



## User Manual of Establishment Module



## 1. General Information

### 1.1 Acronyms and Abbreviations:

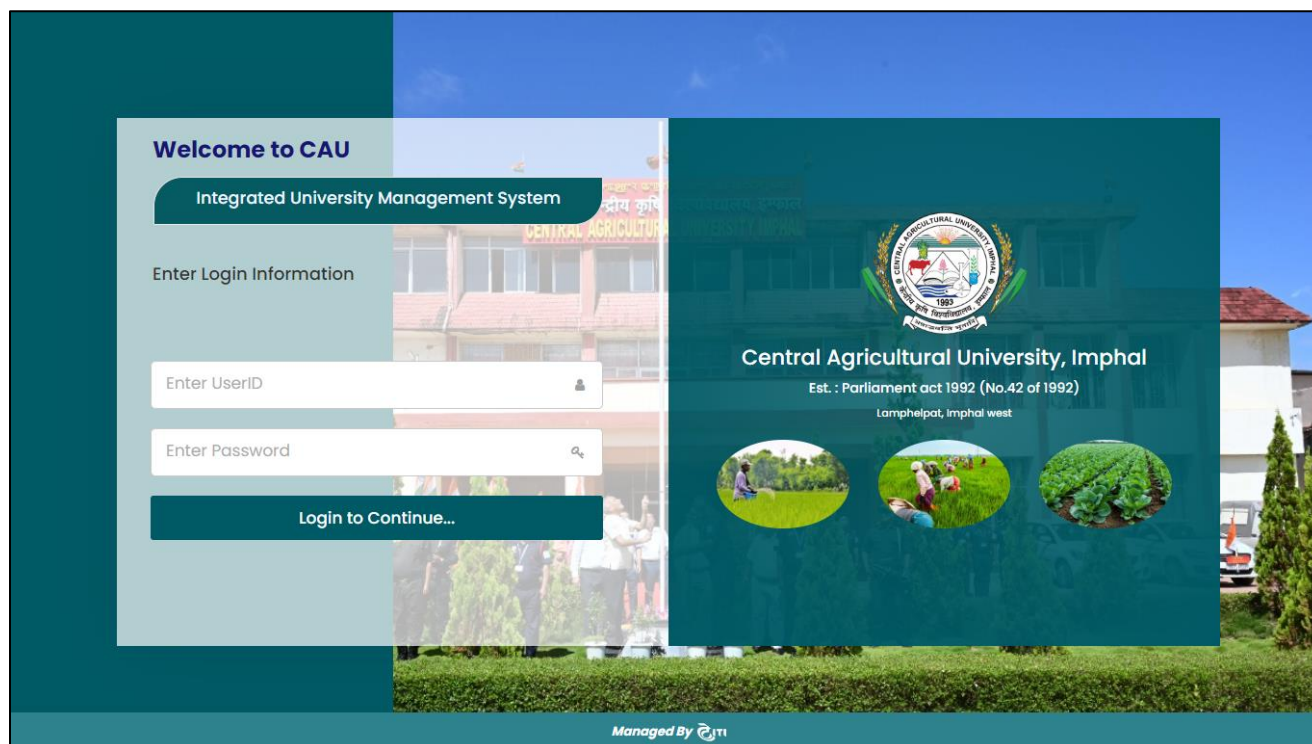
<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	HRA	House Rent Allowances
4	DA	Dearness Allowances
5	LWP	Leave Without Pay
6	TA	Travelling Allowance
7	NPS	New Pension Scheme
8	GPF	General Provident Fund
9	CPF	Central Provident Fund

Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **CAU ERP** Login Page.

<http://120.138.8.151:8080/cau-iums/>

**Note:** If user clicks on the above-mentioned link then application will be launched in default browser.

User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':

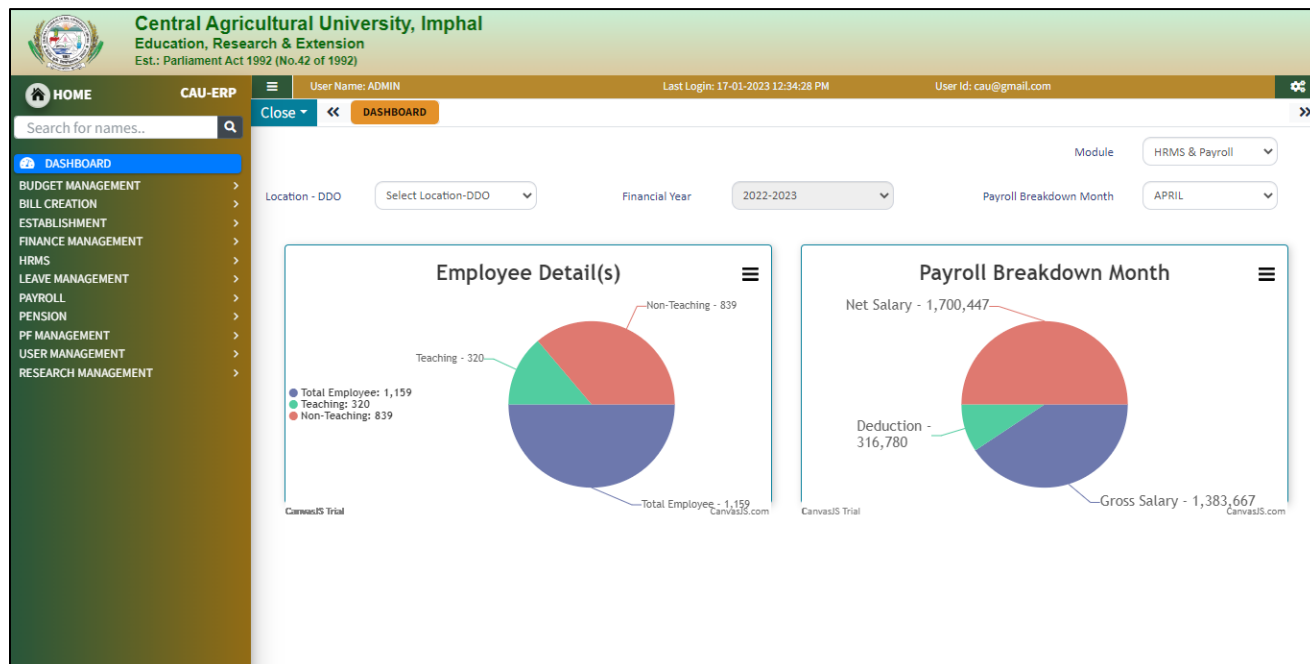


The screenshot displays the CAU Login Page. On the left, a white login form is overlaid on a background image of a CAU building. The form includes the text 'Welcome to CAU' and 'Integrated University Management System'. Below this, it says 'Enter Login Information'. There are two input fields: 'Enter UserID' and 'Enter Password', each with a small icon (a person for the ID field and a key for the password field). A dark blue button labeled 'Login to Continue...' is at the bottom of the form. To the right of the form, a dark teal banner features the CAU logo, the text 'Central Agricultural University, Imphal', 'Est. : Parliament act 1992 (No.42 of 1992)', and 'Lamphelpat, Imphal west'. Below the banner are three circular images showing agricultural activities. At the bottom of the page, it says 'Managed By CITI'.

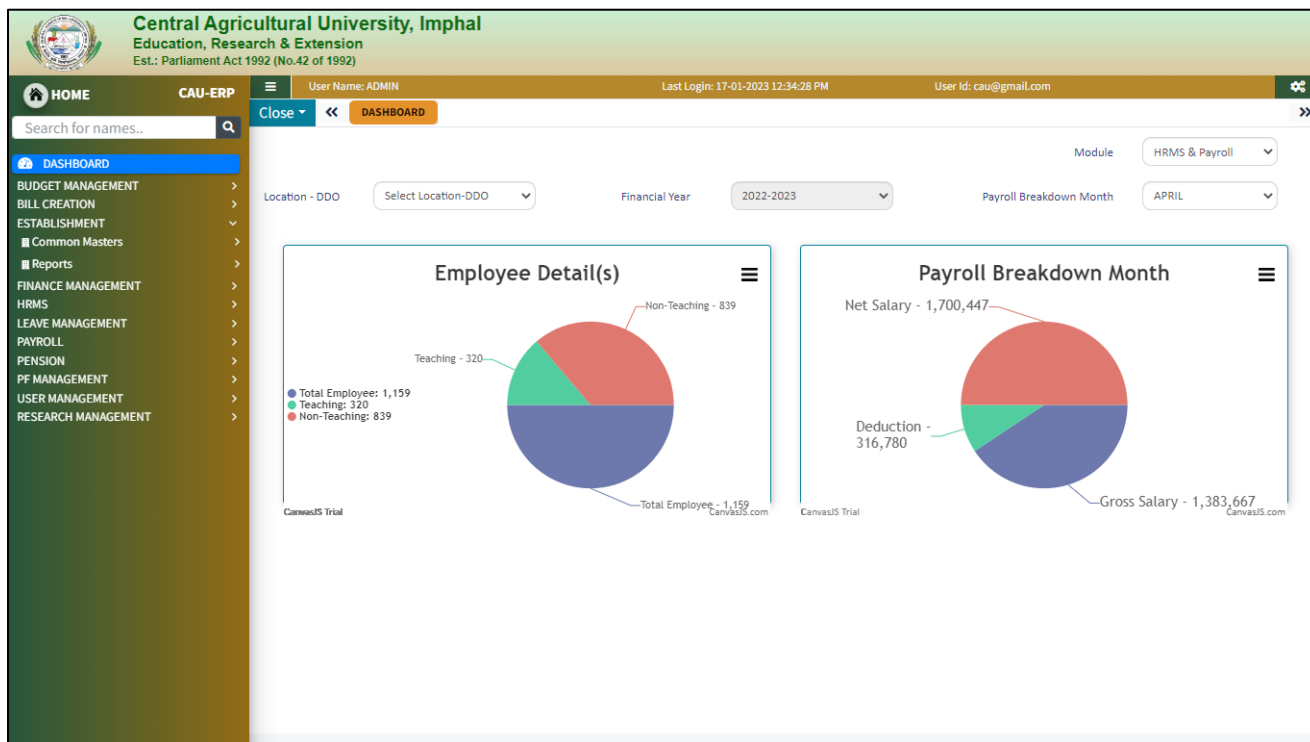
Enter the valid 'User ID' and 'Password',

