

## 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

Beta Version

### Headquarter Login Panel

Capcha



Login

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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.

DG-CSIR Headquarter Dashboard Beta Version

Addressed References →

Endorsed References

Created References

Add Reference

Nodal Officer Detail

Change Password

Pending References

Closed Reference

Transferred Reference

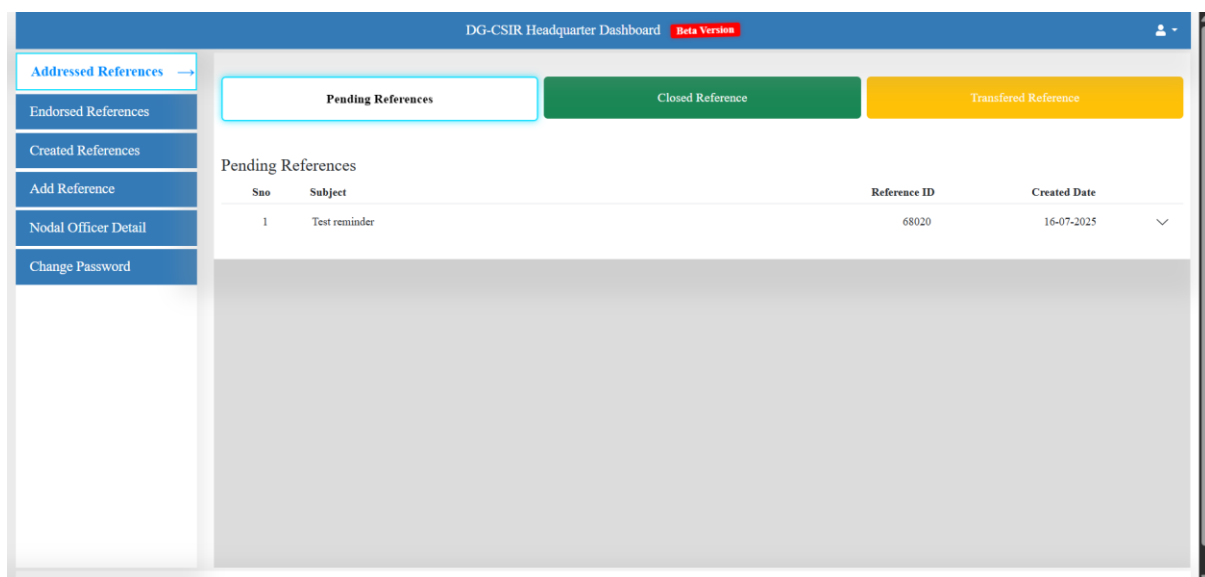
Pending References

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

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



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**

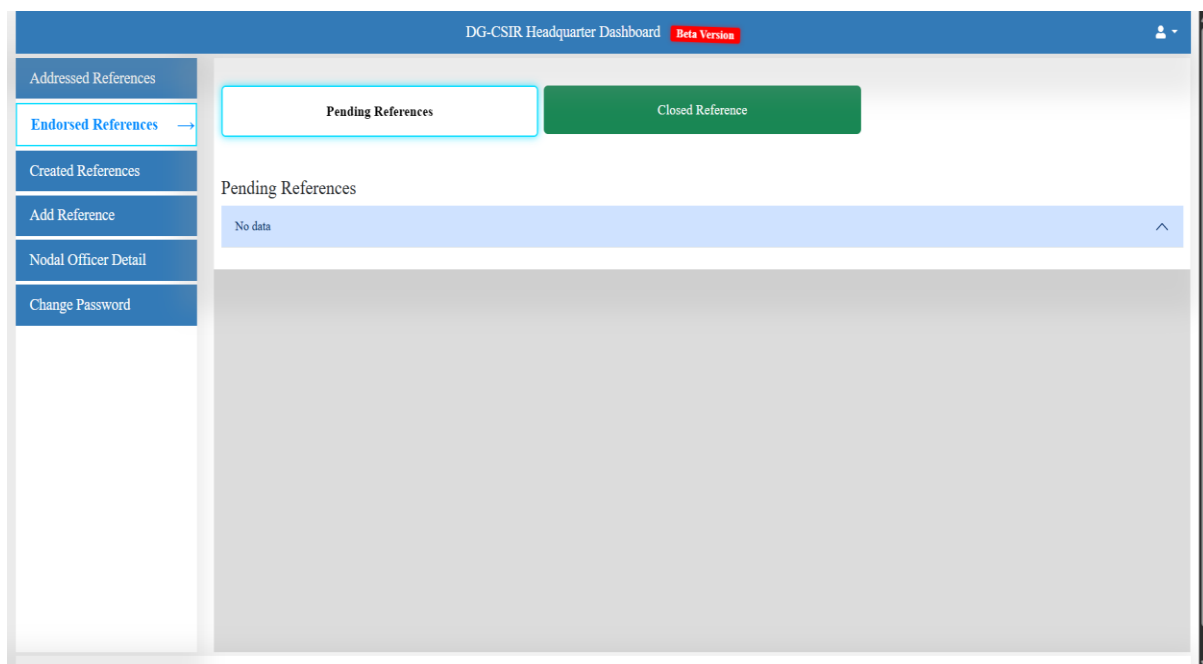
The Reference Movement section shows the sequence of the movement of the reference from one user to another user.

