided into three parts.

However you are able to see complete screen of **Nomination and CGHS** when you click on this tab:

TBA-HRMS DATA COLLECTION PORTAL

Welcome NVNWN OK
May 08, 2014 04:07:46 IST
[Logout](#)

Home | Self Service | **User Manual** | Contact Us | Change Password

Biodata 1 | Biodata 2 | Other Information | Previous Qualifying | History & Verification | Leave | LTC | **Nominations & CGHS** | Training and Exam | Asset & Quarter | Loan & Advances | Verification

Nominations and CGHS | Employee ID:4717481

Nominations for GPF & Family Pension

| SL | Full Name * | Address | Age | Relationship * | Date Of Nomination | Share(%) * | Contingencies declare the nomination as ir |
|----|--------------|---------|-----|----------------|--------------------|------------|--|
| 1 | Komal Parmar | xyz | 45 | MOTHER ▼ | 05/01/2014 | 20 | |
| 2 | Komal Parmar | xyz | 45 | MOTHER ▼ | 05/05/2014 | 30 | |
| 3 | | | | Select ▼ | | | |

Nominations for Death-cum-Retirement Gratuity

| SL | Full Name * | Address | Age | Relationship * | Date Of Nomination | Share(%) * | Alternate |
|----|----------------|----------------------|-----|----------------|--------------------|------------|-------------------|
| 1 | jhg djkhksdjfh | jkhjkhjk hj HNo. 111 | 87 | FATHER ▼ | 01/27/2014 | 21 | fjhjhjkh jkhjk ji |
| 2 | hjk | jkh | 21 | BROTHER ▼ | 04/07/2014 | 10 | iuouio |
| 3 | gfrhtg | hgjhjg | 54 | DAUGHTER ▼ | 05/21/2014 | 50 | hgjhjg |
| 4 | | | | Select ▼ | | | |

Nominations for Benefits Under The Central Government Employees Group Insurance Scheme.1980

| SL | Full Name * | Address | Age | Relationship * | Date of Nomination | Share(%) * | Contingencies that declare the Nomination as Invalid | Alternate Nominee Full Nan |
|----|-------------|---------|-----|----------------|--------------------|------------|--|----------------------------|
|----|-------------|---------|-----|----------------|--------------------|------------|--|----------------------------|

Figure 25: Nomination and CGHS - Part 1



Welcome NNNNN OK
May 08, 2014 04:13:52 IST
[Logout](#)

Home | Self Service | **User Manual** | Contact Us | Change Password

Biodata 1 | Biodata 2 | Other information | Previous Qualifying | History & Verification | Leave | LTC | **Nominations & CGHS** | Training and Exam | Asset & Quarter | Loan & Advances | Verification

Nominations and CGHS | Employee ID:4717481

Nominations for GPF & Family Pension

| Alternate Nominee Full Name | Alternate Nominee Address | Alternate Nominee Age | Alternate Nominee Relationship | If the nominee is not a member of the family please state the reasons |
|-----------------------------|---------------------------|-----------------------|--------------------------------|---|
| Subha Parmar | xyz | 30 | SPOUSE ▼ | |
| Anshul Parmar | xyz | 50 | FATHER ▼ | |
| | | | Select ▼ | |

Nominations for Death-cum-Retirement Gratuity

| SL | Full Name * | Address | Age | Relationship * | Date Of Nomination | Share(%) * | Alternate |
|----|----------------|---------------------|-----|----------------|--------------------|------------|-----------------|
| 1 | jhg djkhksdjfh | jkhkhjk hj HNo. 111 | 87 | FATHER ▼ | 01/27/2014 | 21 | fjhjhkh jkhjk j |
| 2 | hjk | jkh | 21 | BROTHER ▼ | 04/07/2014 | 10 | iuouio |
| 3 | gfrhtg | hgjh | 54 | DAUGHTER ▼ | 05/21/2014 | 50 | hgjhj |
| 4 | | | | Select ▼ | | | |

Nominations for Benefits Under The Central Government Employees Group Insurance Scheme,1980

| SL | Full Name * | Address | Age | Relationship * | Date of Nomination | Share(%) * | Contingencies that declare the Nomination as Invalid | Alternate Nominee Full Name |
|----|---------------------|----------------------|-----|----------------|--------------------|------------|--|-----------------------------|
| 1 | ghuid sjdghasjd hjg | hgjhjg hgjhg 7878788 | 78 | BROTHER ▼ | 01/27/2014 | 20 | jhghjgg iou | hgjhjghjghg jhjhj |