For Example: User ID- [cau@gmail.com](mailto:cau@gmail.com) and Password-**cau@123** then click on 'Login to Continue...' button to navigate to 'Module Home Page' as shown below:

## User Manual Document (Establishment)



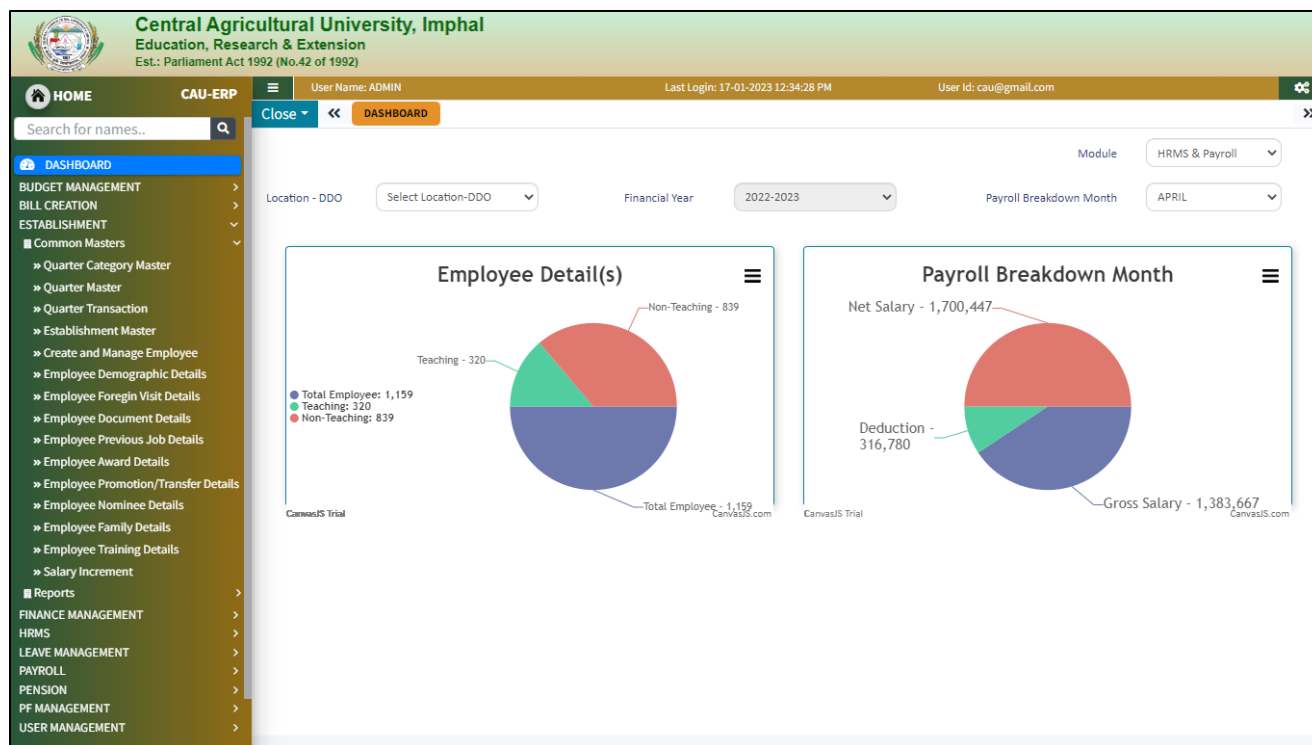
- Click on 'Establishment' menu from left side, then sub menu list will be displayed as 'Common Master' & 'Reports' as shown below:





## User Manual Document (Establishment)

- Click on 'Common Master' menu, then sub menu list will be displayed as shown below:





## • Common Masters

### 1. Quarter Category Master:

Using this page, Admin user can create quarter category to mapped with different quarter like quarter A, quarter B, quarter C etc. created quarter categories will be used in 'Quarter Master' page to create Employee Quarter.

- Click on '**Quarter Category Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Quarter Category Master

Advance Search Q

Searching Criteria

Quarter Category \*

Enter Quarter Category

Type \*

Type C

Total Quarters \*

Enter Total Quarters

License Fee \*

License Fee is Required

Electric charges

Enter Electric charges

Garage charges

Enter Garage charges

Water Charges \*

Water Charges is Required

Remarks

Enter Remarks

Save

Reset

List of Quarter Category

Run Date : 03-05-2023 15:20:20

Download

Show All entries

S.No	Category	Type	Rent Amount	Electric Charges	Garage Charges	Water Rent Amount	Total Quarters	Edit	Delete
1	Quarter A	Type C	500.00	500.00	100.00	199.00	14	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Quarter C	Type C	500.00	500.00		500.00	50	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Quarter Category**' table.
- On page load, it will display all saved city categories in '**List of Quarter Category**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created quarter category by clicking on '**Edit**' button from saved quarter categories in '**List of Quarter Category**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

## 2. Quarter Master:

Using this page, Admin user can create Quarter details; created quarter will be used in 'Quarter Transaction' page for allocating quarter to employee, accordingly quarter related heads will be calculating on 'Create & Manage Employee Master' page.

**Note:** HRA will not be applicable for quarter allocated employee.

- Click on '**Quarter Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Quarter Master

Advance Search

New Record

City Name \*

Select City Name

Quarter Category \*

Select Quarter Category

Quarter Number \*

Enter Quarter Number

Remarks

Enter Remarks

Save

Reset

List of Quarter(s)

Run Date : 17-01-2023 13:09:00

Download

Show All entries

S.No	City	Category	Quarter No	Edit	Delete
1	Imphal	Quarter A	12	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Imphal	Quarter A	11	<a href="#">Edit</a>	<a href="#">Delete</a>
3	Imphal	Quarter A	121	<a href="#">Edit</a>	<a href="#">Delete</a>
4	Umiam	Quarter A	1	<a href="#">Edit</a>	<a href="#">Delete</a>
5	Umiam	Quarter A	2	<a href="#">Edit</a>	<a href="#">Delete</a>
6	Umiam	Quarter A	3	<a href="#">Edit</a>	<a href="#">Delete</a>
7	Umiam	Quarter A	4	<a href="#">Edit</a>	<a href="#">Delete</a>
8	Umiam	Quarter A	5	<a href="#">Edit</a>	<a href="#">Delete</a>
9	Umiam	Quarter A	6	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 192 of 192 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Quarter(s)**' table.
- On page load, it will display all saved quarters in '**List of Quarter(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created quarter by clicking on '**Edit**' button from saved quarters in '**List of Quarter(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Establishment)

### 3. Quarter Transaction:

Using this page, Authorized user can allocate quarter to active employees; Allocated Quarter will be displayed in 'Create and Manage Employee' page.

- Click on 'Quarter Transaction' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Quarter Transaction

Advance Search

New Record

Location \*

Select Location

DDO \*

Select DDO

Employee Code\Name \*

Select Employee Code\Name

Employee Name

Employee Name

Department

Select Department

Designation

Select Designation

City Name \*

Select City

Quarter Category \*

Select Quarter Category

Quarter Number \*

Select Quarter Number

Allocation Date \*

Allocation Date

Leave Date

Leave Date

Save

Reset

List of Quarter Transaction(s)

Run Date : 17-01-2023 14:41:45

Download

Show All entries

S.No	Location	DDO	Emp. Code	Emp. Name	Department	Designation	City Name	Q. Category	Q. Number	Alloc. Date	Leave Date	Edit	Delete
1	CAU, Head Quarter	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	COPG/CPGAS-0090	CAU Test Loan	VC Office	Vice Chancellor	Imphal	Quarter Test	12	01/09/2022	25/01/2023	Edit	Delete
2	Collage of PG Studies in Agricultural Sciences, CAU(I), Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	CPGAS/COGP-0019	A.K. Singh	Dean's Office	Assistant Professor	Imphal	Quarter Test	11	01/11/2022	24/11/2022	Edit	Delete
3	College Of Agriculture, Imphal, Manipur	College of Agriculture, CAU, Iroisemba, Imphal	COA/COAI-0122	Chongtham Vikram Singh	Central Farm	FCLA	Imphal	Quarter A	121	01/11/2022	31/12/2022	Edit	Delete

Showing 1 to 79 of 79 entries

Previous 1 Next





⇒ **Steps to Create New Record:**

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Quarter Transaction (s)'** table.
- On page load, it will display all saved quarter transaction in **'List of Quarter Transaction (s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created quarter transaction by clicking on **'Edit'** button from saved quarter in **'List of Quarter Transaction (s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Establishment)

### 4. Establishment Master:

Using this page, Authorized user can create and manage establishment detail for employee created under 'Create and Manage Employee' page and whose left status is marked as 'NO'.

