

FAQs Pers Module

[PERS](#)

[OFFRS](#)

[JCO/OR](#)

[CIVS](#)

PERS

Q 1. How do I update JCO/OR/Def Civ in MISO 3.1 Appl?

Ans. Pers module has been devp as part of MISO Appl 3.1 to update JCO/OR/Def Civ data and genr of Held Str Return JCOs/OR. However, there is no need to create separate user IDs for Pers module. Same set of User IDs used to update Veh, Material and Entitlement data will be applicable to update data in Pers Module. For any queries regarding data updt, you are requested to contact PSG section at MISO on - 39861 (ASCON).

Q 2. How many User IDs are reqd to update JCO/OR/Def Civ?

Ans. Unit/fmn/est need to create total 02 X User IDs. One user ID with DDO role and one user ID with APP role. For creation of user IDs, you are requested to contact Ops & Maint Centre at MISO on Helpdesk - 39747 and 39288 (ASCON).

Q 3. What is the DDO & APP Login Id and its use?

Ans. Every data entry/updation of an Offr/JCO/OR/Def Civ should be done by 'DDO login Id'. To finally save the data in MISO database and view updated data in 'Service Record'/IAFF-3008, you need to search the updated data in 'Pending' status and approve it using 'Approver Login Id'. After approval, updated data can be viewed in Search screen in 'Approved' status and the same will be reflected in 'Service Record'/IAFF-3008.

Q 4. How do I update held str and data in r/o Offrs/JCO/OR/Def Civ of my unit?

Ans. There are three sub modules in Pers module viz. OFFICER, JCO/OR and CIVS to update Offrs, JCO/OR and Def Civs data of IA respectively.

Q 5. Can I view auth of manpower, Veh , Wpns and Eqpt of my unit?

Ans. You can only update and view held str of Offrs/JCO/OR/Def Civs using Pers module. However, there is a provision to view auth also using Central Unit Entitlement (CUE) module in MISO 3.0.

Q 6. What is the freq of upt of data?

Ans. Whenever Offrs/JCO/OR/Def Civs particulars are changed e.g. Promotion/ Change in address/ Change in CDA A/C No etc, data will be updated by all units/est/depots in Pers Module.

Q 8. How can an error in data upt be rectified prior to its approval by 'Approver'. or How can I update data which is still not approved by 'Approver'?

Ans. Prior to 'Approval', all records once upt and 'Submitted for Approval' remain in 'Pending' status. The erroneous records residing in 'Pending' status can be selected and modified individually. However, if records are approved by APP, DDO may Search records in 'Approved' status in Search/Approve Update Data screen (in case of Offrs) / Search/Approve Update JCO/OR Data screen (in case of JCO/OR)/ Search/Approve Civ screen (in case of Def Civs). Once approved record is found, indl records can be cancelled.

Q 9. How do I cancel a casualty which has already been approved?

Ans. In Pers module, there is a provision to cancel an entry which is done by unit DDO and further approved by unit APP. The cancellation can be due to various reasons such as cancellation of Part II Order, typing mistake, wrong entry etc. In this case, login through DDO Id, click on 'Search/Approve updated data' screen, select status as 'View History/Cancel' and click on 'Search'. Complete record of all the entries will be displayed on the screen. Click on EYE icon against the officer's record whose entry is to be cancelled. Against each tab, there is a 'X' (Cross) button to cancel the entry. On clicking the button, the entry will be cancelled and submitted for approval to Approver. Approver will view and approve the cancellation of entry in the similar way. Once cancellation of entry is approved by Approver, DDO can search the entry and either Edit/Delete the same.

[Back to top](#)

OFFRS

Q 1. Who will enter officer's Initial data?

Ans. Initial data will be entered in Pers module by MISO based on Commissioning letters recd from MS Br, DGDS and DGMS. Units/fmns will not get access to this screen.

Q 2. Who is responsible for entering the Census data of a Newly Commissioned Offr ?

Ans. Unit/ fmnn where offr is initially posted.

Q 3. How to enter the Census data of a Newly commissioned Offr?

Ans. Once Commissioning details are filled by MISO, Units will enter Census details of officer in this screen using DDO user Id.

Procedure to update Census data:-

Login with unit DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'Enter Census data' screen in the Left Tree, Enter Personal No. and then Click on 'Process' button. Thereafter, DDO will fill all details as asked in Census data screen (Personal Details, Address Details, Family Details, Pre Cadet Status, Qualification, Language and Medical). Then click on 'Submit for approval'.

Q 4. How to approve Census data of New Commissioned Offr entered by DDO?

Ans. Login with Approver Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then click on 'Search/approve Census data' in the left tree. Thereafter approve the Census data after selecting Personal No shown in 'Pending' status.

Q 5. Can I edit Census data which is not approved?

Ans. Yes, you can search Census data in 'Pending' status through 'Search/Approve Census Data' Screen and click on 'Edit Data' button.

Q 6. Can I edit/update in census data of an offr, which are already approved? If Yes, then please explain?

Ans. No. Once census data is approved, it cannot be entered again. **It is a one-time entry screen**; further changes in data can be done **only** through 'Update data' screen.

Q 7. How will an officer data be updated and by whom?

Ans. Any updation in initial data e.g., Promotion, Change of Name, Religion, Address etc., will be done through 'Update Data' screen & its history will be visible in 'Previous History' button on each tab.

Q 8. Can data upt be done in parts over a pd of few days.

Ans. Yes, data can be upt in parts. The procedure is as follows:-

(a) **Census Form.** Census Form consists of 08 screens in case of Offrs. Each screen has a 'Save' button. If you enter data in only one screen and click on save, you can enter data in rest of the screens anytime after that. When data in last screen is filled, then you need to click on 'Submit for Approval' button so as to submit it to the approver for approval and final save in MISO database. However, In JCO/OR module, Census screen is a single page screen. Hence, complete data should be filled at one go.