Figure 26 : Nomination and CGHS - Part 2

Nominations for GPF and Family Pension

| Field Name | Description |
|--|--|
| Full Name (Mandatory) | Enter the full name of nominee. |
| Address | Enter the address of nominee. |
| Age | Enter the age of nominee. |
| Relationship(Mandatory) | Select the relationship that you share with the nominee through the dropdown list provided. It has values like Spouse, Father, and Mother etc. |
| Date of Nomination | Enter the date on which the nominee was nominated for GPF & Family Pension. Click the text box a calendar pops-up and you select date from it as shown in Figure 12. |
| Share%(Mandatory) | Enter the share (in percentage) of GPF and Family Pension that the nominee receives.. |
| Contingencies that declare nomination as Invalid | In case the nomination is declared invalid, enter the detailed reasons to record the contingencies |
| Alternate Nominee Full Name | Enter the name of the alternate nominee. |
| Alternate Nominee Address | Enter the age of the alternate nominee. |
| Alternate Nominee Age | Specify the alternate nominee's age. |
| Alternate Nominee Relationship | Select the relationship that you share with the alternate nominee through the dropdown provided . |
| If the Nominee is not a member of the family please state the reasons | In case the person who is being nominated is not a family member, enter the reason for declaring that person as a nominee. |

Table 16: Nomination for GPF and Family Pension


In this Nominations & CGHS screen, specify the name of that person whomsoever you wish to make your nominee (that can be more than one) and also filling up the corresponding data in the fields provided. In the Share (%) field specify the amount of percentage share you want to divide amongst the nominees as mentioned. In case the nominee being specified is not in a state to collect that share then this mentioned percentage share is further divided amongst the other Alternative Nominees in accordance to the amount of share you have stated to that particular individual. You can add more than one alternate nominee for any main nominee and divide the share among alternate nominees. If employee wants to add two alternate nominees, This can be done by adding the two rows for the same nominee. Each row will contain the same nominee but with different alternate nominees, their relationship with employee and share percentage .

For Example, If the employee wants to add Komal Parmar (Mother) as main nominee with 50% share and contribute share its 30% to subha parmar (wife) and 20% Anshul Parmar (Father) then he will mention his entries as given below.

As shown in the above screenshot, the first row will contain Komal Parmar as main nominee with 30% share and her alternate nominee is Subha Parmar. Similarly, Second row will also contain Komal Parmar as main nominee with 20% share but this time her alternate nominee will be Anshul Parmar.

| Nominee | Relationship | Share | Alternate Nominee | Relationship with Nominee | Alternate Nominee Share |
|--------------|--------------|-------|-------------------|---------------------------|-------------------------|
| Komal Parmar | Mother | 50% | Subha Parmar | Spouse | 30% |
| Komal Parmar | Mother | 50% | Anshul Parmar | Father | 20% |

Table 17 : CGHS& Nominee Example

Click  button to save the details.

Nomination for Death-cum-Retirement Gratuity:

| Field Name | Description |
|---------------------------------------|---|
| Full Name (Mandatory) | Enter the full name of nominee. |
| Address | Enter the address of nominee. |
| Age | Enter the age of nominee. |
| Relationship(Mandatory) | Select the relationship you have with the nominee through the dropdown list provided. It has values like Spouse, Father, and Mother etc. |
| Date of Nomination | Enter the date on which the nominee was nominated for Nomination Death cum Retirement Gratuity. Click on text box a calendar pops-up and you can select date from it as shown in Figure 12. |
| Share%(Mandatory) | Enter the share (in percentage) of nominee in Nomination Death cum Retirement Gratuity. |
| Alternate Nominee Full Name | Enter the full name of the alternative nominee. |
| Alternate Nominee Address | Enter the address of the alternative nominee. |
| Alternate Nominee Age | Enter the age of the alternative nominee. |
| Alternate Nominee Relationship | Select the relationship of the alternative nominee through the values provided in the dropdown. It has values like Spouse, Father, and Mother etc. |


Table 18: Nominations Death cum Retirement Gratuity

Click  button to save the details.

Nominations for CGEGIS

| Field Name | Description |
|---|---|
| Full Name | Enter the full name of nominee. |
| Address | Enter the address of nominee. |
| Age | Enter the age of nominee. |
| Relationship | Enter the relationship which you hold with the nominee. |
| Date of Nomination | Enter the date of the nomination for Nomination Benefits under CGEGIS 1980. Clicking on text box, a calendar pops-up and you can select date from it as shown in Figure 12. |
| Share(%) | You have to enter the share of nominee in Nomination Benefits under CGEGIS 1980. |
| Contingencies that Declare the Nomination as Invalid | You have to enter the contingencies that declare nomination as invalid. |
| Alternative Nominee Full Name | Enter the name of the alternative nominee. |
| Alternative Nominee Address | Enter the address of the alternative nominee. |
| Alternative Nominee Age | Enter the age of the alternative nominee. |
| Alternative Nominee Relationship | Enter the relationship of the alternative nominee. |

Table 19: Nominations for CGEGIS

Click  button to save the details

Beneficiaries for CGHS:

Central Government Health Scheme (CGHS) screen Figure 26 : Nomination and CGHS - Part 2 is divided into two parts a grid and the common part. Before adding any row in a grid you have to enter common information (i.e. four fields given just above the CGHS grid). You enter the value of various fields then click add button to save the value in database.

| Field Name | Description |
|-------------------------------------|--|
| Enrolled for CGHS(Mandatory) | Select the value from the dropdown i.e. whether you have enrolled for CGHS or not. All other fields related to CGHS are enabled only if you select “Yes” from the dropdown |
| CGHS Number | Enter the CGHS number. |
| CGHS Coverage Start Date | Enter the starting date of CGHS coverage. Clicking text box a calendar pops-up and you can select a date from it. |
| CGHS Dispensary | Enter the name of the CGHS Dispensary. |
| Full Name(Mandatory) | Enter the name of the person covered in CGHS benefits. |
| Date of Birth | Enter the date of birth of the person covered in CGHS benefits. A calendar pops-up and you can select a date from it as shown in Figure 12. |
| Relationship(Mandatory) | Enter the relationship with the person covered in CGHS benefits. |

Table 20: CGHS

Training and Examination

Click **Training and Examination** tab the following screen is displayed:

Since these screens contain large volume of data, this screen has been divided into two parts (Part 1 and Part 2) as shown:.

The screenshot shows the 'Training and Examination' section for Employee ID: 4717481. It features a navigation bar with tabs like 'Home', 'Self Service', 'User Manual', etc. The main content area is divided into two sections: 'Training Details' and 'Examination Details'. 'Training Details' contains a table with columns for SL, Institute, Training, Place, Period(Days), From Date, To Date, and Remarks. 'Examination Details' contains a table with columns for SL, Examination Name, Date Of Examination, and Examination Passed or Not. There are 'Prev Tab' and 'Next Tab' buttons at the bottom.

| SL | Institute * | Training * | Place | Period(Days) * | From Date | To Date | Remarks |
|----|-------------|------------|-------|----------------|------------------|------------------|----------------|
| 1 | DRDO | Engg. | Delhi | 90 | 01/13/1990 00:00 | 01/16/1990 00:00 | Engg. Training |
| 2 | | | | | | | |

| SL | Examination Name * | Date Of Examination | Examination Passed or Not * |
|----|--------------------|---------------------|-----------------------------|
| 1 | DRDO | 01/06/1992 | Yes |
| 2 | | | Select |

Figure 27: Training and Examination (Part 1)

This screenshot is identical to Figure 27, showing the 'Training and Examination' section for Employee ID: 4717481. It displays the same tables for 'Training Details' and 'Examination Details' with the same data entries. The 'Prev Tab' and 'Next Tab' buttons are visible at the bottom of the page.

Figure 28 : Training and Examination (Part 2)

This Screen has the following fields which are detailed as follows:

| Field Name | Description |
|--------------------------------|---|
| Institute (Mandatory) | Enter the name of the institute where the training was carried out |
| Training (Mandatory) | Enter the name of the training course/session attended. |
| Place | Enter the place where your training session was held. |
| Period(Days)(Mandatory) | Enter the duration of the training (in days) in this field. It is a textbox that accepts decimal value up to one place e.g. 3.5 represents three and half days. |
| From Date | Enter the start date of your training in this field with the help of calendar as shown in Figure 12. |
| To Date | Enter the end date of your training in this field with the help of calendar as shown in Figure 12. |
| Remarks | Enter the comments (if any) in this field. |

Table 21: Training Details

Examination Details:

| Field Name | Description |
|---|---|
| Examination Name (Mandatory) | Enter name of the exam. |
| Date of Examination | This field captures the date on which that employee gave the examination. |
| Examination passed or not(Mandatory) | Select Yes or No from the dropdown to indicate whether the exam has been passed or not. |

Table 22: Examination Details

Click  button to add the row in to grid.

Asset and Quarter Details

Once you click **Asset and Quarter Details** tab, the following screen (is displayed).

As this screen has so many fields, it is shown to you in three parts to explain it in a better way.

C

The screenshot displays the 'Asset and Quarter Details' page for Employee ID: 4717481. The page is divided into two main sections: 'Asset Details' and 'Quarter Details'.

Asset Details Table:

| SL | Description of Equipment * | Eligible * | Number Type | Serial Number * | Mobile Number | |
|----|----------------------------|------------|-------------|-----------------|---------------|--|
| 1 | Laptop | Yes | Serial No | 565494964196 | 9810098100 | |
| 2 | Select | Select | Select | | | |

Quarter Details Table:

| SL | Quarter Pool * | Quarter Type * | CCA Region * | Location | Quarter Number | Address |
|----|----------------|----------------|--------------|----------|----------------|---------|
| 1 | Central Pool | IV | CC DELHI | ANAND | A-12 | |
| 2 | Select | Select | Select | Select | | |

At the bottom of the page, there are 'Prev Tab' and 'Next Tab' buttons.