- Click on 'Establishment Master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Establishment Master

Advance Search

New Record

Location \*

Select Location

Employee Code(M)/Name \*

Select Employee Code(M)/Name

Department

Select Department

Medical Date \*

DD/MM/YYYY

Marriage Certificate S.No.

Enter Marriage Declaration S.No.

Medical Certificate S.No.

Enter Medical S.No.

Character Certificate S.No.

Enter Character S.No.

Page No.

Enter Page No.

DDO \*

Select DDO

Employee Name

Enter Employee Name

Designation

Select Designation

Examined By

Enter Examined By

Residential Certificate S.No.

Enter Home Town S.No.

Bio Data S.No.

Enter Bio Data S.No.

File No.

Enter Family Particular S.No.

Save

Reset

List of Establishment Master Detail (s)

Run Date : 17-01-2023 15:00:34

Download

Show All entries

S.No.	Location	DDO	Employee Code(M)	Employee Name	Department	Designation	Edit	Delete
1			COFT/COF-0010	Anindya Sundar Barman	FGR	Assistant Professor	<a href="#">Edit</a>	<a href="#">Delete</a>
2			COVAH/COVSA-0002	Arun Kumar Sangwan	N/A	Professor	<a href="#">Edit</a>	<a href="#">Delete</a>
3			COHA-0113	Bonku Das	Silviculture and Agroforestry	Multi Tasking Staff (MTS)	<a href="#">Edit</a>	<a href="#">Delete</a>
4			CAEPHT/ID-T/118	AJAY KUMAR VASHISHT	IDE	Professor	<a href="#">Edit</a>	<a href="#">Delete</a>
5	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	HQ-0074002	TestRanjan	Academic Section	A/c.Asstt.	<a href="#">Edit</a>	<a href="#">Delete</a>
6	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	1234	CAU Test GPF	VC Office	Vice Chancellor	<a href="#">Edit</a>	<a href="#">Delete</a>
7	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	NPS-Test1	NPS Test 2	Finance	Accountant	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 7 of 7 entries

Previous

1

Next



⇒ **Steps to Create New Record:**

- Enter the data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Establishment Master Detail(s) (s)'** table.
- On page load, it will display all saved establishment details in **'List of Establishment Master Detail (s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created establishment detail by clicking on **'Edit'** button from saved cities in **'List of Establishment Master Detail (s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Establishment)

### 5. Create and Manage Employee:

Using this page, Authorized user can create and manage Employee details, like Employee Personal details, Additional Designation, Bank Details, PF details, Salary Structure details etc., as per created post(s) from 'Post Creation Master' page.

- Click on 'Create and Manage Employee' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

#### Create and Manage Employee

Searching Criteria

Location

Select Location

DDO

Select DDO

Employee Code

Select Employee Code

Employee Code(M)

Manual Employee Code

Employee Name

Employee Name

Designation

Select Designation

Department

Select Department

Fund Type

Select Fund Type

Nature Type

Select Nature Type

Employee Left Status

No

Search

New

Reset

List of Employee(s)

Run Date : 16-01-2023 18:21:29

Download

Show 10 entries

S.No.	Emp Code	Emp Code(M)	Employee Name	Location	Department	Designation	PF Type	Joining date	Edit	Delete
1	CPGAS/COPG-0089			Collage of PG Studies in Agricultural Sciences, Umliam, Meghalaya	Dean's Office	Multi Tasking Staff (MTS)		05/07/2022	<a href="#">Edit</a>	<a href="#">Delete</a>
2	CAEPHT/COAE-0020	CAEPHT/ID-T/187	A. Anuradha Devi	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	BEAS	Assistant Professor	DCPS (Employees)	05/07/2020	<a href="#">Edit</a>	<a href="#">Delete</a>
3	COFTM/COFT-0013	COFT-0013	A. Bhabananda Singh	College of Food Technology, Lamphepat, Manipur	COFT	Driver	DCPF	06/11/2018	<a href="#">Edit</a>	<a href="#">Delete</a>
4	CPGAS/HQ-0067	HQ-227	A. Chandramani Singh	CAU, Head Quarter	Registrar Office	Head Assistant	GPF Subscription	23/07/2003	<a href="#">Edit</a>	<a href="#">Delete</a>
5	COA/COAI-0002	COAI-0002	A. Herojit Singh	College Of Agriculture, Imphal, Manipur	Soil Science & Agril. Chemistry	Professor	GPF Subscription	14/01/1993	<a href="#">Edit</a>	<a href="#">Delete</a>



## User Manual Document (Establishment)

6	COHA/COHA-0014	COHA-0014	A. S. Malappa	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	Natural Resource Management (NRM)	Assistant Professor	DPCS (Employees)	10/08/2009	<a href="#">Edit</a>	<a href="#">Delete</a>
7	HQ/EXT-0022	EXT-004	A. Shyam Singh	Directorate of Extension Education, CAU HQ, Imphal	DEE Office	Multi Tasking Staff (MTS)	DCPF	06/11/2018	<a href="#">Edit</a>	<a href="#">Delete</a>
8	CO/COV-0112		A. Amumacha Singh	College of Veterinary Sciences and Animal Husbandry, Selesih, Aizawl, Mizoram	N/A	N/A		01/01/2022	<a href="#">Edit</a>	<a href="#">Delete</a>
9	COA/COAI-0010	COAI-0010	A.k. Bijaya Devi	College Of Agriculture, Imphal, Manipur	Horticulture	Professor	GPF Subscription	19/03/1986	<a href="#">Edit</a>	<a href="#">Delete</a>
10	CPGAS/CPG-0019	CPG-0019	A.K. Singh	Collage of PG Studies in Agricultural Sciences, Umlam, Meghalaya	Dean's Office	Assistant Professor	NPS Employee Contribution	13/08/2008	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 1,163 entries

Previous 1 2 3 4 5 ... 117 Next

### ⇒ Steps to Create New Record:

- On page Load, click on 'New' button, then user will get a Screen as shown below:

### ⇒ Personal Info:

**Create and Manage Employee**

New Record

Financial Year : 01/04/2022-31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Select

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

Profile Picture

Personal Information

Gender \*

Select Gender

Category \*

Select Category

Religion \*

Select Religion

Marital Status \*

Select Marital Status

Date of Birth \*

DD/MM/YYYY

Email \*

Email

PAN

PAN

Adhaar No.

Adhaar No.

Mobile No. \*

Mobile No.

Save

Back

Reset



## User Manual Document (Establishment)

### ⇒ Other Details 1:

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Select

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

Profile Picture

**Other Details 1**

Location \*

Select Location

DDO \*

Select DDO

Department \*

Select Department

Date Of Appointment \*

DD/MM/YYYY

Department Head

Select Department Head

Date Of Joining \*

DD/MM/YYYY

Designation \*

Select Designation

Date Of Retirement

DD/MM/YYYY

Last Appointment Date

DD/MM/YYYY

Fund Type \*

Select Fund Type

Last Joining Date

DD/MM/YYYY

Budget Head \*

Select Budget Head

Employee's Left Status

No

Select Employee Left Status

Nature Type \*

Select Nature Type

Leaving Date

DD/MM/YYYY

Leaving Remarks

Leaving Remarks

Save

Back

Reset

### ⇒ Other Role:

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Select

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

Profile Picture

**Other Roles**

Location	Ddo	Department	Designation	Assign Date	Release Date	Delete
Select Location	Select DDO	Select department	Select designation	DD/MM/YYYY	DD/MM/YYYY	Delete

Add

Save

Back

Reset



## User Manual Document (Establishment)

### ⇒ Other Details 2:

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Select

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

Profile Picture

**Other Details 2**

Reporting To

Select Employee Name [Employee Code] - Designation

On Deputation

☐

Deputed Location

Select Deputed Location

Is Suspended ?

☐

Salary Bill Type \*

Select Salary Bill Type

Is Handicapped ?

☐

Class \*

Select Class

PT Applicable

☐

Posting DDO

Select Posting DDO

Stop Salary

☐

Save

Back

Reset

### ⇒ Bank Details:

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Select

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

Profile Picture

**Bank Details**

Payment Mode \*

Select Payment Mode

Account Number

Account Number

Bank

Bank

Account Type

Select Account Type

IFSC

IFSC

MICR

MICR

Save

Back

Reset



## User Manual Document (Establishment)

### ⇒ PF Details:

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Select

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

Profile Picture

**PF Details**

CPF/GPF/NPS Bank

PF Bank

CPF/GPF/NPS Acc Number

PF Acc Number

CPF/GPF/NPS Balance

PF Balance

Save

Back

Reset

### ⇒ Salary Structure:

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Select

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

Profile Picture

**Salary Structure**

CPF/GPF/NPS Type

Select PF Type

Posting City \*

Select Posting City

Designation \*

Select Designation

Posted Designation

Posted Designation

Group \*

Select Group

Quarter No

Select Quarter No

Pay Level \*

Select Pay Level

Increment Type

Fixed Amount

Basic \*

Basic

Increment Due Date

DD/MM/YYYY

Heads

Save

Back

Reset





## User Manual Document (Establishment)

### ⇒ Earning/Deduction Head:

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code(M) \*

Employee Name \*

Select

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

File Upload

**Earning Head**

Description	Mapping	Amount	Assignment From	Is Manual
-------------	---------	--------	-----------------	-----------

**Deduction Head**

Description	Mapping	Amount	Assignment From	Is Manual
-------------	---------	--------	-----------------	-----------

