

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



COMPASSIONATE GROUND APPOINTMENT

(CGA)

DPO User Manual (1.0)

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What is CGA?

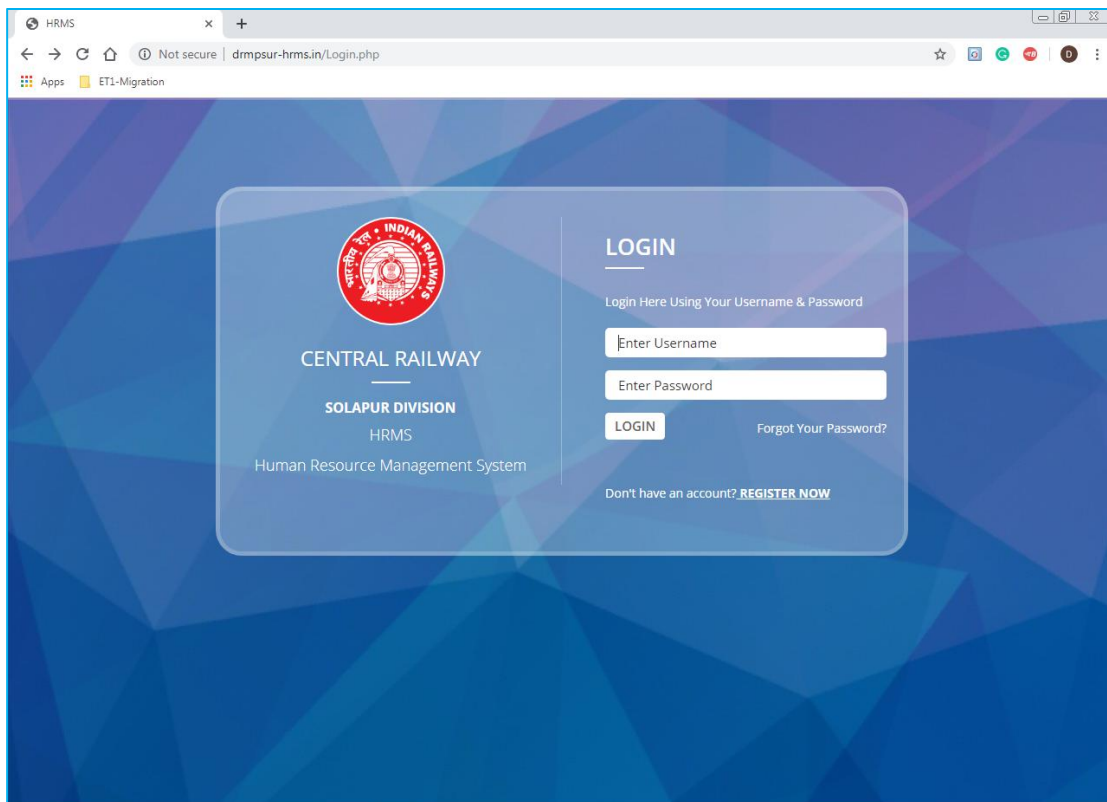
CGA: Compassionate Ground Appointment Module. It is Web based application to claim CGA for a Railway Employees.

Links:

Website: <http://drmps-sur-hrms.in>

Website Home Page:

On visiting the site **drmps-sur-hrms.in** the user will see the login page of HRMS. ↓



How to login to HRMS?