Figure 29 : Asset and Quarter Details (Part 1)

Asset and Quarter Details | Employee ID: 4717481

Asset Details

| SL | Description of Equipment * | Eligible * | Number Type | Serial Number * | Mobile Number | |
|----|----------------------------|------------|-------------|-----------------|---------------|--|
| 1 | Laptop | Yes | Serial No | 506494904190 | 9810098100 | |
| 2 | Select | Select | Select | | | |

Quarter Details

| City | State | Postal Code | License Fee * | Water Charges (If Applicable) | Retention Applied * (Y/N) | Reason for Retention (If Applicable) |
|------|--------|-------------|---------------|-------------------------------|---------------------------|--------------------------------------|
| | ASSAM | 110093 | 123 | | No | |
| | Select | | | | Select | |

Prev Tab Next Tab

Figure 30: Asset and Quarter Details (Part 2)

Asset and Quarter Details | Employee ID: 4717481

Asset Details

| SL | Description of Equipment * | Eligible * | Number Type | Serial Number * | Mobile Number | |
|----|----------------------------|------------|-------------|-----------------|---------------|--|
| 1 | Laptop | Yes | Serial No | 585494964196 | 9810098100 | |
| 2 | Select | Select | Select | | | |

Quarter Details

| License Fee * | Water Charges (If Applicable) | Retention Applied * (Y/N) | Reason for Retention (If Applicable) | Retention Allowed till (If Applicable) | Debarment From | Debarment To | Reason for Debarment |
|---------------|-------------------------------|---------------------------|--------------------------------------|--|----------------|--------------|----------------------|
| 123 | | No | | | | | |
| | | Select | | | | | |

Prev Tab Next Tab

Figure 31: Asset and Quarter Details (Part 3)

This Screen has the following fields which are detailed as:

Asset Details

| Field Name | Description |
|---|---|
| Description of Equipment (Mandatory) | Select the type of asset allotted to you from this field. It is a dropdown containing all the assets like Laptop, Sim card etc. |
| Eligible (Mandatory) | In case you are eligible for the asset selected in the previous field, select Yes else select No. |
| Number Type | This field is read-only and has value as 'Serial No'. |
| Serial Number(Mandatory) | This field is applicable only in case you are eligible for the asset selected. |
| Mobile Number | This field is enabled only when the asset selected is Sim Card . It records the mobile number of your sim card. |

Table 23: Asset Details

Quarter Details:

| Field Name | Description |
|---|--|
| Quarter Pool (Mandatory) | Select the type of quarter pool from the dropdown provided such as Central Pool, Department Pool, etc. |
| Quarter type (Mandatory) | Select the type of quarter which is allotted to you with the help of dropdown provided |
| CCA Region(Mandatory) | Select the CCA Region in which you have been allotted the quarter with the help of dropdown provided. |
| Location | Select the location where the quarter has been allotted to you. |
| Quarter Number | Enter the Quarter Number of the quarter allotted. |
| Address | Enter the complete address of the quarter allotted to you |
| City | Enter the name of the city where you have been allotted the quarter. |
| State | Enter the state where you have been allotted the quarter. |
| Postal code | Enter the Postal code of the city where you have been allotted the quarter. |
| License Fee(Mandatory) | Enter the amount paid as License Fee by you for the allotted quarter. |
| Water Charges(if applicable)(Mandatory) | Enter the amount paid as water charges for the allotted quarter, if applicable. |
| Retention Applied(Y/N) | Select yes, in case retention for quarter has been applied else select No. |
| Reason for Retention(if any) | In case retention of the quarter has been applied, enter the reason. |
| Retention Allowed till (if applicable) | In case quarter retention has been granted, enter the date up to which the quarter can be retained. |
| Debarment From | In case of debarment, select the date from which the debarment has begun. |
| Debarment To | In case of debarment, select the date on which the debarment ends. |
| Reason for Debarment | Enter the reason of debarment. |

Table 24: Quarter Details

Loan and Advances

Once you click “**Loan and Advance**” tab, the following screen displayed:

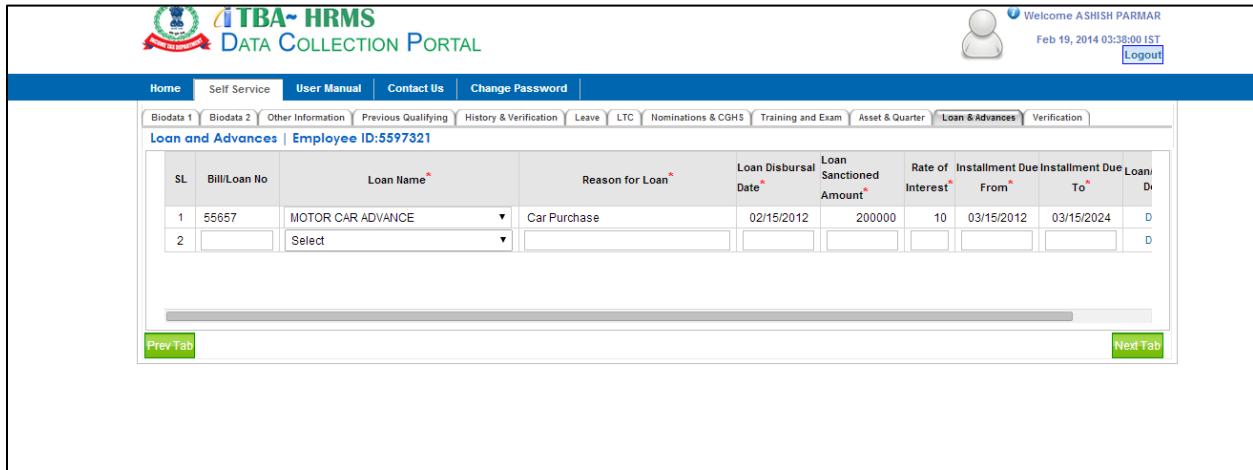


Figure 32: Loans and Advances (Part 1)

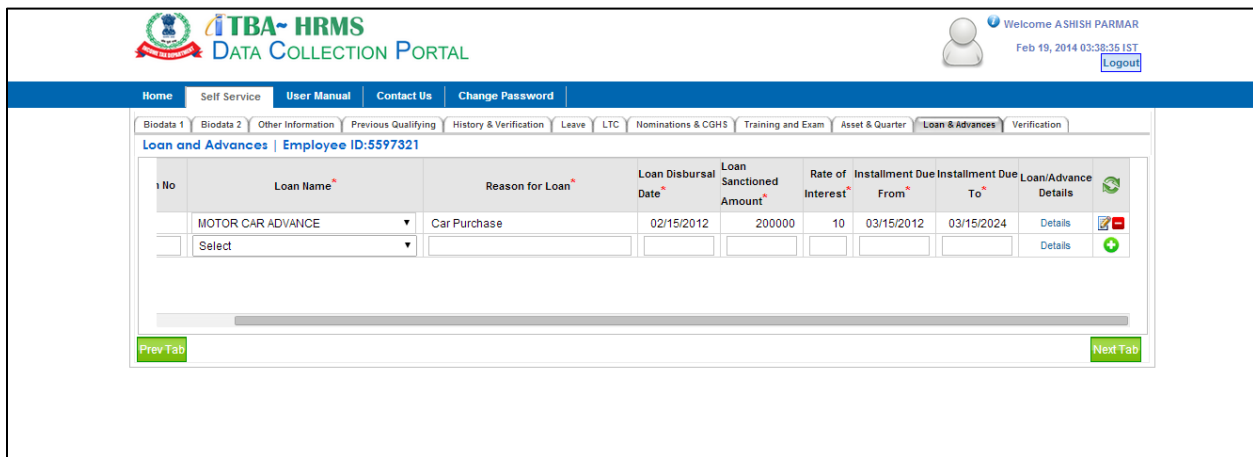


Figure 33: Loans and Advances (Part 2)

This Screen has the following fields which are detailed as:

| Field Name | Description |
|--|--|
| Bill/Loan No. | Enter the bill number (if any) against which the payment was made to you. |
| Loan Name (Mandatory) | Select the loan name from dropdown. It has values like Festival Advance, House Building Advance, and Cycle Advance etc. |
| Reason for Loan(Mandatory) | This field captures the reason for which loan has been taken by you. |
| Loan Disbursal Date(Mandatory) | This field captures the date on which loan has been sanctioned. Click the text box a calendar pops-up and you can select date from it (see Figure 12) |
| Loan Sanctioned Amount(Mandatory) | This field captures the amount which is sanctioned for the loan. Only numbers can be entered in this field. |
| Rate of Interest(Mandatory) | This field captures the rate of interest against which the loan/advance was sanctioned. |
| Installment Due From(Mandatory) | This field captures the date from which installment is due for payment. Clicking the text box, a calendar pops-up and you can select a date from it (see Figure 12). |
| Installment Due To(Mandatory) | This field captures the date up to which installments due for payment. Clicking the text box, a calendar pops-up and you can select a date from it (see Figure 12). |
| Loan/Advance Details | This link captures the Principal & Interest related Details. |

Table 25: Loan and Advances

To fill the Loan/Advance Details, click on the **Details** link. Once you click the **Details**, the following screen is displayed:.