(b) **Update Data** This screen is meant to further update data. It has 29 tabs in case of Offrs and 32 in case of JCO/OR. DDO can fill data in any number of tabs and submit it for Approval. Further updation in the same tab can be done by searching the record using 'Search/ Approve Updated Data'

screen in Pending status if it not yet approved by Approver. Detailed procedure is explained in next question.

Q 9. What is the procedure to update data of an Offr?

Ans. Specific fields/data of an Offr in Service Record can be updated at any time throughout his service in the under mentioned manner:-

DDO LOGIN → UPDATE DATA → PERSONAL No → PROCESS → SELECT TAB → FILL DETAILS → SUBMIT FOR APPROVAL → SELECT ANOTHER TAB (IF REQD) → FILL DETAILS → SUBMIT FOR APPROVAL → LOGIN WITH APP ID → CLICK ON 'SEARCH/APPROVE UPDATE DATA' → SELECT STATUS AS PENDING → CLICK ON APPROVE DATA BUTTON → SINGLE TAB CAN BE REJECTED ON CLICKING REJECT BUTTON → IF YOU WANT TO APPROVE ALL TABS CLICK ON CHECK BOX → CLICK ON APPROVE

Procedure: Login by DDO Id., Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, Click on 'Update Data' screen in Left tree, Enter Personal No and then click on 'process' button, This screen has following Tabs for updation:-

- a) Change in Rank
- b) Change in Name
- c) Change in Appointment
- d) Change in Identity Card
- e) Change in Religion
- f) Change in Marital Status
- g) Update child Details
- h) Change in NOK
- i) Change in Address
- j) Change in Contact Details
- k) Add Language
- l) Update Qualification
- m) Promotional Exam
- n) Army Course
- o) Update BPET Details
- p) Update Firing Standard
- q) Known Allergy
- r) Change in Medical
- s) Update Visit to Foreign Country
- t) Update Award & Medal
- u) Update Battle & Physical Casualty
- v) Update Discipline
- w) Inter Arm/Service Transfer
- x) SSC to Permt Commission
- y) Extension of SSC
- z) Secondment
- aa) Non Effective Status
- bb) Deserter
- cc) CSD

Select the Desired tab, then fill the details as asked in selected Tab, then click on 'Submit for Approval' button'. Thereafter follow the steps of approver as explained in Next Question.

Note:- The same steps are to be followed for updation of all the other 'Tabs' in 'Updated data' screen.

Q 10. How to approve updated data of an Offr entered by DDO?

Ans. Login with 'Approver Id', Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Select the 'Search/Approve Updated Data' Screen. Enter Personal no. and select 'Pending' Status and then click on 'search' button. Thereafter Click on CHECK sign button and verify entered details. If details are found correct, then click on 'Approve' button.

Note. The same steps are to be followed for approval of all the 'Tabs' in 'Update data' screen.

Q 11. How to Change the Rank of an Officer?

Ans. Any promotion/Demotion is to be entered in this tab. This tab contains columns like acting rank, substantive rank, local rank and their respective date. Between acting rank and local rank there is auto on/off switch to choose either one. Substantive rank cannot be greater than acting rank or local rank and promotion can be made one level up and down.

Procedure to update change of rank data in appl:-

Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in Rank' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 12. How to Change the Name of an Officer?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in Name' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 13. How to Change the Appointment of an Officer?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in Appointment' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 14. How to change Identity Card details?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in Identity Card' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 15. How to change Religion of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then

click on 'Process' button, Select the 'Change in Religion' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 16. How to change Marital Status of an Offr?

Ans. Any Change in marital status will be entered through 'Change in Martial Status' Tab alongwith other mandatory fields. It maintains married, separated, divorced, widowed and widower, date of Event and Spouse name & their qualifications.

Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in Marital Status' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 17. How to enter/update Child Details of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Update Child Details' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 18. How to change NOK of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in NOK' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 19. How to change address of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in Address' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 20. How to update Contact Details like Gmail/Others, NIC, Mob No.?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in Contact Details' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 21. How to Add Language in Service Record of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Add Language' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 22. How to Update/enter Qualification in service record of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Update Qualification' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 23. How to update Promotional Exam of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree,, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Promotional Exam' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 24. How to update Army course of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree,, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Army Course' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 25. How to update BPET details of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Update BPET Details' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 26. How to update Firing Standard of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree,, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Update Firing Standard' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 27. How to update known Allergy Details of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree,, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Known Allergy' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 28. How to update Medical Details of an Offr?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Change in Medical' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 29. How to update the Foreign Country Visit details?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Update Visit Foreign Country' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 30. How to enter/update Medals, Awards, Decoration and Commendation?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Update Award & Medal' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 31. How to update Battle Casualty and Physical Casualty (wounded/Killed/Missing/ Died)?

Ans. Any officer who has been recommended for Battle/Physical casualty will be entered in 'Update Battle and Physical Casualty' Tab. After declaration of Battle/Physical casualty from MP-5D, the same will be entered by MISO.

Procedure to update data in application:

Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Update Battle and Physical Casualty' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 32. How to update Discipline of an Officer?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Update Discipline' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 33. How to Inter Arm/Service Transfer of an Officer?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Inter Arm/Service Transfer' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 34. How to change SSC to Permanent Commission of an Officer?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'SSC to Permt Commission' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 35. How to enter Extension of SSC of an Officer?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Extension of SSC' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 36. How to enter Secondment details of an Offr?

Ans. When an officer is permanently seconded to R& D org, Pioneer Corps, Survey of India, DGQA, Intelligence Corps, DRDO, the details will be entered in 'Secondment' Tab.

Procedure to update Secondment details:

Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then

click on 'Process' button, Select the 'SECONDMENT' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

However, If an officer is permanently seconded to Air force, Navy, Then the details will be entered in 'Non-effective' Tab. Accordingly, officer status will be automatically changed from 'Active' to 'Non-effective'.

Procedure to update Secondment details:

Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Non Effective' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 37. How to make an Officer Non Effective (NE) after Retired/Died/Resigned/ Medical invalidment / Seconment to Navy, Air/Premature etc?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Non Effective' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 38. How to enter/update Deserter details of an Offr's?