Save

Back

Reset

### ⇒ File Upload:

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code(M) \*

Employee Name \*

Select

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

Profile Picture

**Profile Picture**

Image

Choose File

No file chosen

Save

Back

Reset



- Enter personal Information under 'Personal Info' tab.
  - Enter details under 'Other Details 1' tab.
  - Department, Designation, Fund Type, Budget Head and Nature Type will be mapped from 'Post Creation Master' page.
  - Enter Other roles of Employee (If Any).
  - 'Date of Appointment' should be less than or equal to 'Date of Joining' and all the salary head calculation will be done as per joining date.
  - By default, 'Employee's Left Status' displays as 'No', means employees are existing in system, if it is selected as 'Yes' means user can manage their Resignation, Termination, Death etc. with date along with reason.
  - User can also enter 'Increment Due Date' from this tab, increment due date will be greater than the date of joining and increment will be made accordingly from 'Salary Increment Process' page under '**Payroll**' module.
  - Enter details under 'Other Details 2' tab.
  - Enter details under 'Bank Details' tab, under this tab user can manage account details of employee to transfer their salary/fund.
  - Enter details under 'PF Details' tab, under this tab user can manage PF details of employee.
  - Enter details under 'Salary Structure' tab, under this tab user enter Basic along with all the required details and click on 'Heads' button, it will redirect to 'Earning/Deduction Head' tab will all the calculated earning and deduction head.
  - From 'Earning/Deduction Head' tab, user can check the calculation for both earning & deduction as per configured formula, amount, Slab etc. from 'Salary Head Master' page.
- Note:** i) User can change calculated earning/deduction amount by selecting 'Is Manual' check box, once Is manual check box is marked user can change amount of any head. Manually entered amount cannot be changed by clicking on Heads button.
- If Designation, Department, Fund Type, Nature, Posting City, Budget Head, Account No. etc. has been changed/updated then it will reflect on payroll reports (Under 'Payroll' module) after attendance process.
  - Enter all the required credentials along with 'File Upload'
  - Click on '**Save**' button, then system will display a message for the user as '**Record Saved Successfully!**' and record will get added in '**List of Employee(s)**' table.
  - Click on '**Back**' button then user will be taken to the previous screen (Search Screen).
  - Click on '**Search**' button then it will display all the saved Employees in '**List of Employee(s)**' table.
  - User can Edit/Update any created employee detail by clicking on '**Edit**' button from searched record.
  - If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Establishment)

### 6. Employee Demographic Details:

Using this page, Authorized user can create and manage demographic detail for employee created under 'Create and Manage Employee' page and whose left status is marked as 'NO'.

Using this page, User can maintain employee demographic details like 'Permanent Contact No', 'Current Address', 'Permanent Address', 'Identification Mark', 'Tech. Qualification' etc. in system for only those employees whose left status is 'No' from 'Create & Manage Employee' page.

- Click on '**Employee Demographic Details**' menu link, under '**Common Master**' sub menu then page will be opened as shown below:

### Other Details 1

Employee Demographic Details

Advance Search

New Record

Financial Year : 01/04/2022~31/03/2023

Location \*

Select Location

DDO \*

Select DDO

Employee Code \*

Select Employee Code/Name

Manual Employee Code \*

Manual Employee Code

Employee Name \*

Anupam Mishra

Department \*

VC Office

Designation \*

Vice Chancellor

Father Name

Father Name

Quarter No

Quarter No

Date of Birth \*

DD/MM/YYYY

Religion \*

Select Religion

Gender \*

Select Gender

Category \*

Select Category

Other Details 1

Other Details 2

Personal Information

Date of Appointment

DD/MM/YYYY

Date of Joining

DD/MM/YYYY

Confirmation Date

DD/MM/YYYY

Retirement Date

DD/MM/YYYY

Last Appointment Date

DD/MM/YYYY

Last Joining Date

DD/MM/YYYY

Current Contact No

Current Contact No

Permanent Contact No

Permanent Contact No

Current Address

Current Address

Permanent Address

Permanent Address

Save

Reset

List of Demographic Details

Run Date : 05-05-2023 17:54:47

Download

Show

All

entries

S.No.	Emp Code	Emp Code(M)	Emp Name	Location	DDO	Department	Designation	PF Type	Edit	Delete
1	HQ/VCO-0001	VCO-0001	Anupam Mishra	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	VC Office	Vice Chancellor	DCPF	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous1Next



## User Manual Document (Establishment)

### Other Details 2

**Employee Demographic Details**Advance Search

New Record

Financial Year : 01/04/2022~31/03/2023

Location \*

Select Location

DDO \*

Select DDO

Employee Code \*

Select Employee Code/Name

Manual Employee Code \*

Manual Employee Code

Employee Name \*

Anupam Mishra

Department \*

VC Office

Designation \*

Vice Chancellor

Father Name

Father Name

Quarter No

Quarter No

Date of Birth \*

DD/MM/YYYY

Religion \*

Select Religion

Gender \*

Select Gender

Category \*

Select Category

Other Details 1

Other Details 2

**Personal Information**

Identification Mark

Identification Mark

Height (In Cms)

Height (In Cms)

Educational Qualification

Educational Qualification

Professional Qualification

Professional Qualification

Technical Qualification

Technical Qualification

Scholarship

Scholarship

Remarks

Remarks

Reference

Reference

Signature Upload

Choose File

No file chosen

Save

Reset

List of Demographic Details

Run Date : 05-05-2023 17:54:47

Download

Show

All

entries

S.No.	Emp Code	Emp Code(M)	Emp Name	Location	DDO	Department	Designation	PF Type	Edit	Delete
1	HQ/VCO-0001	VCO-0001	Anupam Mishra	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	VC Office	Vice Chancellor	DCPF	<div>Edit</div>	<div>Delete</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

#### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of Demographic Details' table.
- On page load, it will display all saved demographic details in 'List of Demographic Details' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created demographic details by clicking on 'Edit' button from saved demographic details in 'List of Demographic Details' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Establishment)

### 7. Employee Foreign Visit Details:

Using this page, Authorized user can create and manage foreign visit detail for employee created under 'Create and Manage Employee' page and whose left status is marked as 'NO'.

- Click on 'Employee Foreign Visit Details' menu link, under 'Common Masters' sub menu, then page will be opened as shown below:

Employee Foreign Visit Details

Advance Search

New Record

Location \*

Select Location

DDO \*

Select DDO

Employee Code(M)/Name \*

Select Employee Code(M)/Name

Employee Name \*

Enter Employee Name

Department \*

Select Department

Designation \*

Select Designation

Foreign Visit Details

Description \*

Enter Description

Visit Location \*

Enter Visit Location

From Date \*

DD/MM/YYYY

To Date \*

DD/MM/YYYY

Remarks

Enter Remarks

Add New

List of Foreign Visit Detail(s)

S.No.	Description	Visit Location	From Date	To Date	Remarks	Delete
-------	-------------	----------------	-----------	---------	---------	--------

SaveReset

List of Foreign Visit Detail (s)

Run Date : 17-01-2023

Download

Show All entries

S.No.	Location	DDO	Employee Code(M)	Employee Name	Department	Designation	Edit	Delete
1	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	CPGAS/COPG-0002	Wricha Tyagi	Dean's Office	Professor	Edit	Delete
2	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	COPG-0006	Hossain Ali Mondal	Dean's Office	Associate Professor	Edit	Delete
3	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	COPG-0008	Mayank Rai	Dean's Office	Professor	Edit	Delete
4	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	College of Post-Graduate Studies in Agricultural Science, CAU(I), Umiam, Ri Bhoi District, Meghalaya	COPG-0009	Dwipendra Thakuria	Dean's Office	Professor	Edit	Delete

Showing 1 to 23 of 23 entries

Previous1Next



⇒ **Steps to Create New Record:**

- Enter the data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Foreign Visit Detail(s)'** table.
- On page load, it will display all saved foreign visit details in **'List of Foreign Visit Detail(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created foreign visit detail by clicking on **'Edit'** button from saved foreign visit in **'List of Foreign Visit Detail(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (Establishment)

### 8. Employee Documents Details:

Using this page, Authorized user can upload the various document for employee created under 'Create and Manage Employee' page and whose left status is marked as 'NO'.