Principal Details:

| Field Name | Description |
|----------------------------------|--|
| Principal Amount | Enter the principal amount. |
| Total EMI | Enter the total number of monthly instalments that would pay off the principal amount. |
| EMI Amount | Enter the amount that you have to pay on a monthly basis in this field. |
| Total Principal Recovered | Enter the amount of principal that has been recovered till date in this field. |
| Total EMI Paid till Date | This field captures the details of total number of EMIs paid till date. |

Table 26: Principal Details

Interest Details:

| Field Name | Description |
|---------------------------------|--|
| Interest Amount | Enter the amount of Interest applicable on the Principal amount. |
| Total EMI | Enter the total number of EMI that would pay off the interest amount. |
| EMI Amount | Enter the monthly amount to be paid in order to pay off the interest amount. |
| Total Interest Recovered | Enter the total amount of interest that has been recovered till date |
| Total EMI Paid Till Date | This field captures the total number of EMIs paid till date. |

Table 27: Interest Details

The screenshot displays the 'Loans and Advances' interface for Employee ID: 5597321. At the top, there are navigation tabs: Home, Self Service, User Manual, Contact Us, Change Password, Biodata 1, Biodata 2, Other Information, Previous Qualifying, History & Verification, Leave, LTC, Nominations & CGHS, Training and Exam, Asset & Quarter, Loan & Advances, and Verification. The main content area features a table with the following columns: Bill/Loan No, Loan Name*, Reason for Loan*, Loan Disbursal Date*, Loan Sanctioned Amount*, Rate of Interest*, Installment Due From*, Installment Due To*, and Loan/Advance Details. The table contains one entry for Bill/Loan No: 55657, Loan Name: MOTOR CAR ADVANCE, Reason for Loan: Car Purchase, Loan Disbursal Date: 02/15/2012, Loan Sanctioned Amount: 200000, Rate of Interest: 10, Installment Due From: 03/15/2012, and Installment Due To: 03/15/2024. Below the table, there are sections for 'Loan/Advances Details' and 'Principal Details'. The 'Principal Details' section shows: Principal Amount: 200000, Total EMI: 144, EMI Amount: 220000, and Total Principal Recovered: 40000. The 'Interest Details' section shows: Interest Amount: 20000, Total EMI: 144, EMI Amount: 220000, and Total Interest Recovered: 1000. There is an 'Edit' button below the interest details. At the bottom, there are 'Prev Tab' and 'Next Tab' buttons, and a session expiration warning: 'Your Current Session will Expire in less than 15 Minute(s)'.

Figure 34: Loans and Advances - Loans/Advances Details

Verification

Once you fill all his details, click **Verification** tab to submit the data. **Verification** screen is displayed as follows:

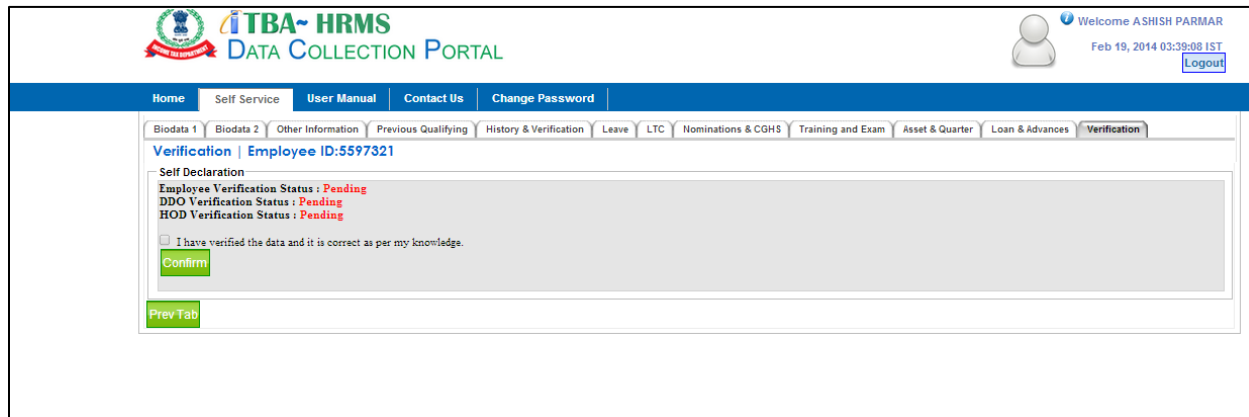


Figure 35: Verification

Check the checkbox against the text “**I have verified the data and it is correct as per my knowledge**” to verify and authenticate your data.