Ans. Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'Deserter' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q39. How to enter/update CSD Card details of an Offr's.

Ans: Login with DDO Id, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'UPDATE DATA' Screen, Enter Personal No then click on 'Process' button, Select the 'CSD' Tab, Fill the desired details, Then click on 'Submit for Approval'. Then approve it by login Approver Id.

Q 40. How to view the updated data history of an offr?

Ans. 'View History' Link given in every Tab of Update Data screen. Click on 'View History' of concerned Tab to view the history.

Also, We can view the complete updated history of an offr by selecting 'View History/Cancel' in 'Search/Approve updated data' screen

Q 41. Can I update data of an Offr, If Census data not filled?

Ans: No, Personal No. of an Offr will not be fetched in 'Update Data' screen until Census data is entered and approved.

Q 42. How do I update date of birth of an officer if it is found incorrect?

Ans. No provision has been for unit/fmns/est for updating 'Date of Birth'. However, they can write to MISO for the same.

Q 43. How to Reject an entry in Update Data screen if found mistakes in any entry at the time of approving?

Ans: At the time of approval, if any mistakes are found in data entered by DDO, Then Approver can reject the entry by clicking on Reject button, checking the certificate and clicking on Approve.

Thereafter, DDO will login again, Click on 'PSG' module, then Select 'OFFICER' Sub module in left tree, then Click on 'Search/approve updated data' from the left tree, enter personal no., select the reject status then click on search button. Thereafter open the rejected entry, now you can update/Delete as per your requirement. Once again login with Approver Id if record is updated and approve it. If the rejected data is deleted by DDO, then there is no need to approve it.

Q 44. How does an officer see his Service Record?

Ans. By entering IC No or SUS No.

Q45. What should I do, If data of an Offr has been updated by DDO but not shown in Service Record?

Ans: Every entry/updation should be displayed in Service record after approval of data entered by DDO. So, you have to ensure that the entered data has been approved by Approver and any data should not be in Pending status.

Q 46. How to enter or update CDA A/c No. of an Offr?

Ans. Login with DDO Id, Click on 'PSG' Module, Select 'OFFICER' Sub module in left tree, then Select 'Enter CDA Account No' screen in Left Tree. Fill the desired details, Then click on 'Save' button. Then approve it by login Approver Id.

Q 47. How to Post In an officer?

Ans: Once an officer is posting in to this unit, then the officer will automatically be posted out from his previous unit and IAFF-3008 of both units will be updated accordingly.

Procedure to Post In an Offr:

Login with unit DDO Id, Click on 'PSG' Module, Select 'OFFICER' Sub module in left tree, then Click on 'Posting In/Out' screen in the Left Tree, Select 'Post In' from Action status, then fill the desired details of this screen, Then click on 'Save' Button.

Then approve it by login Approver Id.

In case, An Offr was already posted out by previous unit to this unit, A flash message of Post In will be displayed in this unit DDO login. DDO will just view the flashed message, Click on 'OK' button. After clicking on 'OK' button, Offr will automatically be posting in. In this case, there is no need to approve it.

Q 48. How to Post out an officer?

Ans: Once an officer is posted out from this unit, then he will be posting in to the other unit automatically and alert message will be displayed on the home page of the other unit.

Procedure to Post out an Offr:

Login with unit DDO Id, Click on 'PSG' Module, Select 'OFFICER' Sub module in left tree, then Click on 'Posting In/Out' screen in the Left Tree, Select 'Post Out' from Action status, then fill the desired details of this screen, Then click on 'Save' Button. Then approve it by login Approver Id.

Q 49. Will I have to post In an officer if he is already post out by his previous unit to this unit?

Ans: In this case, A flash message of Post In will be displayed on home page of this unit. DDO will just view the flashed message, Click on 'OK' button. After clicked on 'OK' button, Offr will automatically posting in. In this case, there are no need to approve it.

Q 50. Will I have to Post Out an officer if he is already posted In by his current unit from this unit?

Ans: In this Case, No action required by this unit.

Q 51. How would I be able to generate IAFF-3008?

Ans. Click on 'IAFF-3008' from left tree under OFFICERS. Select month and year for which str is to be generated. Enter present return no and date, last return no and date and click on 'Search'. A list of officers of you unit/fmn will be displayed. If any of the data is blank or wrong, then the same needs to be updated using 'Update data' screen. Click on 'submit for approval'. Once str return is approved, it will be saved in MISO database which can be viewed in future.

Q 52. How would I be able to view the approved current/ old IAFF-3008?

Ans. Login with Approve Id. Click on Approve IAFF-3008 link in left tree. Select status as 'Approved' and select month and year for which return is to be viewed and click on 'Search'. Click on EYE icon to view the str return. You also have an option to download the same.

Q 53. How would I be able to view/print Service record of an Offr?

Ans. Click on 'Service Record' link in left tree. Enter the details as asked if known and click on 'Search'. List of all officers of you unit/fmn will be displayed. Click on EYE icon against an Offr's record. Click on 'Print' button to print the same.

Q 54. Why am I getting error 'Please enter Approved Personal No' in Update data screen?

Ans. When a user types Personal No, the application automatically select Personal No saved in the database of Offrs whose Commissioning details have been filled in MISO. This sometimes takes time due to network issues. Therefore, user needs to wait at this step so that Personal nos get automatically populated. Then user can choose the Personal no for whom data is to be updated.

Q 55. How to Recall an Offr from Reserve?

Ans: If an officer is recalled, the data will be entered in 'Recall From Reserve' screen.

Procedure to Recall from Reserve:

Login with unit DDO Id, Click on 'PSG' Module, Select 'OFFICER' Sub module in left tree, then Click on 'RECALL FROM RESERVE' screen seen in the Left Tree. Then Enter Personal No., Fill the desired details as asked in this screen. Then Click on 'Save' button. Then approve it by login Approver Id.