- Click on 'Employee Document Details' menu link, under 'Common Masters' sub menu, then page will be opened as shown below:

Employee Documents Details

Advance Search

New Record

Location \*  
Select Location

DDO \*  
Select DDO

Employee Code(M)/Name \*  
Select Employee Code(M)/Name

Employee Name  
Enter Employee Name

Department  
Select Department

Designation  
Select Designation

List of Document Detail(s)

S.No.	Document Category *	Designation(In case of Signature of Attending Officer)	Documents <small>File Format should be JPG/PNG/DOC/PDF and File size should be 100kb to 2 MB. *</small>	Is Active	Delete
1	Select Document Catego	Enter Designation	<div>Choose File</div> No file chosen	<input type="checkbox"/>	<div>Delete</div>

Save

Reset

Add

List of Employee Document Detail (s)

Run Date :17-01-2023 17:39:32

Download

Show All entries

S.No.	Employee Code(M)	Employee Name	Department	Designation	Edit	Delete
1	0128	E. Motina	Administration	Assistant Professor	<div>Edit</div>	<div>Delete</div>
2	0136	BasantaSaikia	Administration	Assoc. Professor	<div>Edit</div>	<div>Delete</div>
3	0246	Hifzur Rahman Laskar	N/A	N/A	<div>Edit</div>	<div>Delete</div>
4	0361	Annu Taloh	Poultry Unit	Farm Assistant	<div>Edit</div>	<div>Delete</div>
5	0422	Bhagwan Nayak	Estate Office	Multi Tasking Staff (MTS)	<div>Edit</div>	<div>Delete</div>
6	0445	Nirmal Mochahary	Establishment Section	Multi Tasking Staff (MTS)	<div>Edit</div>	<div>Delete</div>
7	0464	A. Bhabananda Singh	COFT	Driver	<div>Edit</div>	<div>Delete</div>
8	0470	Anil Dutt Upadhyay	FEES	Associate Professor	<div>Edit</div>	<div>Delete</div>
9	0838	DR. ANGBABU SHERPA	BEAS	Assistant Professor	<div>Edit</div>	<div>Delete</div>
10	1039	CAU Test GPF	VC Office	Vice Chancellor	<div>Edit</div>	<div>Delete</div>
11	1042	NPS Test	Comptroller Office	Multi Tasking Staff (MTS)	<div>Edit</div>	<div>Delete</div>
12	1043	NPS Test 2	Finance	Accountant	<div>Edit</div>	<div>Delete</div>
13	1082	A. Chandramani Singh	Registrar Office	Head Assistant	<div>Edit</div>	<div>Delete</div>
14	1112	nikhil t1	CRAC	Research Head	<div>Edit</div>	<div>Delete</div>

Showing 1 to 15 of 15 entries

Previous

1

Next



⇒ **Steps to Create New Record:**

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Employee Document Detail(s)'** table.
- On page load, it will display all saved document details in **'List of Employee Document Details (s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created employee document detail by clicking on **'Edit'** button from saved document in **'List of Employee Document Details (s)'** table.



## 9. Employee Previous Job Details:

Using this page, Authorized user can create previous job details for employee created under 'Create and Manage Employee' page and whose left status is marked as 'NO'.

- Click on 'Employee Previous Job Details' menu link, under 'Common Masters' sub menu then page will be opened as shown below:

Employee Previous Job Details

Advance Search

New Record

Financial Year : 01/04/2022~31/03/2023

Location \*

Select Location

DDO \*

Select DDO

Employee Code(M)/Name \*

Select Employee Code(M)/Name

Employee Name

Employee Name

Designation

Select Designation

Department

Select Department

Previous Designation \*

Previous Designation

Previous Department \*

Previous Department

New Record

Previous Group

Previous Group

Previous GP \*

Previous GP

Previous Basic Pay \*

Previous Basic Pay

Previous DA \*

Previous DA

Previous Location \*

Previous Location

Station

Station

From Date \*

From Date

To Date \*

To Date

Reason for Leaving Job

Reason for Leaving Job

In Service

☐

Add More

Save

Reset

List of Employee Previous Job Detail(s)

Run Date : 17-01-2023 17:51:39

S.No.	Employee Code(M)	Employee Name	Previous Basic Pay	Previous DA	Previous GP	In Service	Edit	Delete
1	CPGAS/HQ-0074	TestRanjan	1.00	1.00	1.00	No	<a href="#">Edit</a>	<a href="#">Delete</a>

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of Employee Previous Job Details (s)' table.
- On page load, it will display all saved Employee Previous job details in 'List of Employee Previous Job Details (s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created Previous Job detail by clicking on 'Edit' button from saved Previous jobs in 'List of Employee Previous Job Details (s)' table.

## 10. Employee Award Details:

Using this page, Authorized user can create and manage award details for employee created under 'Create and Manage Employee' page and whose left status is marked as 'NO'.

- Click on 'Employee Award Details' menu link, under 'Common Masters' sub menu, then page will be opened as shown below:

Employee Award Details

Advance Search

New Record

Location \*

Select Location

DDO \*

Select DDO

Employee Code(M)/Name \*

Select Employee Code(M)/Name

Employee Name

Enter Employee Name

Department

Select Department

Designation

Select Designation

List of Award Detail(s)

S.No.	Date *	Description *	Society/Institute *	Amount	Upload Document *	Remarks	Delete
1	<div>DD/MM/YYYY</div>	<div>Enter Description</div>	<div>Enter Society Institute</div>	<div>Enter Amount</div>	<div>Choose File</div> No file chosen	<div>Enter Remarks</div>	<div>Delete</div>

Add

Save

Reset

List of Employee Award Detail (s)

Run Date :23-01-2023

Download

Show 

All

 entries

S.No.	Employee Code(M)	Employee Name	Department	Designation	Edit	Delete
1	CAEPHT/ID-T/187	A. Anuradha Devi	BEAS	Assistant Professor	<div>Edit</div>	<div>Delete</div>

Showing 1 to 10 of 10 entries

Previous

1

Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of Employee Award Details (s)' table.
- On page load, it will display all saved employee award details in 'List of Employee Award Details (s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created employee award detail by clicking on 'Edit' button from saved awards in 'Employee Award Details (s)' table.



## 11. Employee Promotion/Transfer Details:

Using this page, Authorized user can manage Employee promotion, Employee Transfer, Employee Deputation & Employee Suspend Process for which left status is marked as 'NO' from 'Create & Manage Employee' page.

As per the changed status (Promotion, Transfer, Deputation & Suspension) employee details will get update and will be displayed on 'Create & Manage Employee' page.

- Click on 'Employee Promotion/Transfer Details' menu link, under 'Common Masters' sub menu, then page will be opened as shown below:

Employee Promotion

Advance Search

New Record

Financial Year : 01/04/2022~31/03/2023

Location \*

Select Location

DDO \*

Select DDO

Employee Code \*

Select Employee Name

Prom/Trans/Deput/Susp Code \*

Prom/Trans/Deput/Suspend Code

Employee Name

Employee Name

Status \*

Select Status

Other Details 1

Other Details 2

Earning/Deduction Head

Other Roles

Personal Information

Department

Select Department

Designation

Select Designation

Fund Type

Select Fund Type

Nature Type

Select Nature Type

Posting City

Select Posting City

Bank

Bank

Group

Select Group

Account Number

Account Number

Basic

Basic

Pay level \*

Select Pay level

Class

Select Class

Increment Percentage (%)

Increment Percentage

Save

Reset

List of Employee Promotion(s)

Run Date : 23-01-2023 11:37:21

Download

Show

All

entries

S.No.	Prom/Trans/Deput/Susp Code	Employee Code	Employee Name	Status	Dated	Edit	Delete
8	430	CPGAS/HQ-0092	Riya	Promotion/Higher Grade	01/12/2022	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 10 entries

Previous

1

Next



## User Manual Document (Establishment)

### Other Details 1:

Employee Promotion

Advance Search

New Record

Financial Year : 01/04/2022~31/03/2023

Location \*

Select Location

DDO \*

Select DDO

Employee Code \*

Select Employee Name

Prom/Trans/Deput/Susp Code \*

Prom/Trans/Deput/Suspend Code

Employee Name

Employee Name

Status \*

Select Status

Other Details 1

Other Details 2

Earning/Deduction Head

Other Roles

Personal Information

New Department \*

Select New Department

New Designation \*

Select New Designation

New Fund Type \*

Select New Fund Type

New Nature Type \*

Select New Nature Type

New Budget Head \*

Select New Budget Head

New Posting City \*

Select New Posting City

New Bank

New Bank

New Group \*

Select New Group

New Account Number

New Account Number

New Basic \*

New Basic

CPF/GPF/NPS Type

Select PF Type

New Pay level \*

Select Pay level

Is Suspended ?

☐

New Inc. Percentage (%)

New Increment Percentage

Is Deputation ?

☐

Increment Due Date

Increment Due Date

Remarks

Remarks

Date \*

Date

Heads

Save

Reset

List of Employee Promotion(s)

Run Date : 23-01-2023 11:37:21

Download

Show

All

entries

S.No.	Prom/Trans/Deput/Susp Code	Employee Code	Employee Name	Status	Dated	Edit	Delete
8	430	CPGAS/HQ-0092	Riya	Promotion/Higher Grade	01/12/2022	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 10 entries

Previous

1

Next



## User Manual Document (Establishment)

### Other Details 2:

**Employee Promotion**Advance Search

**New Record**

Location \*

Select Location

Employee Code \*

Select Employee Name

Employee Name

Employee Name

DDO \*

Select DDO

Prom/Trans/Deput/Susp Code \*

Prom/Trans/Deput/Suspend Code

Status \*

Select Status

Financial Year : 01/04/2022~31/03/2023

Other Details 1

**Other Details 2**

Earning/Deduction Head

Other Roles

**Personal Information**

New Department \*

Select New Department

New Fund Type \*

Select New Fund Type

New Budget Head \*

Select New Budget Head

New Posting City \*

Select New Posting City

New Group \*

Select New Group

New Basic \*

New Basic

New Pay level \*

Select Pay level

New Inc. Percentage (%)

New Increment Percentage

Increment Due Date

Increment Due Date

Date \*

Date

New Designation \*

Select New Designation

New Nature Type \*

Select New Nature Type

New Bank

New Bank

New Account Number

New Account Number

CPF/GPF/NPS Type

Select PF Type

Is Suspended ?

☐

Is Deputation ?