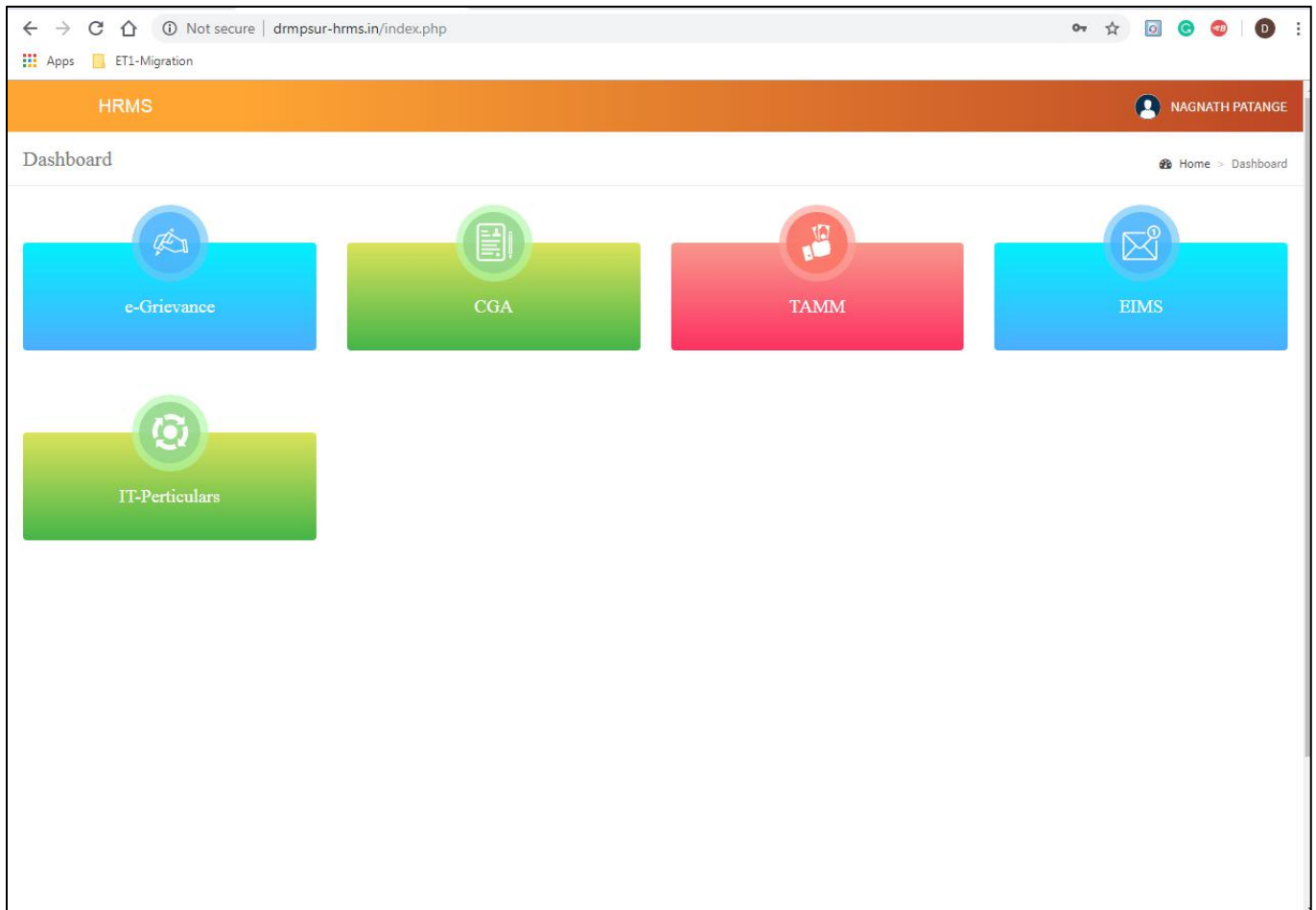
1. On visiting **drmps-sur-hrms.in** the user will see the login page of HRMS. To login user have to enter his/her PF No. as a Username and password will be Date of Birth of that employee by default (see fig-1.1).
E.g. Username: 00505283024, Password: DDMMYYYY
2. Click on login button.

(Fig-1.1)

The screenshot displays the HRMS login interface. On the left, the Central Railway Solapur Division logo and text are visible. On the right, the 'LOGIN' section contains a form with two input fields: the first contains the username '00505283024' and the second contains masked characters '*****'. Below these fields is a 'LOGIN' button, which is highlighted with a red circle. To the right of the button is a 'Forgot Your Password?' link. At the bottom of the login section, there is a link that says 'Don't have an account? [REGISTER NOW](#)'. The browser's address bar shows the URL 'drmps-sur-hrms.in/Login.php'.