Q 56. How to update Re-Employment of an Offr?

Ans: If a non-effective officer is Re-emp, he will be taken into strength using this screen. After entering, the Re-emp, it should be approved first to view the changes in IAFF 3008 (Officers Strength Return).

Procedure to update data in application:

Login with unit DDO Id, Click on 'PSG' Module, Select 'OFFICER' Sub module in left tree, then Click on 'Re-employed' screen in the Left Tree. Then Enter Personal No., Thereafter fill the all details as asked in this screen. Then click on 'Submit for approval'. Only Retired officer (IC) will be Re-Employed. Then approve it by login Approver Id.

Q 57. How to approve Re-Employment of an Offr entered by DDO?

Ans: Login with Approver Id and Password, then click on 'Search/approve Re-employed' in the left tree. Thereafter approve it by selecting Personal No showing in 'Pending' Status.

Q 58. How to Add Extension of Re-employment of an Offr?

Ans: If a Re employed officers is granted extension then his details will be updated through this screen.

Procedure to update data in application:

Login with unit DDO Id, Click on 'PSG' Module, Select 'OFFICER' Sub module in left tree, then Click on 'Add Extension' screen seen in the Left Tree. Then Enter Personal No. Thereafter, Fill the all details as asked in this screen. Then click on 'Submit for approval'. Then approve it by login Approver Id.

Q 59. How to approve Add Extension of Re-employment of an Offr entered by DDO?

Ans: Login with Approver Id, then click on 'Search/approve Extension' in the left tree. Thereafter, approve it by selecting Personal No showing in 'Pending' Status.

Q 60. How to release from Re-employment Offr (2nd Time Non Effective (NE))?

Ans: Release from Re-employment details enter in '**Non Effective**' screen, which are available in 'UPDATE DATA' screen.

Login with DDO Id, Click on '**PSG**' module, then Select '**OFFICER**' Sub module in left tree, then Click on '**UPDATE DATA**' Screen, Enter **Personal No** then click on '**Process**' button, Select the '**Non Effective**' Tab, Fill the desired details, Then click on '**Submit for Approval**'. Then approve it by login Approver Id.

Q 61. How to update or Add Marital Discord Details of an Offr?

Ans. Login with DDO Id, Click on '**PSG**' Module, Select '**OFFICER**' Sub module in left tree, then Select '**Add Marital Discord Details**' screen in Left Tree. Fill the desired details, Then click no '**Save**' button. Then approve it by login Approver Id.

Q 62. How to update or Add Field Service details of an Offr?

Ans. Login with DDO Id, Click on '**PSG**' Module, Select '**OFFICER**' Sub module in left tree, then Select '**Add Field Service Details**' screen in Left Tree. Fill the desired details, Then click no '**Save**' button. Then approve it by login Approver Id.

Q 63. How to enter or update Emoluments of an Offr?

Ans. Login with DDO Id, Click on '**PSG**' Module, Select '**OFFICER**' Sub module in left tree, then Select '**Emoluments**' screen in Left Tree. Fill the desired details, Then click no '**Save**' button. Then approve it by login Approver Id.

[Back to top](#)

JCO/OR

Q1. Who is responsible for entering the Census data of a New JCO/OR/Rect?

Ans: **Unit / Fmn / Est / RO** where JCO/OR/Rect is initially posted **using** "**Census**" screen.

Q2. How to enter the Census data?

Ans: Login with unit DDO Id, Then Click on "**Census**" screen in the Left Tree, Select **Category**. Enter **Army No**. Fill the required details as asked in Census data screen Then click on "**Save**".

Q3. Which category we have to select in Prefix?

Ans : For the JCOs Category. In this two options will be displayed. For **the Regular Army JCOs**, select the **Prefix "JC"**. For the **Territorial Army JCOs**, select the **Prefix "TJ"**.

Q4. Whether suffix should be entered for Army No.

Ans : **No.** It will be automatically calculated as per logic.

Q5. What all data does Census Form Capture?

Ans : All the Personal Details, Service Details, Family Details(Fathers Name and Mothers Name).

Q6. How to save data filled in Census Form?

Ans : Click the Save button and data will be visible in pending status in Search / Approve Census Screen.

Q7. How to Approve data filled in Census Form?

Ans : Using Approval User Id and Password approve the pending status data in Search / Approve Census Screen.

Q8. Where can we view Entered data, Approved Data, Rejected Data?

Ans : In Search/Approve Screens, you can view the entered data, approved data and rejected data by selecting the appropriate status such as Pending, Approved, Rejected.

Q9. How to Edit Data and Delete Data?

Ans : Login with DDO Id. In Search/Approve Screen If the status of the Data is "Pending" status or in the "Reject" status, you can edit or delete data using the appropriate Action Button.

Q9. Can I edit Census data which is not approved?

Ans: Yes, you can search Census data in 'Pending' status through 'Search/Approve Census Data' Screen and click on 'Edit Data' button.

Q10. Can I edit/update in census data of a JCO/OR/RECT, which is already approved? If Yes, then please explain?

Ans: No. Census data entry is a ONE TIME ENTRY screen. So, please fill the data very carefully. But the **specific fields/data** can be updated through "Update Data" screen.

Q11. How to edit or delete Specific fields/data If any Mistakes happened while entering "Census Details"?

Ans : Login with DDO Id. Select Screen **UPDATE CENSUS DETAILS**. Update or delete **specific fields/data** as given below :

- a) Gender .
- b) Date of Birth.
- c) Address of Birth.
- d) Nationality.
- e) Mother Tongue.
- f) Blood Group.

- g) Height.
- h) Aadhaar No.
- i) PAN No.
- j) Date of Enrollment.
- k) Class for Enrollment.
- l) Date of Attestation.
- m) Family Details.
- n) Details of Sibling.

Q12. How to edit or delete fields or data which is not available in UPDATE CENSUS DETAILS Screen? Or How to further update data of JCO/OR/RECT?

