

User Requirements for Employee Corner for DCPW New Website

Employee Corner Module:

- Employee Corner Module will allow all the Officers/Officials to access all the internal Notices/Circulars/Office Orders after logging in using requisite Credentials.
- Employee Corner Page should redirect to a Login Page, where an employee can register himself/herself using the following credentials:

1. Employee First Name
2. Employee Middle Name (Optional)
3. Employee Last Name
4. Date of Birth
5. PAN Card Number
6. Mail Id (only @dcpw.gov.in or @nic.in domain allowed)
7. Designation (DropDown List)
8. Place of Posting (DropDown List)
9. Section/ISPW/RPWTI Posted (DropDown List)
10. Mobile Number

- The username of the Employee will be the official NIC e-mail and the password will be the combination of First Name and PAN Card Number (First Four letters of first Name(In Capital) + Last Four Digits of PAN Card).
- Only one Login UserID can be created using e-mail ID avoiding any duplicity of accounts. Once the user registers himself, an approval request must be received by the admin. Admin may approve or discard the registration request.
- After Logging in, a user can update his/her Profile, any updation made will be approved by the Admin.
- Once the user has logged in, a user Dashboard will be displayed showcasing:
 - Important Notifications
 - Download Forms
- Important Notification Section will be used to upload any Internal Notices/Circulars/Office Orders which will not be visible to outside user.
- Download Forms Section will redirect to Utility Forms Page as in existing Website.
- User can logout session by pressing Logout Button. If user makes no activity, session must expire within 2 minutes.