3. After a successful login there will be dashboard given for HRMS modules.(Fig-1.2)

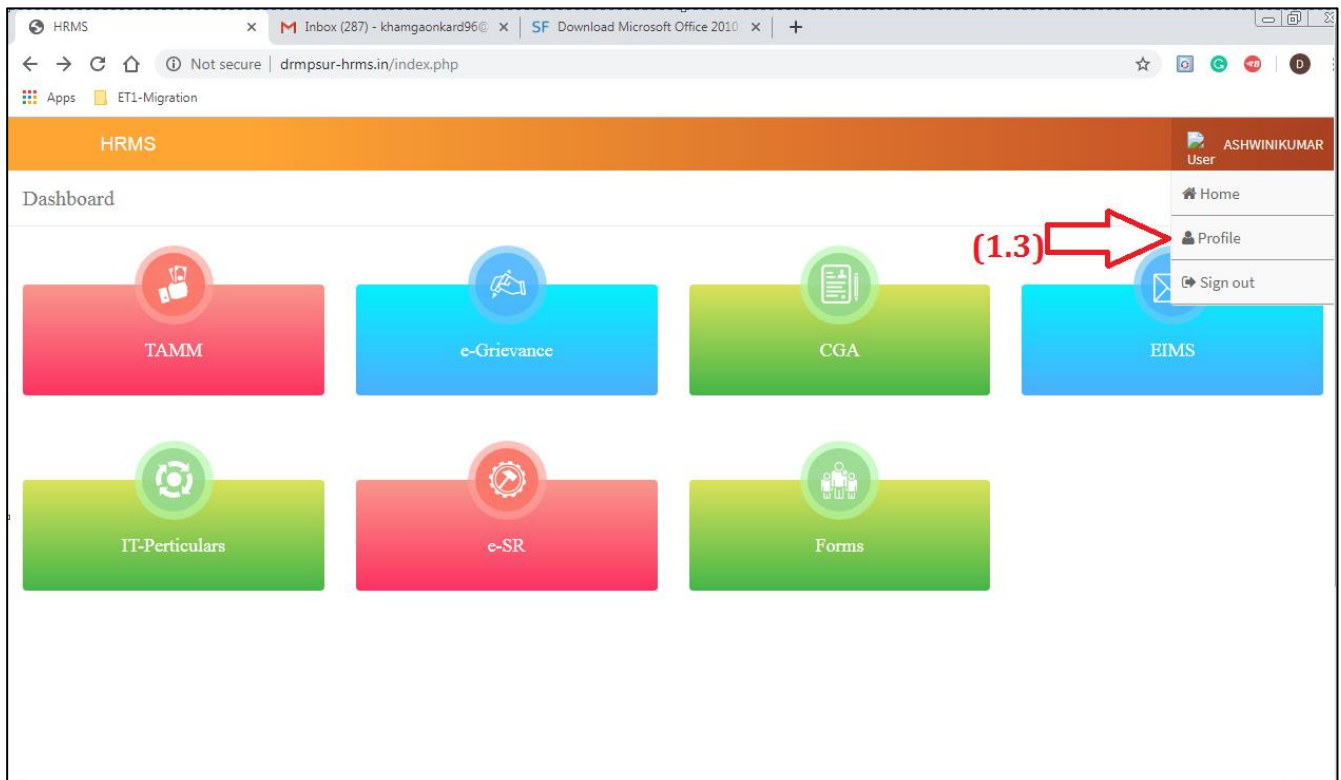
(Fig-1.2)



HRMS Dashboard:

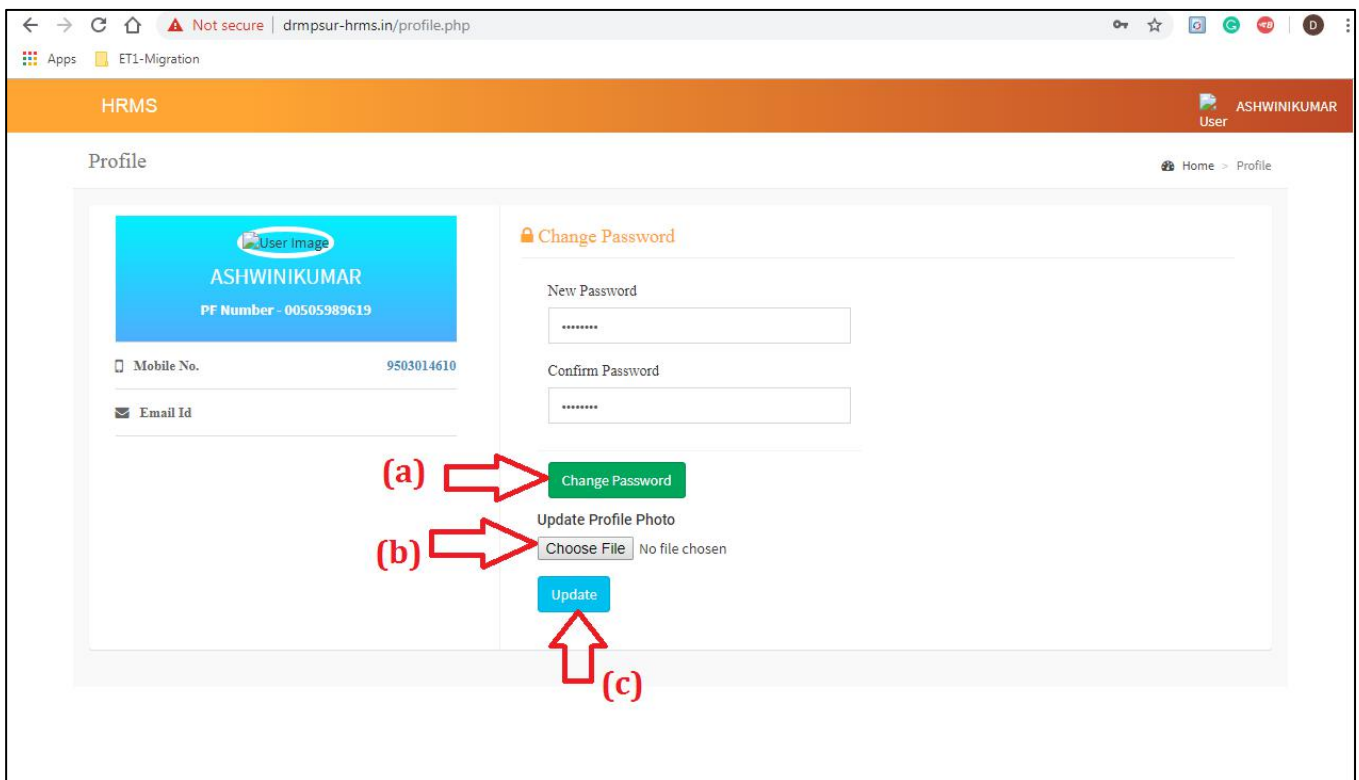
1. After logging in to HRMS website, you will see HRMS dashboard on screen .HRMS modules are given on the dashboard. (See the above fig.)
2. User can change their password from HRMS dashboard.
3. To change the password, click on your name given at the top right corner of the dashboard.
4. Popup will get displayed on screen. Click on 'Profile' .(fig-1.3)

