

Documentation for Headquarter Login User

Website URL: <https://rmp.csir.res.in/>

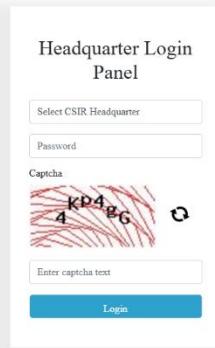
Home Page of the Reference Management Portal



Headquarter Login Panel



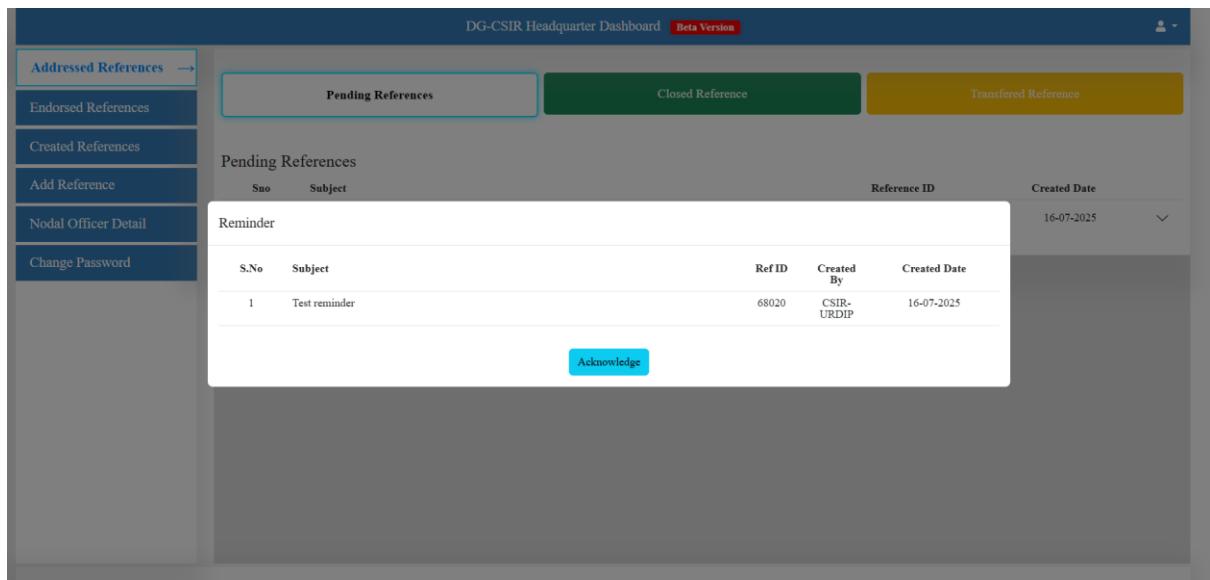
To login as Headquarter user click on “Headquarter Login” Tab



The image shows the 'Headquarter Login Panel'. It features a blue header bar with the text 'Beta Version' in white. Below this is a white login form with a light gray border. The form has the title 'Headquarter Login Panel' at the top. It contains four input fields: 'Select CSIR Headquarter', 'Password', and 'Enter captcha text'. Below these is a CAPTCHA image showing the text 'KP4g6' over a textured background, with a magnifying glass icon next to it. A 'Login' button is located at the bottom right of the form.

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Please enter the username, password, and captcha, then click on Login. After logging in, you will be redirected to the Headquarter Dashboard Page. On the Headquarter dashboard a pop will appear if you have any pending reference. It helps you keep track of the references that require your action.



The image shows the 'DG-CSIR Headquarter Dashboard'. At the top, there is a dark blue header bar with the text 'DG-CSIR Headquarter Dashboard' and 'Beta Version'. To the right of the header is a user profile icon. The main interface has a light gray background. On the left, there is a vertical sidebar with a dark blue background containing the following menu items: 'Addressed References →', 'Endorsed References', 'Created References', 'Add Reference', 'Nodal Officer Detail', and 'Change Password'. The 'Addressed References' item is highlighted with a light blue border. The main content area is divided into three colored sections: 'Pending References' (blue), 'Closed Reference' (green), and 'Transferred Reference' (yellow). Below these sections, there is a table titled 'Pending References' with columns: 'S.No', 'Subject', 'Reference ID', and 'Created Date'. A single row is shown with the value '16-07-2025' under 'Created Date'. A modal window titled 'Reminder' is overlaid on the dashboard. This modal contains a table with one row, showing a subject 'Test reminder' and details 'Ref ID: 68020' and 'Created By: CSIR-URDIP'. At the bottom of the modal is a blue 'Acknowledge' button.

On the Headquarter Dashboard following menus will be appear in the left sidebar:

1. Addressee Reference
2. Endorsed References
3. Created References
4. Add Reference
5. Nodal Officer Detail
6. Change Password

Addressed References

The screenshot shows the DG-CSIR Headquarter Dashboard with a blue header bar. In the top right corner, there is a user icon and a dropdown menu labeled "Beta Version". The main content area has a sidebar on the left with a blue background containing the following menu items:

- Addressed References → (highlighted in blue)
- Endorsed References
- Created References
- Add Reference
- Nodal Officer Detail
- Change Password

The main panel is titled "Pending References" and contains a table with the following data:

Sno	Subject	Reference ID	Created Date
1	Test reminder	68020	16-07-2025

When you click on Addressed References menu in the left sidebar, you will see three tabs:

- Pending Reference

This tab shows all references that are assigned to you as the Addressee and are still pending. You can open any reference, view details, reply, or transfer it to another user.