☐

Remarks

Remarks

Heads

Save

Reset

List of Employee Promotion(s)

Run Date : 23-01-2023 11:37:21

Download

Show All entries

S.No.	Prom/Trans/Deput/Susp Code	Employee Code	Employee Name	Status	Dated	Edit	Delete
8	430	CPGAS/HQ-0092	Riya	Promotion/Higher Grade	01/12/2022	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 10 entries

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## Earning/Deduction Head:

Employee Promotion

Advance Search

New Record

Location \*

Select Location

DDO \*

Select DDO

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Select Employee Name

Prom/Trans/Deput/Susp Code \*

Prom/Trans/Deput/Suspend Code

Employee Name

Employee Name

Status \*

Select Status

Other Details 1

Other Details 2

Earning/Deduction Head

Other Roles

Personal Information

Earning Head

Description	Mapping	Amount	Assignment From	Is Manual

Deduction Head

Description	Mapping	Amount	Assignment From	Is Manual

Save

Reset

List of Employee Promotion(s)

Run Date : 23-01-2023 11:37:21

Download

Show All entries

S.No.	Prom/Trans/Deput/Susp Code	Employee Code	Employee Name	Status	Dated	Edit	Delete
8	430	CPGAS/HQ-0092	Riya	Promotion/Higher Grade	01/12/2022	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 10 entries

Previous

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Next

- In 'Employee Code' drop down, all those employees will be displayed whose left status is 'No' from 'Create & Manage Employee' page.

**Note:** As per the selected value from 'Employee Code' drop down, 'Employee Name', 'Location', 'Department', 'Designation', 'Group', 'Nature', 'Posting City', 'Fund Type', 'Budget Head', 'Bank', 'Account Number', 'Basic [Pay Band]', 'Pay Level' and 'Increment Percentage' will be filled automatically (these details has been saved in 'Create & Manage Employee' page).

- Selects value from 'Status' drop down as Promotion/Higher Grade, Transfer, Deputation and Suspended.

**Note:** 1) If status is selected as 'Promotion/Higher Grade' then 'New DDO' & 'New Location' drop down will be displayed as disabled, as this status will be managed in same DDO/Location.

2) If status is selected as 'Transfer' then 'New DDO' & 'New Location' drop down will be displayed as enabled, as this status will be managed in other DDO/Location and as per changed DDO/Location details will be displayed on 'Create & Manage Employee' page.



3) If status is selected as 'Deputation' then 'New DDO' & 'New Location' drop down will be displayed as enabled, as this status will be managed in other DDO/Location, but salary will be processed in same DDO/Location also deputation status will be displayed on 'Create & Manage Employee' page.

4) If status is selected as 'Suspended' then 'New DDO' & 'New Location' drop down will be displayed as disabled, as this status will be managed in same DDO/Location and salary will be managed accordingly.

- Enter details under '**Other Details 1**' tab.
- Department, Designation, Fund Type and Nature Type will be mapped from 'Post Creation Master' page.
- Enter details under '**Other Details 2**' tab.
- Select Date from calendar box.
- From 'Earning/Deduction Head' tab, user can check the calculation for both earning & deduction as per configured formula, amount, Slab etc. from 'Salary Head Master' page.

**Note:** i) User can change calculated earning/deduction amount by selecting 'Is Manual' check box, once Is manual check box is marked user can change amount of any head. Manually entered amount cannot be changed by clicking on Heads button.

- If Designation, Department, Fund Type, Nature, Posting City, Account No. etc. has been changed/updated then it will reflect on payroll reports (Under 'Payroll' module) after attendance process.

#### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Employee Promotion(s)**' table.
- On page load, it will display all saved Employee Promotion/Transfer/Suspend/Deputation Details in '**List of Employee Promotion(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any saved employee details by clicking on '**Edit**' button from saved Promotions in '**Employee Promotion Details (s)**' table.
- If created record(s) is in use in any other pages then it cannot be edited/deleted.



## User Manual Document (Establishment)

### 12. Employee Nominee Details:

Using this page, Authorized user can create & manage nominee details for employee created under 'Create and Manage Employee' page and whose left status is marked as 'NO'.

- Click on 'Employee Nominee Details' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Employee Nominee Details

Advance Search

New Record

Financial Year : 01/04/2022~31/03/2023

Location \*

Select Location

DDO \*

Select DDO

Employee Code \*

Select Employee Code

Employee Name

Employee Name

Department

Select Department

Designation

Select Designation

Remarks

Remarks

Employee Nominee Details

Nominee Name \*

Nominee Name

Relation \*

Select Relation

Age \*

Age

Share (%) \*

Share

Is Primary

☐

Other Details

Other Details

Nominee Type Head \*

☐ GPF

Add New

List of Employee Nominee Detail (s)

Run Date : 23-01-2023 12:34:57

S.No.	Nominee Name	Relationship	Age	Share	Primary	Other Details	Nominee Type	Edit	Delete
-------	--------------	--------------	-----	-------	---------	---------------	--------------	------	--------

Save Reset

List of Employee Nominee Detail (s)

Run Date : 23-01-2023 12:34:57

Download

Show All entries

S.No.	Employee Code	Name	Department	Designation	Edit	Delete
1	CPGAS/HQ-0067	A. Chandramani Singh	Registrar Office	Head Assistant	Edit	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next





⇒ **Steps to Create New Record:**

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Employee Nominee Details (s)'** table.
- On page load, it will display all saved Nominee Details in **'List of Employee Nominee Details (s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created Nominee by clicking on **'Edit'** button from saved Nominee in **'Employee Nominee Details (s)'** table.



## User Manual Document (Establishment)

### 13. Employee Family Details:

Using this page, Authorized user can create & manage family details for employee created under 'Create and Manage Employee' page and whose left status is marked as 'NO'.

- Click on 'Employee Family Details' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Employee Family Details

Advance Search

New Record

Location \*  
Select Location

DDO \*  
Select DDO

Employee Code  
Select Employee Code

Employee Name  
Enter Employee Name

Department  
Select Department

Designation  
Select Designation

Family Details

Family's Member Date of Birth  
DD/MM/YYYY

Family Member Name \*  
Enter Name

Relation \*  
Select Relation

Remarks  
Enter Remarks

Add More

List of Family Detail(s)

S.No.	Family's Member Date of Birth	Family Member Name	Relation	Remarks	Delete
-------	-------------------------------	--------------------	----------	---------	--------

SaveReset

List of Employee Family Detail (s)

Run Date :23-01-2023

Download

Show All entries

S.No.	Employee Code(M)	Employee Name	Department	Designation	Relation	Edit	Delete
1	235	Yengkokpam Rajen Singh	Establishment Section	Multi Tasking Staff (MTS)		Edit	Delete
2	241	Mayanglambam Surjit Singh	Establishment Section	Multi Tasking Staff (MTS)		Edit	Delete
3	294	Catherine Lamthienlieng	Establishment Section	Upper Division Clerk		Edit	Delete
4	300	Laishram Dinesh Singh	Establishment Section	Multi Tasking Staff (MTS)		Edit	Delete
5	308	H. Ananda Singh	Establishment Section	Driver		Edit	Delete
6	309	M. Dineshchandra Singh	VC Office	Multi Tasking Staff (MTS)		Edit	Delete
7	416	Diptirama Athokpam	Establishment Section	Assistant		Edit	Delete
8	491	Kumam Suraj Singh	Establishment Section	Lower Division Clerks (LDC)		Edit	Delete
9	492	Haobijam Renuka Devi	Establishment Section	Lower Division Clerks (LDC)		Edit	Delete

Showing 1 to 50 of 50 entries

Previous1Next



⇒ **Steps to Create New Record:**

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Employee Family Details (s)'** table.
- On page load, it will display all saved Family Details in **'List of Employee Family Details (s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created Nominee by clicking on **'Edit'** button from saved cities in **'Employee Family Details (s)'** table.



## 14. Employee Training Details:

Using this page, Authorized user can create & manage training details for employee (created under 'Create and Manage Employee' page) whose left status is marked as 'NO' from 'Create & Manage Employee' page.

- Click on 'Employee Training Details' menu link, under 'Common Masters' sub menu, then page will be opened as shown below:

### Employee Training Details

Advance Search

New Record

Location \*

Select Location

DDO \*

Select DDO

Employee Code(M)/Name

Employee Code(M)/Name

Employee Name

Enter Employee Name

Department

Select Department

Designation

Select Designation

#### Training Details

Description \*

Enter Description

Training Organization \*

Enter Training Organization

Venue \*

Enter Venue

From Date \*

DD/MM/YYYY

To Date \*

DD/MM/YYYY

Remarks

Enter Remarks

Add More

List of Training Detail(s)

S.No.	Description	Training Organization	Venue	From Date	To Date	Remarks	Delete
<div>Save Reset</div>							

List of Employee Training Detail (s)

Run Date :23-01-2023

Download

Show All entries

S.No.	Employee Code(M)	Employee Name	Department	Designation	Edit	Delete
1	523	Hidam Kirankumar Meitei	Establishment Section	Jr. Steno G-III	Edit	Delete
2	REG-0008	Yensemam Surchand Meitei	Establishment Section	Upper Division Clerk	Edit	Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter the data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of Employee Training Details (s)' table.
- On page load, it will display all saved Training Details in 'List of Employee Training Details (s)' table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any created training details by clicking on 'Edit' button from saved training details in 'Employee Training Details (s)' table

## 15. Salary Increment:

Using this page, Authorized user can manage salary revision/increment from this page and revised amount will be displayed on 'Create & Manage Employee' page.

User will be able to search the employees and make increment for selected employee; once increment is made then updated salary structure will be displayed on 'Create and Manage Employee page'.