Ans : Login with DDO Id. In **UPDATE DATA SCREEN** you can update the data's for the following details.

- a) Change in Rank
- b) Change in Name
- c) Change in Appointment
- d) Change in identity Card
- e) Change in Religion
- f) Change in Martial Status
- g) Update Child Details
- h) Change in NOK.
- i) Change in Address.
- j) Change in contact details.
- k) Add Language.
- l) Update Qualification.
- m) Promotional Exam.
- n) Army Courses.
- o) Update BPET Details.
- p) Update Firing Standard.
- q) Known Allergy.
- r) Change in Medical.
- s) Update visit to foreign Country.
- t) Update awards and medal.
- u) Update Battle and Physical Casualty.
- v) Inter Arm / Service Transfer.
- w) Non Effective Status.
- x) Deserter.
- y) CSD.
- z) Change in Trade.
- aa) Change in Class (Pay).
- bb) Change in Pay Group.
- cc) Change in Date of seniority.
- dd) Attachments Details.
- ee) Change in Type of posting.

Q13. How to edit already approved data?

Ans : Login with DDO id. In **"Search/Approve Data of Updated JCO/OR"** Select the Status **"View History / Cancel"** and Edit the action button and roll back the data to pending mode.

Q14. Is there any auto save option available?

Ans : NO.

Q15. What is the Meaning of “NOK”?

Ans : Next of Kin (ie Nominee).

Q16. What is the Meaning of “Sibling”?

Ans : Sibling Means - Own Brother, Own Sister, Adopted Brother, Adopted Sister.

Q17. What is the Correct Format of PAN No?

Ans: First 5 Digit will be Alphabet, next 4 digit will be numeric and last digit will be Alphabet.

Q18. What is the Entry format for Aadhar Number?

Ans: Enter the 12 digit number, no space or hyphen(-) should be used while entering the data.

Q19. For whom SCREEN Certify BC/PC?

Ans : This SCREEN Pertains to MISO ONLY.

Q20. Where we have to enter or view the complete field service details?

Ans : In the SCREEN “Add Field Service Details”.

Q21. What are the details shown in the Service Record?

Ans : This SCREEN shows the details of JCOs/OR Persons whose status is serving or non-effective. The Following Details are shown in View Mode It cannot be deleted or Edited.

- a) Personal Details.
- b) Family Details.
- c) Award and Medals.
- d) Attachment Details.
- e) Tenure Details.
- f) Rank and Appointments.
- g) Field Service.
- h) Army Courses.
- i) Promotional Exam.
- j) Academic Qualification.
- k) Professional / Technical Qualification.
- l) Language Details.
- m) Foreign Countries Details.
- n) BPET.
- o) Firing Standard.

- p) Battle and Physical Casualty.
- q) Address Details.

Q22. Whether hardcopy should be sent to MISO?

Ans : Not Required.

Q23. How to enter/update Deserter details For JCOs / OR.

Ans: Login with DDO id. Click “Deserter” SCREEN which is available in “**UPDATE DATA**” SCREEN. Enter the required field. Click “Submit For Approval Button”. Data will be saved and sent for approval.

Q24. Where to enter the data for Non Effective (NE) Persons for JCOs / OR?

Ans: Login with DDO id. Click “**Non Effective**” SCREEN which is available in “**UPDATE DATA**” SCREEN. Enter the required field. Click “**Submit For Approval Button**”. Data will be saved and sent for approval.

Q25. Where to view the updated data history?

Ans : This can be accessed using DDO Id. Click the required SCREEN and Click the View History SCREEN to view the previous updated details of the Particular Person.

Q26. How to add more than one record in the grid?

Ans : Click the “**+**” button to add records.

Q27. How to enter the Battle Casualty and Physical Casualty Details?

Ans : Login with DDO id. Click “**Battle Casualty and Physical Casualty**” SCREEN which is available in “**UPDATE DATA**” screen. Enter the required field. Click “Submit For Approval Button”. Data will be saved and sent for approval.

Q28. How to enter the details of Inter Arm/Service Transfer?

Ans : Login with DDO id. Click on “**UPDATE DATA**” SCREEN, Enter Personal No then click on “Process”, Select the “Inter Arm/Service Transfer” SCREEN and enter the required field. Then click on “**Submit for Approval**”.

Q29. What are SCREENS accessed to DDO Login?

Ans :

- a) Census
- b) Search / Approve Census
- c) Update Census Details
- d) Search / Approve Update Census Details
- e) Update Data
- f) Search / Approve Update Data
- g) Service Record
- h) Held Str of JCOs/OR
- i) Posting In / Out
- j) Search Posting In / Out

Q30. What are SCREENS accessed to APPROVER Login?

Ans :

- a) Search / Approve Census
- b) Search / Approve Update Census Details
- c) Search / Approve Update Data
- d) Held Str of JCOs/OR
- e) Search Posting In / Out

Q31. How to approve updated data of a JCO/OR/RECT data entered by DDO?

Ans: Login with “Approver Id”, Select the “Search/Approve Updated Data” Screen. Enter Army no. and select “Pending” Status and then click on “Search” button. Thereafter Click on right sign button and verify entered details, If details are found correct, then click on “Approve” button.

Q32. How to Change the Rank of a JCO/OR/RECTS?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter Army No then click on “Process”, Select the “Change in Rank” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q33. How to Change the Name of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter Army No then click on “Process”, Select the “Change in Name” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q34. How to Change the Appointment of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter Army No then click on “Process”, Select the “Change in Appointment” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q35. How to change in Identity Card details?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter Personal No then click on “Process”, Select the “Change in Identity Card” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q36. How to change in Religion of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter Personal No then click on “Process”, Select the “Change in Religion” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q37. How to change Marital Status of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter Personal No then click on “Process”, Select the “Change in Marital Status” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q38. How to enter/update Child Details of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter **Personal No** then click on “Process”, Select the “Update Child Details” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q39. How to change NOK of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter **Personal No** then click on “Process”, Select the “Change in NOK” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q40. How to update Change in Contact Details like Gmail/Others, NIC, Mob No.?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter **Army No** then click on “Process”, Select the “Change in Contact Details” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q41. How to Add the Language in Service Record of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter **Army No** then click on “Process”, Select the “Add Language” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q42. How to Update/enter Qualification in service record of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter **Army No** then click on “Process”, Select the “Update Qualification” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q43. How to update Promotional Exam of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter **Army No** then click on “Process”, Select the “Promotional Exam” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q44. How to update Army course of a JCO/OR/RECT?