- Closed References

This tab displays all references that you have already replied to or that are marked as closed.

- Transferred References

This tab shows all references that have been transferred by you to others.

When you click on a particular reference, it will display following three sections:

1. Details
2. Reply
3. Reference Movement

Details Section

In the details section of a particular reference following information would be displayed:

1. Reference Created By

2. Addressee
3. Endorsement,
4. Lab Name
5. Classification
6. File No.
7. E-Office Reference
8. Remark.

Reply Section

In the Reply section, you can view all replies related to this reference by users like CSIR Lab user and Headquarter user.

Each reply shows:

- Who replied (name)
- What reply was given
- The date and time of the reply

This helps you track all responses for a single reference.

Reference Movement

The Reference Movement section shows the sequence of the movement of the reference from one user to another user.

It displays following informations:

- From which lab it was sent
- To which lab it was forwarded
- The exact date and time of each movement

This allows you to understand the complete movement history of the reference

Endorsed References

The screenshot shows the 'DG-CSIR Headquarter Dashboard' interface. On the left, a vertical sidebar menu includes 'Addressed References', 'Endorsed References' (which is currently selected and highlighted in blue), 'Created References', 'Add Reference', 'Nodal Officer Detail', and 'Change Password'. The main content area has two tabs at the top: 'Pending References' (highlighted in light blue) and 'Closed Reference' (highlighted in green). The 'Pending References' tab displays the message 'No data'.

This section contains two tabs:

1. Pending Reference

In the Pending Reference tab, you will see all references that are assigned to you and your reply is required but you have not yet replied.

2. Closed References

In the Closed References tab, you will see all references that you have already replied or closed.

Created Reference

The screenshot shows the 'DG-CSIR Headquarter Dashboard' interface. On the left, a vertical sidebar menu includes 'Addressed References', 'Endorsed References', 'Created References' (which is currently selected and highlighted in blue), 'Add Reference', 'Nodal Officer Detail', and 'Change Password'. The main content area has two tabs at the top: 'Created references' (highlighted in light blue) and 'Closed Reference' (highlighted in green). The 'Created references' tab displays a table with one row of data:

Sno	Subject	Reference ID	Created Date
1	fsdffas	39992	18-08-2025

When you click on the Created Reference menu of left sidebar you can see all the references created by you with following two tabs:

1. Created References

In the created reference tab, the references will be listed which got newly created or not closed yet.

2. Closed References

In the Closed References tab, the references will be listed which created by you and got closed.

Add Reference

The screenshot shows the DG-CSIR Headquarter Dashboard. On the left, there is a sidebar with a blue header containing the following menu items: Addressed References, Endorsed References, Created References, Add Reference (which is highlighted with a blue background), Nodal Officer Detail, and Change Password. The main content area has a blue header "DG-CSIR". Below it, there is a form titled "Add Reference" with the following fields:

- * Addressee: A dropdown menu labeled "Select Addressee".
- Endorsement: A dropdown menu labeled "Select Endorsement" with a green "Add Endorsement" button next to it.
- * Subject: A text input field.
- * Classification: A dropdown menu labeled "Urgent".
- File No.: A text input field.
- E-Office reference: A checkbox labeled "E-Office reference".
- Remark: A text input field.

A blue "Submit" button is located at the bottom of the form.

When you click on Add Reference button on Left Sidebar menu then a form will appear with following fields:

- **Addressee:** Select the Addressee from the dropdown list.
- **Endorsement:** Select the Endorsement user from the dropdown.
- **Subject:** Enter the subject of the reference.
- **Classification:** Choose the classification of the reference such as Urgent, Normal and Time Bound.
- **File No.:** Enter the file number related to this reference.
- **E-Office Computer Number:** Provide the E-Office computer number if available.
- **Remark:** Add any additional comments or information related to the reference.

Nodal Office Detail (Left Sidebar)

The screenshot shows the DG-CSIR Headquarter Dashboard. On the left sidebar, under the 'Nodal Officer Detail' menu, there is a 'Change Password' option. The main content area is titled 'Add Details' and contains three input fields: 'Name' (karan sharma CHCK), 'Email' (kransharmCHECK@gmail.com), and 'Mobile' (7896541230). A blue 'Update' button is at the bottom.

In the Nodal Officer Detail Menu on the left sidebar, the user can update name, email and mobile number of the Nodal Officer for the Lab.

This section allows the user to keep their personal and contact information up to date.

Change Password

The screenshot shows the DG-CSIR Headquarter Dashboard. On the left sidebar, under the 'Change Password' menu, there is a 'Nodal Officer Detail' option. The main content area is titled 'Password Reset' and contains three input fields: 'Old Password' (Enter Old Password), 'New Password', and 'Confirm New Password'. A yellow 'Change Password' button is at the bottom.

In the Change Password Menu on the left sidebar, the user can update the account password.

To change the password, the user must enter:

- Old Password
- New Password
- Confirm Password

After entering the details, the user can save the new password and update their login credentials.