Click **Confirm** button, the following message is displayed:

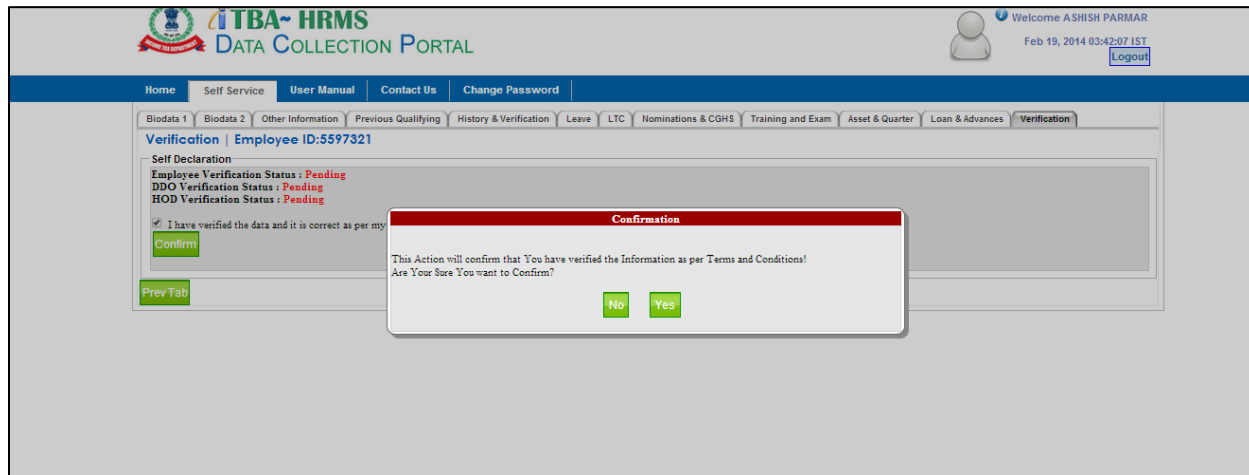


Figure 36 : Verification Check

If you agree to verify your data click **Yes** button on the message box. This would send your data to your DDO for further verification.

Note: Once you have verified your data, you cannot make any further changes in it. If your data needs any corrections/ updation, you can approach your DDO for the same.

2.3.3 User Manual

All the user manuals are available on the portal for quick reference. Click **User Manual** tab, the following screen is displayed:

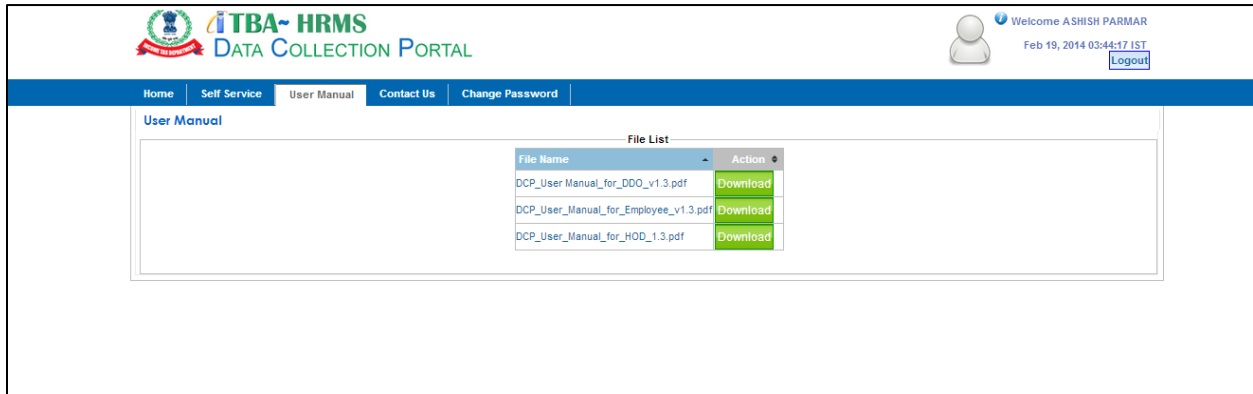


Figure 37: User Manual

Click **Download** button available against each user manual to download the same.

2.3.4 Contact Us

Contact details of support team are available on this link. In **Contact Us** tab, the following screen is displayed:

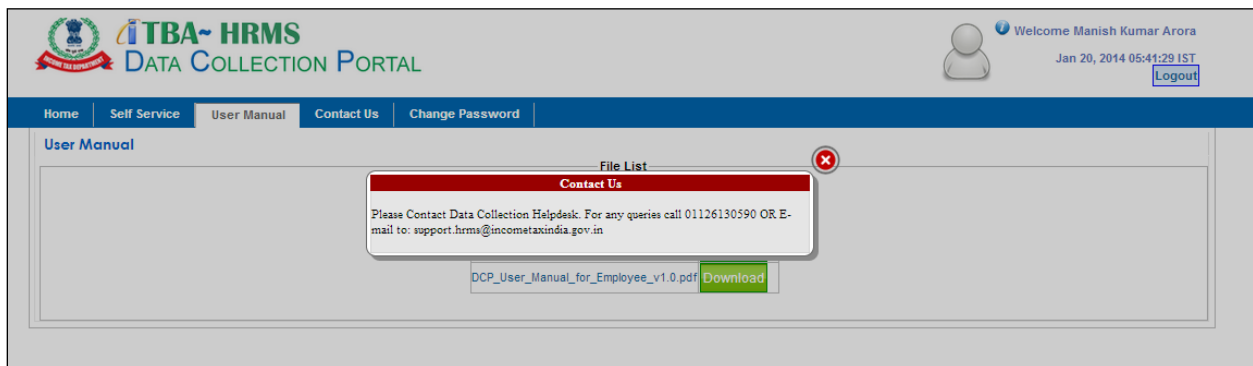


Figure 38 : Contact Us.