(Fig-1.3)



5. New page will get opened. On that page enter your new password and confirm password (same as new password). (Fig-1.4)
6. Click on **Change Password (a)** to change the password.
7. To update your profile picture click on choose file (b), upload the file and click on **update** button (c).

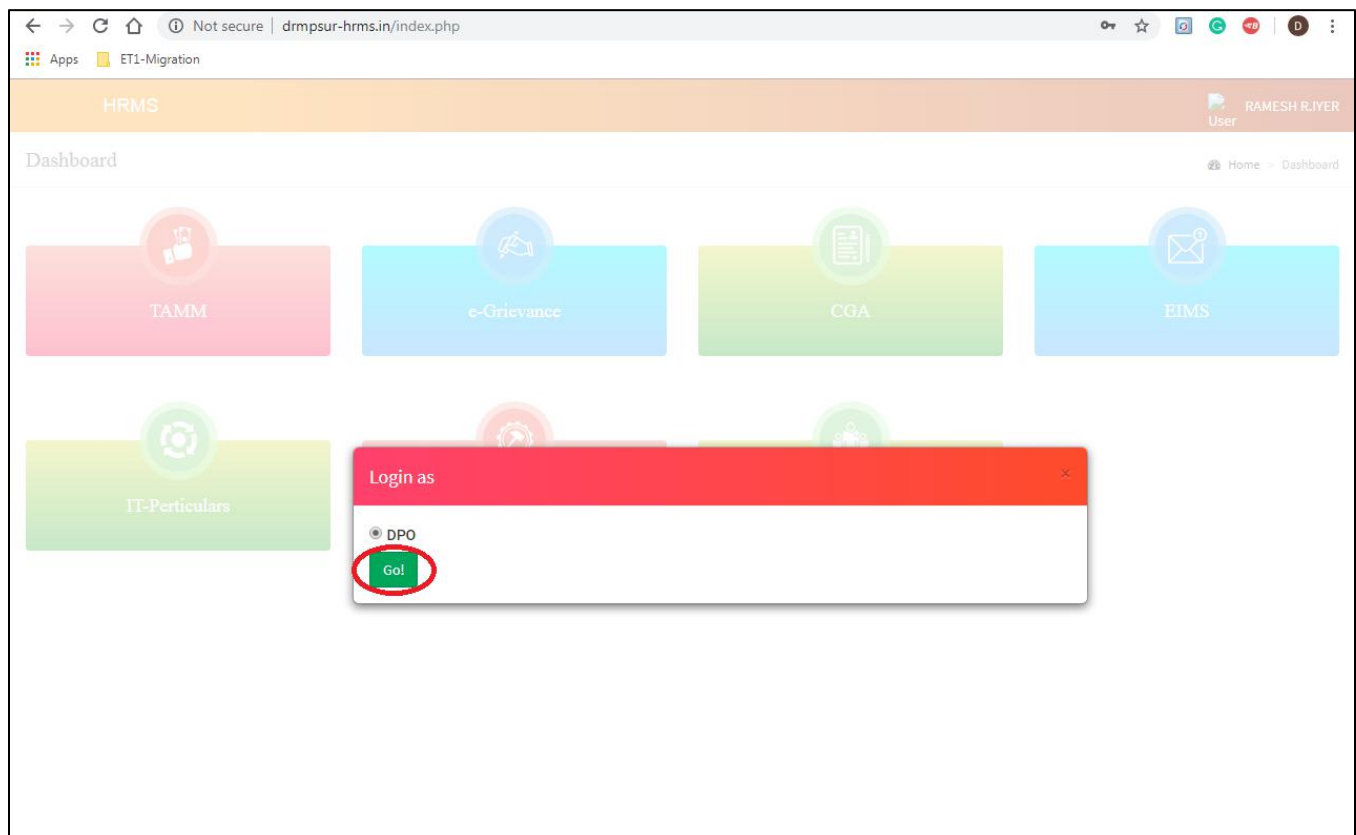
(Fig-1.4)