Ans: Login with DDO Id, Click on “UPDATE DATA” Screen, Enter **Army No** then click on “Process”, Select the “Army Course” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q45. How do I update date of birth of a JCO/OR/RECT if it is found incorrect?

Ans: Login with DDO Id, Click on “UPDATE CENSUS DATA” Screen, Enter **Army No** then click on “Process”, Select the “Date of Birth” Tab, Fill the desired details, Then click on “Submit for Approval”. Then approve it by login Approver Id.

Q46. Can any kind of historical data be updated in this application like if currently the pers is JCO, can he enter his/her previous data for OR and Rects?

Ans : Yes, you can enter previous data.

Q47. In the Class for Enrollment, What are classes will come under the Northern Zone?

Ans : This category will include all classes belonging to Jammu & Kashmir (Jammu, Rajouri and Udhampur districts), Punjab, Haryana, Himachal Pradesh, Delhi, Rajasthan and Western UP (Agra, Aligarh, Bijnour, Bulandshahar, Meerut, Muzaffar Nagar, Saharanpur, Mathura and newly organised districts) and residing in the said States.

Q48. In the Class for Enrollment field, what are the classes under the Southern Zone?

Ans: This category will include all classes belonging to Andhra Pradesh, Tamil Nadu, Karnataka, Kerala, Goa and UTs of Pondicherry, Andaman & Nicobar, Lakshadweep and residing in the said States

Q49. In In the Class for Enrollment field, what are the classes under the Western Zone?

Ans: This category will include all classes belonging to districts of Rajasthan (Banswara, Dungarpur, Jhalawar, Kota, Baran, Bundi) districts of Uttar Pradesh (Lalitpur, Etawah, Mainpuri, Robert Ganj, Hamirpur, Jhansi, Kanpur, Mirzapur) and all classes from Madhya Pradesh, Chattisgrah and Maharashtra and residing in the said States.

Q50. In the Class for Enrollment field, what are the classes under the Eastern Zone?

Ans : This category will include all classes belonging to Bihar, Orissa, West Bengal, Assam, Jharkhand and Eastern Uttar Pradesh (Allahabad, Bahraich, Ballia, Banda, Barabanki, Deoria, Faizabad, Jallaun, Jounpur, Kheri, Mirzapur, Sahjahanpur, Sitapur, Uttarkashi, Varanasi, Gorakhpur and newly organised districts) and residing in the said States.

Q51. In the Class for Enrollment field, what are the classes under the Central Zone?

Ans: This category will include all classes belonging to Uttar Pradesh (excluding the districts mentioned in other Zone), Madhya Pradesh, Chhattisgarh ,Orissa , Gujarat and Chotanagpur districts of Jharkhand and residing in the said States.

Q52. In the Class for Enrollment field, what are the classes under the Eastern Sector Classes?

Ans: This category will include all classes and tribes belonging to Hill/Plain regions of Eastern Sector including Assam, Arunachal, Mizoram, Manipur, Nagaland, Tripura, Megalaya and Sikkim who are residing in the said States.

Q53. In the Class for Enrollment field, what are the classes under the NER?

Ans: This category will include all aboriginal tribes as mentioned in Article 342 of constitution (as updated from time to time) belonging to Bihar , Orissa , West Bengal ,

Madhya Pradesh, Maharashtra, Rajasthan, Jharkhand, Chhattisgarh and Gujarat whether residing in the said States or outside within India.

Q54. In the Class for Enrollment field, what are the classes under the Adivasi?

Ans: This category will include all aboriginal tribes as mentioned in Article 342 of constitution, (as updated from time to time) , belonging to Bihar, Orissa, West Bengal, Madhya Pradesh, Maharashtra, Rajasthan, Jharkhand, Chhattisgarh and Gujarat whether residing in the said states or outside within India.

Q55. In the Class for Enrollment field, what are the classes under the AHIR?

Ans: This category will include all Ahirs belonging to Haryana, Rajasthan, Uttar Pradesh, Uttaranchal, Madhya Pradesh, Delhi, Jharkhand, Bihar and Chhattisgarh whether residing in the said states or outside within India.

Q56. In the Class for Enrollment field, what are the classes under the ASSAMESE?

Ans: This category will include all Assamese, Bodo, Dimassa and Kachari belonging to Assam and NE States whether residing in the said States or outside within India.

Q57. In the Class for Enrollment field, what are the classes under the BENGALI ?

Ans: This category will include all Hindus except Adivasis whose mother tongue is Bengali, belonging to Bengal and Tripura whether residing in the said States or outside within India.

Q58. In the Class for Enrollment field, what are the classes under the BIHARI ?

Ans: This category will include all Hindus excluding Adivasi belonging to Bihar and Jharkhand whether residing in the said States or outside within India.

Q59. In the Class for Enrollment field, what are the classes under the BRAHMIN ?

Ans: This category will include all Brahmins belonging to Punjab, Haryana, Rajasthan, Delhi, Uttar Pradesh, Uttaranchal, Madhya Pradesh and Chhattisgarh Whether residing in the said States or outside within India.

Q60. In the Class for Enrollment field, what are the classes under the DOGRA ?

Ans: This category will include Hindu Dogras belonging to Jammu & Kashmir, Himachal Pradesh and Hoshiarpur, Gurdaspur, Nawan Shahar, & Ropar districts of Punjab whether residing in the said States or outside within India.