2.3.5 Change Password

This option enables the users to change their password anytime. The **Change Password** tab shows the following screen

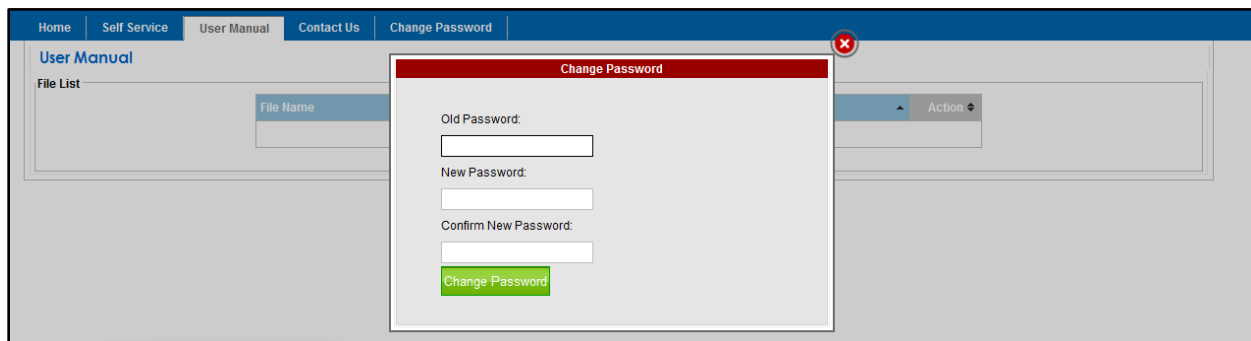
The screenshot shows a web application interface with a blue header bar containing navigation tabs: Home, Self Service, User Manual, Contact Us, and Change Password. The 'Change Password' tab is active. Below the header, there is a 'User Manual' section with a 'File List' table. A modal window titled 'Change Password' is open in the center. The modal has a red header and contains three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. A green 'Change Password' button is located at the bottom of the modal. The background shows a table with columns for 'File Name' and 'Action'.

Figure 39 : Change Password.

The process to change password is already discussed in section 2.2 **Change Password**.

Password Policies:

1. Once the employee changes their default password then the password expires after 15 days and the system forces the employee to change the same.
2. Password should contain at least 6 or greater than 15 Alpha Numeric Characters which should:
 - Contain at least one Uppercase Letter.
 - Contain at least one Lowercase Letter.
 - Contain at least one Numeric Character.
 - Contain at least one Special Character other than [“ “& ; : %]_.

2.3.6 Logging Out

Once you click on Logout Figure 14 : Biodata 1 Success Message you are re-directed to the Login screen as shown in Figure 3: Login Screen

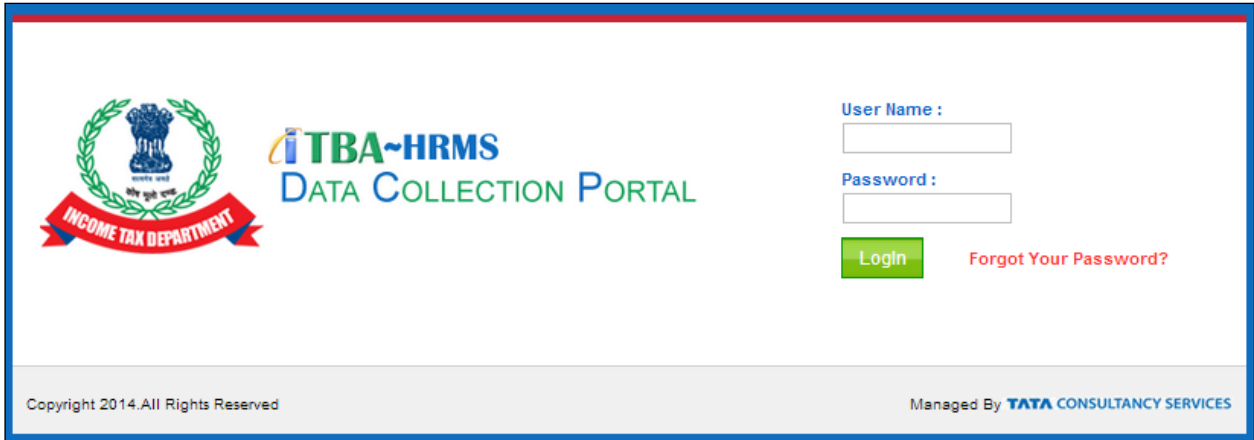


Figure 40 : Logging Out