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



This section contains two tabs:

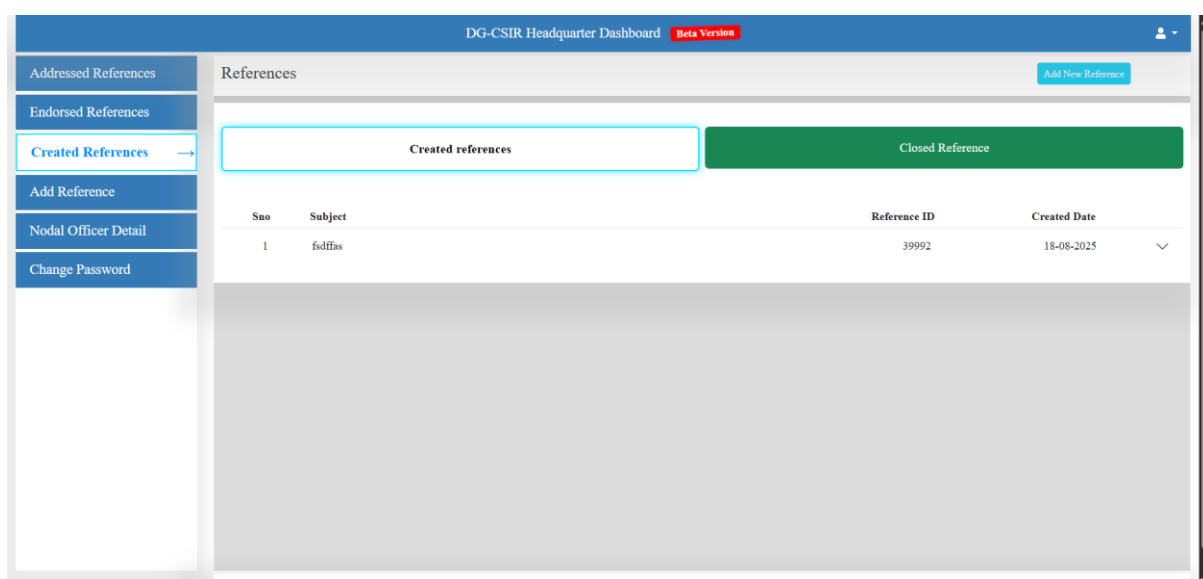
1. Pending Reference

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



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

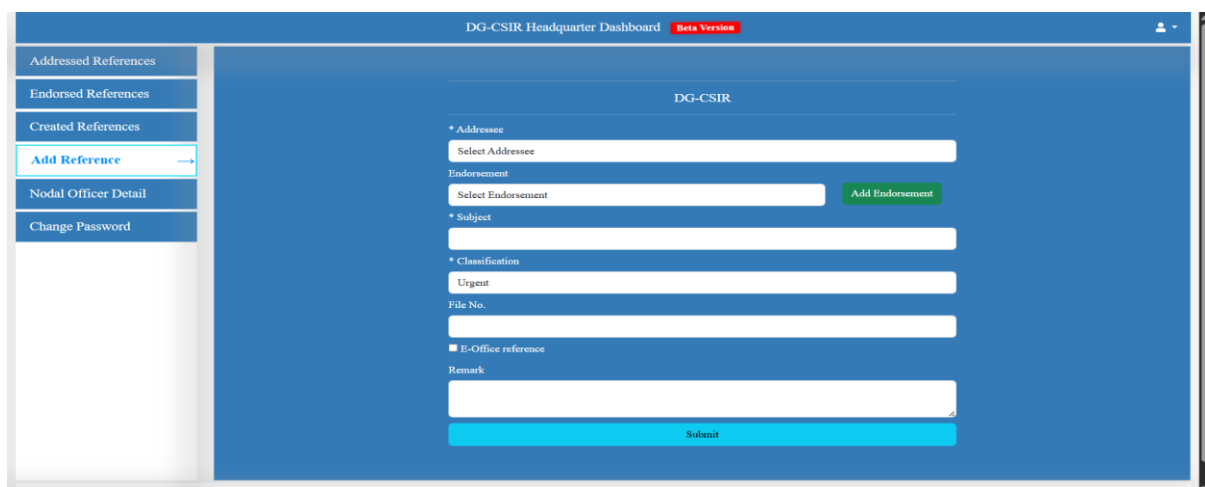
1. Created References

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 displays the 'DG-CSIR Headquarter Dashboard' with a 'Beta Version' label. The left sidebar contains a menu with options: 'Addressed References', 'Endorsed References', 'Created References', 'Add Reference' (highlighted with a blue arrow), 'Nodal Officer Detail', and 'Change Password'. The main content area is titled 'DG-CSIR' and contains a form 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 with 'Urgent' selected), 'File No.' (a text input field), 'E-Office reference' (a checkbox), and '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 displays the 'DG-CSIR Headquarter Dashboard' with a 'Beta Version' badge. On the left sidebar, the 'Nodal Officer Detail' menu item is highlighted with a right-pointing arrow. The main content area is titled 'DG-CSIR' and 'Add Details'. It contains three input fields: 'Name' (pre-filled with 'karan sharma CHCK'), 'Email' (pre-filled with 'kraashamCHECK@gmail.com'), and 'Mobile' (pre-filled with '7896541230'). Below these fields is a blue 'Update' button.

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 displays the 'DG-CSIR Headquarter Dashboard' with a 'Beta Version' badge. On the left sidebar, the 'Change Password' menu item is highlighted with a right-pointing arrow. The main content area is titled 'DG-CSIR' and 'Password Reset'. It contains three input fields: 'Old Password' (placeholder 'Enter Old Password'), 'New Password', and 'Confirm New Password'. Below these fields is a yellow 'Change Password' button.

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.