Q61. In the Class for Enrollment field, what are the classes under the GARHWALI ?

Ans: This category will include all Hindu Garhwalis belonging to Pauri, Uttarkashi, Tehri, Chamoli and Rudraprayag districts of Uttaranchal State whether residing in the said State or outside within India.

Q62. In the Class for Enrollment field, what are the classes under the GORKHA ?

Ans : This category will include all Gorkhas, including those domiciled in India. This class contains has two options . 1. Nepal Domicile. 2. Indian Domicile.

Q63. In the Class for Enrollment field, what are the classes under the GUJJAR ?

Ans: This category will include all Hindu Gujjars belonging to Punjab, Haryana, Delhi, Rajasthan, Uttar Pradesh and Uttaranchal whether residing in the said States or outside within India.

Q64. In the Class for Enrollment field, what are the classes under the GUJARATI ?

Ans: This Category will include all Gujaratis belonging to Gujarat, Kutch and Saurashtra whether residing in the said State or outside within India.

Q65. In the Class for Enrollment field, what are the classes under the HILL TRIBES ?

Ans: This category will include all Tribals belonging to Assam, Arunachal Pradesh, Jammu & Kashmir, Himachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Uttaranchal and Darjeeling & Kalimpong districts of West Bengal whether residing in the said States or outside within India.

Q66. In the Class for Enrollment field, what are the classes under the JAT ?

Ans: This category will Include all Hindus of Jat community belonging to Haryana, Delhi, Rajasthan, Uttar Pradesh and Uttaranchal whether residing in the said States or outside within India.

Q67. In the Class for Enrollment field, what are the classes under the KUMAONI ?

Ans: This category will include all Hindus Kumaonis belonging to the Kumaon region of Uttaranchal whether residing in the said State or outside within India.

Q68. In the Class for Enrollment field, what are the classes under the KAIM KHANI ?

Ans : This category will include all Hindus Kumaonis belonging to the Kumaon region of Uttaranchal whether residing in the said State or outside within India.

Q69. In the Class for Enrollment field, what are the classes under the LADAKHI ?

Ans: This category will include all Ladakhis belonging to Ladakh region of Jammu & Kashmir whether residing in the said State or outside within India.

Q70. In the Class for Enrollment field, what are the classes under the MAHAR ?

Ans: This category will include all Hindus and Buddhists of Mahar community belonging to Maharashtra, Madhya Pradesh, Chhattisgarh, Karnataka and Andhra Pradesh, whether residing in the said States or outside within India.

Q71. In the Class for Enrollment field, what are the classes under the MARATHA ?

Ans: This category will include all Hindus who are Maratha by caste and whose mother tongue is Marathi and who belong to Maharashtra and border districts of Karnataka, Andhra Pradesh, Madhya Pradesh, Gujarat and Goa, whether residing in the said States or outside within India.

Q72. In the Class for Enrollment field, what are the classes under the MUSLIM ?

Ans: All persons less Kaim Khani Muslims professing Islam as religion and residing within India.

Q73. In the Class for Enrollment field, what are the classes under the MEENA ?

Ans: This category will include all Meenas belonging to Rajasthan and Madhya Pradesh whether residing in the said states or outside within India.

Q74. In the Class for Enrollment field, what are the classes under the MYSORIAN ?

Ans: This category will include all Hindus belonging to Karnataka whether residing in the said State or outside within India.

Q75. In the Class for Enrollment field, what are the classes under the NAGA?

Ans: This category will include all Nagas and affiliated tribes & sub tribes belonging to NE states whether residing in the said States or outside within India.

Q76. In the Class for Enrollment field, what are the classes under the OTHER INDIAN CITIZENS ?

Ans: All Indian citizens other than those specifically defined.

Q77. In the Class for Enrollment field, what are the classes under the ORIYA ?

Ans: This category will include all Hindus belonging to Orissa whether residing in the said State or outside within India.

Q78. In the Class for Enrollment field, what are the classes under the RAJPUT ?

Ans: This category will include all Rajputs belonging to Rajasthan, Punjab, Haryana, Delhi, Uttar Pradesh, Uttaranchal, Madhya Pradesh and Chhattisgarh whether residing in the said States or outside within India.

Q79. In the Class for Enrollment field, what are the classes under the SIKH ?

Ans: All Sikh except Mazhbi, Ramdasia, SC and ST residing within India.

Q80. In the Class for Enrollment field, what are the classes under the SIKH (M&R) ?

Ans: This category will include all Sikh belonging to Mazhbi, Ramdasia, SC and ST residing within India.

Q81. In the Class for Enrollment field, what are the classes under the SOUTH INDIAN CLASSES?

Ans: This category will include all Hindus (less Marathas), Christian and Muslims belonging to Tamil Nadu, Andhra Pradesh, Karnataka, Kerala, Goa and UTs of Pondicherry, Lakshadweep and Andaman & Nicobar (Migrants from Tamil Nadu, Andhra Pradesh, Karnataka & Kerala) whether residing in the said States or outside within India.

Q82. In the Class for Enrollment field, what are the classes under the ARUNACHALI ?

Ans: This category will include all ethnic Arunachali tribes belonging to Arunachal Pradesh and other NE States whether residing in the said states or outside within India.

Q83. In the Class for Enrollment field, what are the classes under the KUKI CHIN & MIZO GROUP ?

Ans: This category will include all tribes and sub tribes belonging to Kuki, Chin and Mizo group to incl Gangte, Hmar, Lushai, Paite, Simte, Thadou, Vaiphei, Haokip, Pol and Zou, belonging to NE States whether residing in the said states or outside within India.

Q84. In the Class for Enrollment field, what are the classes under the MEITEI & MANIPURI ?

Ans: This category will include all Meitei and Manipuris belonging to Manipur and other NE States whether residing in the said States or outside within India.

Q85. Where can we view the nominal roll of JCO/OR census data entered for our unit?

Ans: On clicking 'HELD STR OF JCOs/OR' from left menu, you can view the nominal roll of JCOs/OR of your unit. You can take print of the same using 'Print' button.