- Click on '**Salary Increment**' menu link, under '**Common Masters**' sub menu, then page will be opened as shown below:

**Salary Increment Datewise**

Searching Criteria

Location \*  
CAU, Head Quarter

Employee Code  
Test Sanoj(1198)

Manual Employee Code  
1198

Designation  
Account Asstt.

Posting City  
Imphal

PF Type  
Select PF Type

Increment Type \*  
Fixed Amount

Transaction Date \*  
10/05/2023

To Date \*  
01/05/2023

DDO \*  
Comptroller Office, CAU HQ, Imphal

Employee Name  
Test Sanoj

Department  
Academic Section

Nature Type  
Permanent

Fund Type  
Plan

Class Type  
Non-Teaching

Increment Value \*  
1500

From Date \*  
01/05/2023

Search

Reset

Increment Due

Increment Done

Increment Due

All	S.No	Employee Code	Employee Name	Designation	Current Basic	Inc.Amount	New Basic	Inc. Date
<input type="checkbox"/>	1	1198	Test Sanoj	Account Asstt.	80000.00	1500	81500.0	01/05/2023

Save

### ⇒ Steps to Create New Record:

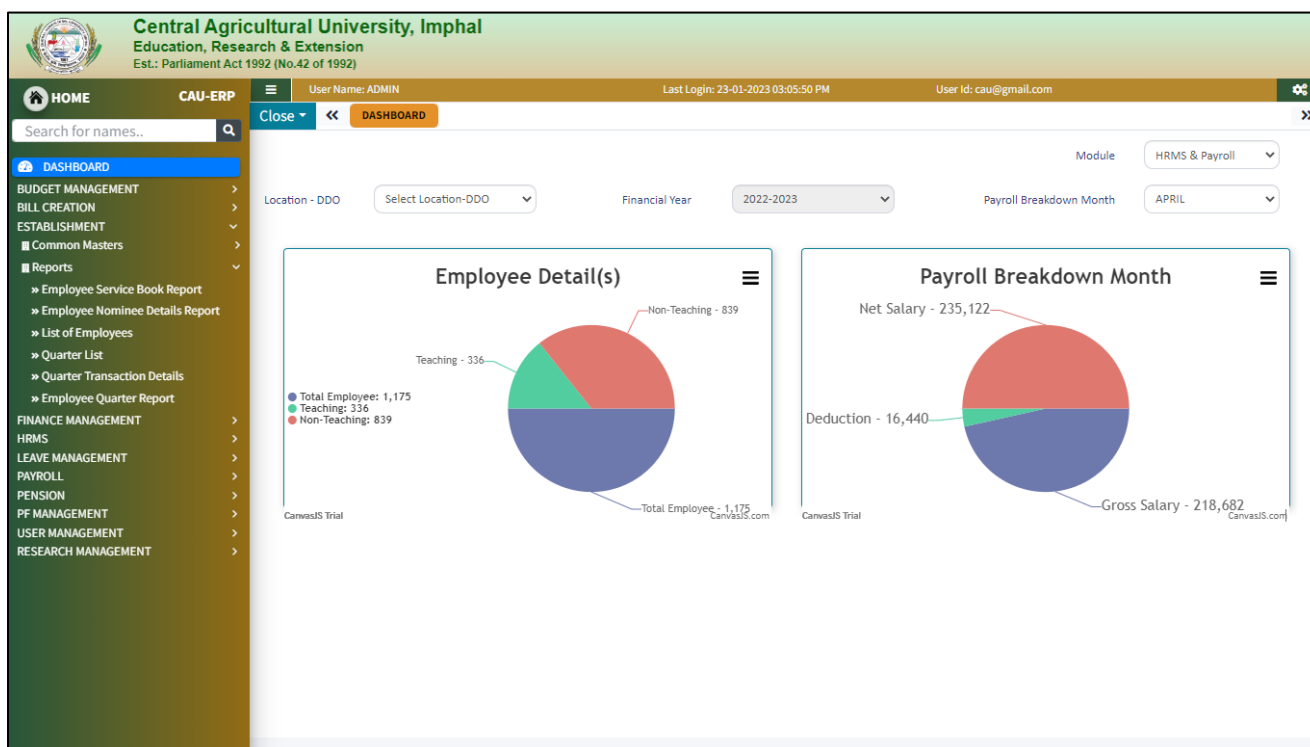
- Select value from 'Employee Code' drop down ( as per selected value from Location & DDO, All the employee will be displayed whose left status is 'No' on 'Create & Manage Employee' page.
- User can also search the employee by selecting 'From Date' & 'To Date' (By 'From Date' & 'To Date' only those employees will be searched whose Increment due date exists in between).
- User can search the employee for making increment, by entering 'Transaction Date', 'From Date' & 'To Date'.
- Enter all the required credentials & click on the 'Search' button, employee will be searched and displayed under 'Increment Due' panel.

**Note:** Transaction Date will always current date.

- Select the employee by selecting 'All' check box and click on the 'Save' button, Increment made successfully & will be moved to 'Increment Done' panel. Increment will be calculated as per current 'Basic' and calculated amount will be considered as 'New Basic' amount only and it will be updated on 'Create & Manage Employee' page and page will be displayed as given below:

Increment Done					
All <input type="checkbox"/>	S.No	Employee Code	Employee Name	Current Basic	Inc. Date
<input type="checkbox"/>	1	1198	Test Sanoj	81500.00	01/05/2024
<button>Delete</button>					

- Click on 'Save' button, then system will display message as 'Salary Increment Done Successfully!'
- If created record(s) is in use in any other pages then it cannot be deleted.
- Click on 'Reports' menu, then sub menu list will be displayed as shown below:



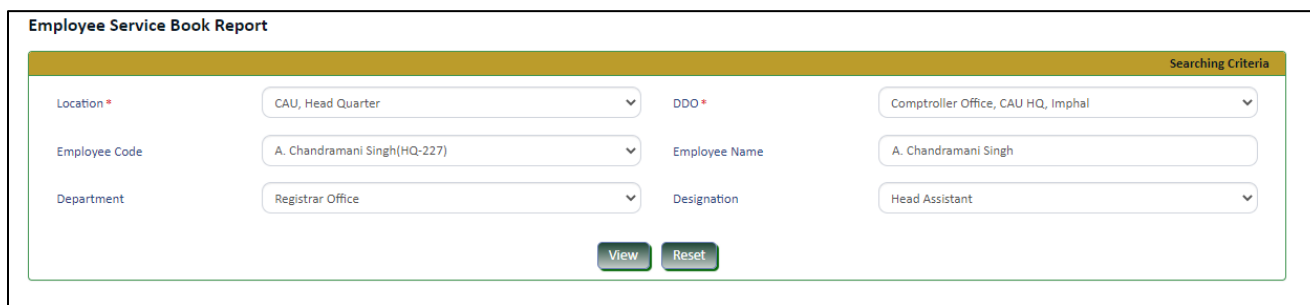
## • Reports

In this section, user can download the various reports like employee service book Report, employee nominee details Report, Quarter list, Quarter Transaction Details, and Employee Quarter Report etc.

### 1. Employee Service Book Report:

Using this page, Authorized user can view & download employee service book report.

- Click on **'Employee Service Book Report'** menu link, under **'Reports'** sub menu, then page will be opened as shown below:



The screenshot shows a web form titled "Employee Service Book Report". It has a yellow header bar with the title and a "Searching Criteria" label on the right. The form contains six input fields arranged in two columns. The left column has "Location \*" (dropdown), "Employee Code" (dropdown), and "Department" (dropdown). The right column has "DDO \*" (dropdown), "Employee Name" (text input), and "Designation" (dropdown). The values entered are: Location: CAU, Head Quarter; DDO: Comptroller Office, CAU HQ, Imphal; Employee Code: A. Chandramani Singh(HQ-227); Employee Name: A. Chandramani Singh; Department: Registrar Office; Designation: Head Assistant. At the bottom, there are two buttons: "View" and "Reset".

### ⇒ Steps to Download Report:

- Enter data in all mandatory fields.
- Click on **'View'** button.
- Employee Service Book Report will be downloaded in PDF as given below:



## User Manual Document (Establishment)

1

2

**CENTRAL AGRICULTURAL UNIVERSITY**  
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West  
**Employee Service Book Report**

Date & Time : 23-01-2023 14:28:50  
Financial Year : 01/04/2022~31/03/2023

**PERSONAL INFORMATION**

1	Name	Mutum Ningthouremba Singh (HQ-00)
2	Designation	Lower Division Clerks (LDC)
3	Aadhar Number	216311543410
4	Father Name	Mutum Yaima Singh
5	Date of Birth	01/04/1966
6	Category	SC
7	Whether different-abled	No
8	Marital Status:	Married
9	Permanent Address	
10	Communication Address	

**Employee Nominee Details**

S No.	Name of Family Member(s)	Age	Gender	Relation
1				

**Employee Previous Job Details**

S.no.	Previous Department.	Period		Previous Designation	Pay	Grade Pay
		From	To			
1						

**Employee Award Details**

S.No.	Description	Date	Society/Institute	Amount	Remarks
No record found					

**Employee Family Details**

S.No.	Family name	Date of birth	Relation	Remarks
No record found				

**Employee Training Details**

S.No.	Description	Training Organization	Venue	From Date	To Date	Remarks
No record found						

**Employee Foreign Visit Details**

S.No.	Description	Visit Location	From Date	To Date	Remarks

No record found

**Employee Promotion Details**

S.No.	Employee Status	Current Designation	Date
No record found			

**Salary Increment Details**

S.No.	Increment Date	Previous Basic	Current Basic	Increment Type
No record found				



## 2. Employee Nominee Details Report:

Using this page, Authorized user can view & download employee nominee details report.