[Back to top](#)

CIVS

Q1. What is the difference between Regular & Non Regular est?

Ans. Regular includes personnel who are authorised under WE/PE or interim establishments. Under Non Regular est should be shown the personnel of the whole time staff paid from Contingencies and other allotment under 'incidental and Miscellaneous expenses' and 'conservancy grants', personnel paid from regular pay head of account appointed for a period not exceeding six months.

Q2. What is service status Permanent / Temporary?

Ans. (a) **Permanent** - Permanent employee is an employee who has been recruited on regular basis and confirmed in the grade, after due completion of probation and removal from probation.

(b) **Temporary** - A Temporary employee is an employee who has been recruited on regular basis and on probation for a period of 02 years.

Q3. What is difference between Industrial and Non Industrial?

Ans. (a) **Industrial Civilians Personnel** - Are those who are appointed against industrial vacancies and paid from industrial grants such as pers employed in workshop on the jobs of Fitters, Electrician, Carpenters, Armourers, Turners, Welders, Blacksmith etc.

(b) **Non-Industrial Civilian Personnel** - Are those who are authorized / employed for administrative and office jobs such as Clerks, Store men, Daftaries, Peon and Chowkidars etc.

Q4. What is Classification of Trade?

Ans. There are four type of trade:-

(a) **Ministerial** - All clerical establishment other than the Supervisory Staff such as Assistants, Cashiers, Assistant Cashiers, Personal Assistants, Time-Keepers, Stenographers and Typists will be included under Ministerial Class (GP B) or Class III (GP C) as applicable .

(b) **Executive** - Supervisory Staff who have to exercise control over others such as Head Clerks, Head Assistant, Assistant incharge, Supervisors, Superintendents, Overseers, will be shown under executive Class II (GP B)

and Class III (GP C) as applicable. Civilian School Master and Religious Teachers will also be shown under executive.

(c) **Technical** - Personal holding appointments of technical nature such as Draughtsman,s, Investigators, Stats Assistants, Punch Operators, Telephone Operators, Cinema Operators, Civilians employed in lieu of Armourers EME will be shown under Technical Class (GP B) or Class III (GP C).

(d) **Office Workers** - Under Office workers will be shown Peons, Chowkidars, Gatekeepers, Darwans, Messengers and the like Industrial Civilians Personnel.

Q5. Who will maintain Designation Master?

Ans. MISO / CUE

Q6. How to enter and approve initial data of Reg Def Civ?

Ans. Login with unit DDO Id, click on PSG module → click on 'Civilian' Sub module in left tree → Select 'Regular' → fill up all the fields in Reg Emp Screen → Click on 'Save'. Now the data of this employee is in pending status which needs to be approved. Login with Approver Id and search the entered record in Pending status in 'Search Regular' screen. Click on 'Approve' button to finally save the data in MISO database. After approval, the same can be viewed using Search regular screen in Approved status.

Q7. How to further update Reg Def Civ Data?

Ans. Login with unit DDO ID, click on PSG module, Click on 'Civilian' Sub module in left tree → Select 'Search Regular' screen → select status as Approved → records of all regular employees will be visible on the grid → click on 'Edit' button against the employee whose record is to be updated → update fields → Click on 'Save' → Approve the record as per the procedure mentioned in previous question.

Q8. How to enter and approve initial data of Non Reg Def Civ?

Ans. Login with unit DDO ID. Click on 'Personnel' module → click on 'Civilian' Sub module in left tree → Select 'Non Regular'. Follow the same procedure to enter the data as mentioned in Question No 6 for regular employees.

Q9. How to update Non Reg Def Civ Data?

Ans. Login with unit DDO ID, Click on 'Personnel' module → Click on 'Civilian' Sub module in left tree → Select 'Search Non Regular' screen → select status as Approved → records of all non regular employees will be visible on the grid → click on 'Edit' button against the employee whose record is to be updated → update fields → Click on 'Save' → Approve the record as per the procedure mentioned in question no 6.

Q10. What is the difference between Date of Joining Govt Service & Date of Designation, Date of TOS?

Ans. Date of Joining Govt Service is the date on which an Employee join Govt service initially on recruitment while Date of Designation is the date on which an employee holds the current appointment. Date of TOS means date of 'Taken On Strength' of Est.

Q11. How to posting In or Posting out Reg Def Civ employee?

Ans. Login with unit DDO Id, Click on 'Personnel' module → Click on 'Civilian' Sub module in left tree → Select 'Posting In/Out' screen → Select 'Post In or Post out' → Fill the desire field as asked in this screen → Click on 'Save' button. Now the data of this employee is in pending status which needs to be approved. Login with Approver Id and search the entered record in Pending status in 'Search/Approve Posting' screen. Click on 'Approve' button to finally save the data in MISO database. After approval, the same can be viewed using Search regular screen in Approved status.

Q12. How to make an Employee Non Effective?

Ans. Login with unit DDO Id, Click on 'Personnel' module → Click on 'Civilian' Sub module in left tree → Then select 'Search Regular' → Click on 'Edit' button of concerned Employee → Choose 'Non Effective' as 'Yes' → Then click on 'Update'. Now the data of this employee is in pending status which needs to be approved. Login with Approver Id and search the entered record in Pending status in 'Search Regular' screen. Click on 'Approve' button to finally save the data in MISO database. After approval, the same can be viewed using Search regular screen in Approved status.

Q13. How to change status of an Employee from Non Effective to Active?

Ans. Yes Login with unit DDO Id, Click on 'Personnel' module → Click on 'Civilian' Sub module in left tree → Then select 'Search Regular'/Search Non Regular and Select Serving Status as 'Non Effective' abd Click on Search. Against each record, there is an option to Cancel the non effective entry. Click on 'Cancel Entry' button. Click on 'Approve' button using Approvar user id to finally save the data in MISO database. After approval, the same can be viewed using Search regular screen in Approved status.

[Back to top](#)