- Click on '**Employee Nominee Details Report**' menu link, under '**Reports**' sub menu, then page will be opened as shown below:

**Employee Nominee Details Report**

Searching Criteria

Location \*  
CAU, Head Quarter

DDO \*  
Comptroller Office, CAU HQ, Imphal

Employee Code  
NARVENDRA SINGH CHAUHAN(CAEPHT/ID-T/90)

Employee Name  
NARVENDRA SINGH CHAUHAN

Department  
FMPE


Designation  
Professor

View

Reset

### ⇒ Steps to Download Report:

- Enter data in all mandatory fields.
- Click on '**View**' button.
- Employee Nominee Details Report will be downloaded in PDF as given below:



**CENTRAL AGRICULTURAL UNIVERSITY**  
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West  
**Employee Nominee Details**

**Date & Time :** 10-05-2023 14:28:04  
**Financial Year :** 01/04/2023~31/03/2024

Employee Name(code) :  
Designation :  
Department :  
Date Of Birth :  
Date of Joining :

nikhil t1 (t1)  
Research Head  
CRAC  
01/12/1995  
01/01/2021

S No.	Name of Family Member(s)	Age	Gender	Relation
1	Tanu	21	Sister	female
2	Riya	22	Brother	Male



## User Manual Document (Establishment)

### 3. List of Employees:

Using this page, Authorized user can view & download employee details report (which has been created on 'Create & Manage Employee' page).

- Click on '**List of Employees**' menu link, under '**Reports**' sub menu, then page will be opened as shown below:

**Employee List**

Location \*

CAU, Head Quarter

DDO \*

Comptroller Office, CAU HQ, Imphal

Employee Code

A. Chandramani Singh(HQ-227)

Employee Name

A. Chandramani Singh

Employee Code(M)

HQ-227

Department

Registrar Office

Designation

Head Assistant

PF TYPE

Select PF Type

Nature Type

Permanent

Class

Non-Teaching


Search

Reset

Print

#### ⇒ Steps to Download Report:

- Enter data in all mandatory fields.
- Click on '**Print**' button.
- 'List of Employee' will be downloaded in PDF as given below:



**CENTRAL AGRICULTURAL UNIVERSITY**  
 Est. : Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West  
**EMPLOYEE(S) DETAILS**

Date & Time : 10-05-2023 15:01:21

Financial Year : 2023-2024

S.No.	Employee Code(M)	Employee Name	Department	Designation	Nature Type	PAN No.	Mobile No.	Date of Joining	Date of Retirement	NPS/GPF No	Bank Name	Account No.
1	VCO-0001	Anupam Mishra	VC Office	Vice Chancellor	Permanent	AGIPM1690G	9999999999	17/10/2020				10462449558
2	347	Priyananda Thokchom	Administration	P.S.	Permanent	ALSPT7959C	7085052538	06/03/2010				20062584450
3	449	Soubam Anilkumar Singh	VC Office	Computer Operator	Permanent	CGIPS1278J	9089562861	03/03/2016	31/01/2041			20131334173
4	525	Ch. Amarjit Singh	VC Office	Jr. Stenographer	Permanent	DUVPS6727J	9863161771	08/02/2019	31/01/2051			38267989917
5	512	Tilleshwari Yumnam	VC Office	Lower Division Clerks (LDC)	Permanent	AMWPY5704D	6009790960	06/11/2018	31/03/2049			20278096503
6	309	M. Dineshchandra Singh	VC Office	Multi Tasking Staff (MTS)	Permanent	CZUPS3342G	7005562402	09/11/2006	28/02/2043			30119077104
7	500	M. Vivekananda Meetei	VC Office	Multi Tasking Staff (MTS)	Permanent	CWDPM0834M	8974639938	08/11/2018	31/03/2042			34662812940
8	511	H. Dijen Singh	VC Office	Multi Tasking Staff (MTS)	Permanent	LHRPS0998A	8014848575	06/11/2018	28/02/2041			20259032212
9	435	H. Shyam Snigh	VC Office	Multi Tasking Staff (MTS)	Permanent	GPLPS7710M	7005570384	03/03/2016	31/01/2034			35284815679
10	134	S. Chaoba Singh	VC Office	Driver	Permanent	CHRP51772F	9402881156	08/07/1997	31/12/2027			10329767982

#### 4. Quarter List:

Using this page, Authorized user can view & download available active quarter details report.

- Click on 'Quarter List' menu link, under 'Reports' sub menu, then page will be opened as shown below:

**Quarter List**

Searching Criteria

Location \*

CAU, Head Quarter

DDO \*

Comptroller Office, CAU HQ, Imphal

City \*

Imphal

Quarter Category \*

Quarter A

Condition \*


All

Print

Reset

#### ⇒ Steps to Download Report:

- Enter data in all mandatory fields.
- Click on 'Print' button.
- Quarter List will be downloaded in PDF as given below:



CENTRAL AGRICULTURAL UNIVERSITY

Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West

Quarter List Details

Date & Time : 10-05-2023 15:20:27

Financial Year : 2023-2024

S.No.	Category	City	Quarter No.	Condition
1	Quarter A	Imphal	12	
2	Quarter A	Imphal	11	
3	Quarter A	Imphal	121	
4	Quarter A	Umiam	6	
5	Quarter A	Umiam	10	

## 5. Quarter Transaction Details:

Using this page, Authorized user can view & download quarter allocation/left details report.

- Click on '**Quarter Transaction Details**' menu link, under '**Reports**' sub menu, then page will be opened as shown below:

**Quarter Transaction Details**

Searching Criteria

Location \*

Select Location

DDO \*

Select DDO

City \*

Select City

Quarter Category \*

Select Quarter Category

From Allocation Date \*

From Allocation Date

To Allocation Date \*

To Allocation Date

From Left Date

From Left Date

To Left Date


To Left Date

Print

Reset

### ⇒ Steps to Download Report:

- Enter data in all mandatory fields.
- Click on '**Print**' button.
- Quarter Allocation Details will be downloaded in PDF as given below:

<div><div><b>CENTRAL AGRICULTURAL UNIVERSITY</b> Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West <b>Quarter Transaction Details</b></div><div>Date &amp; Time : 10-05-2023 15:39:11 Financial Year : 2023-2024</div></div>				
S.No.	Employee Code	Employee Name	Allocated Date	Leave Date
1	COCS/COCS-0002	Puspita Das	2022-10-01	2022-10-31
2	COCS/COCS-0006	Indu	2022-10-01	2023-10-01
3	COCS/COCS-0004	Kh. R.Aimol	2022-10-01	2023-10-01
4	COCS/COCS-0008	Mamoni P Borah	2022-10-01	2023-10-01
5	COCS/COCS-0010	Ranima Saikia	2022-10-01	2023-10-01
6	COCS/COCS-0011	Arambam Jolly Devi	2022-10-01	2023-10-01
7	COCS/COCS-0012	Chingakham Basanti Devi	2022-10-01	2023-10-01
8	COCS/COCS-0014	Pavana Kumar	2022-10-01	2023-10-01
9	COCS/COCS-0015	Kangjam Victoria Devi	2022-10-01	2023-10-01
10	COCS/COCS-0016	Chongtham Vikas	2022-10-01	2023-10-01

## 5. Employee Quarter Report:

Using this page, Authorized user can view & download assigned quarter details report.

- Click on '**Employee Quarter Report**' menu link, under '**Reports**' sub menu, then page will be opened as shown below:

Employee Quarter Report

Searching Criteria

Location \*

Select Location

DDO \*

Select DDO

Year

2022-2023

Month \*

Select Month

Employee Code\Name

Select [Employee Code]-Employee Name

Employee Name

Enter Employee Name

Employee Code(M)

Enter Employee Code(M)

Department

Select Department

Designation

Select Designation

PF Type

Select PF Type

Nature Type

Select Nature Type

Fund Type

Select Fund Type

Class

Select Class

Category


Select Category

Print

Reset

### ⇒ Steps to Download Report:

- Enter data in all mandatory fields.
- Click on '**Print**' button.
- Assigned Quarter Details will be downloaded in PDF as given below:



CENTRAL AGRICULTURAL UNIVERSITY

Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West

Employee Quarter Report - April 2023

Date & Time : 10-05-2023 15:44:38

Financial Year : 01/04/2023~31/03/2024

S No.	Employee Code(M)	Employee Name	House No.	Licence Fee	Water Charges	Electric Charges	Garage Charges	Total
1	COCS-0006	Indu	100	0.00	0.00	0.00	0.00	0.00
2	COCS-0004	Kh. R.Aimol	101	0.00	0.00	0.00	0.00	0.00
3	COCS-0008	Mamoni P Borah	105	0.00	0.00	0.00	0.00	0.00
4	COCS-0010	Ranima Saikia	107	0.00	0.00	0.00	0.00	0.00
5	COCS-0011	Arambam Jolly Devi	108	0.00	0.00	0.00	0.00	0.00
6	COCS-0012	Chingakham Basanti Devi	109	0.00	0.00	0.00	0.00	0.00
7	COCS-0014	Pavana Kumar	111	0.00	0.00	0.00	0.00	0.00
8	COCS-0015	Kangjam Victoria Devi	112	0.00	0.00	0.00	0.00	0.00
9	COCS-0016	Chongtham Vikas	113	0.00	0.00	0.00	0.00	0.00
10	COCS-0017	Devendra Kumar	114	0.00	0.00	0.00	0.00	0.00