How to login to CGA?

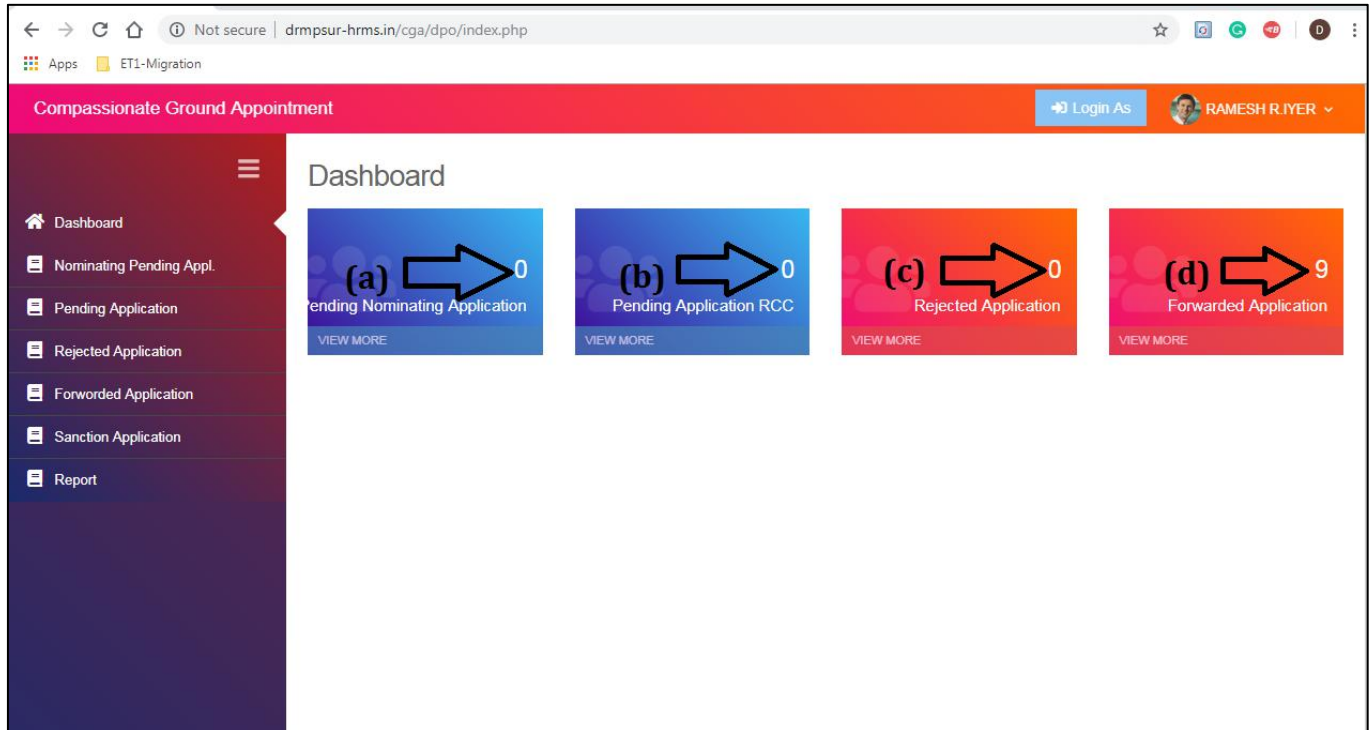
1. After logging in to HRMS website, from the dashboard click on CGA.
2. Popup will appear on screen. On that popup select your role (DPO) to login to CGA.
3. Click on 'Go'. (Fig-1.5)

(Fig-1.5)



CGA Dashboard:

(Fig-1.6)



Dashboard contents :(Fig-1.6)

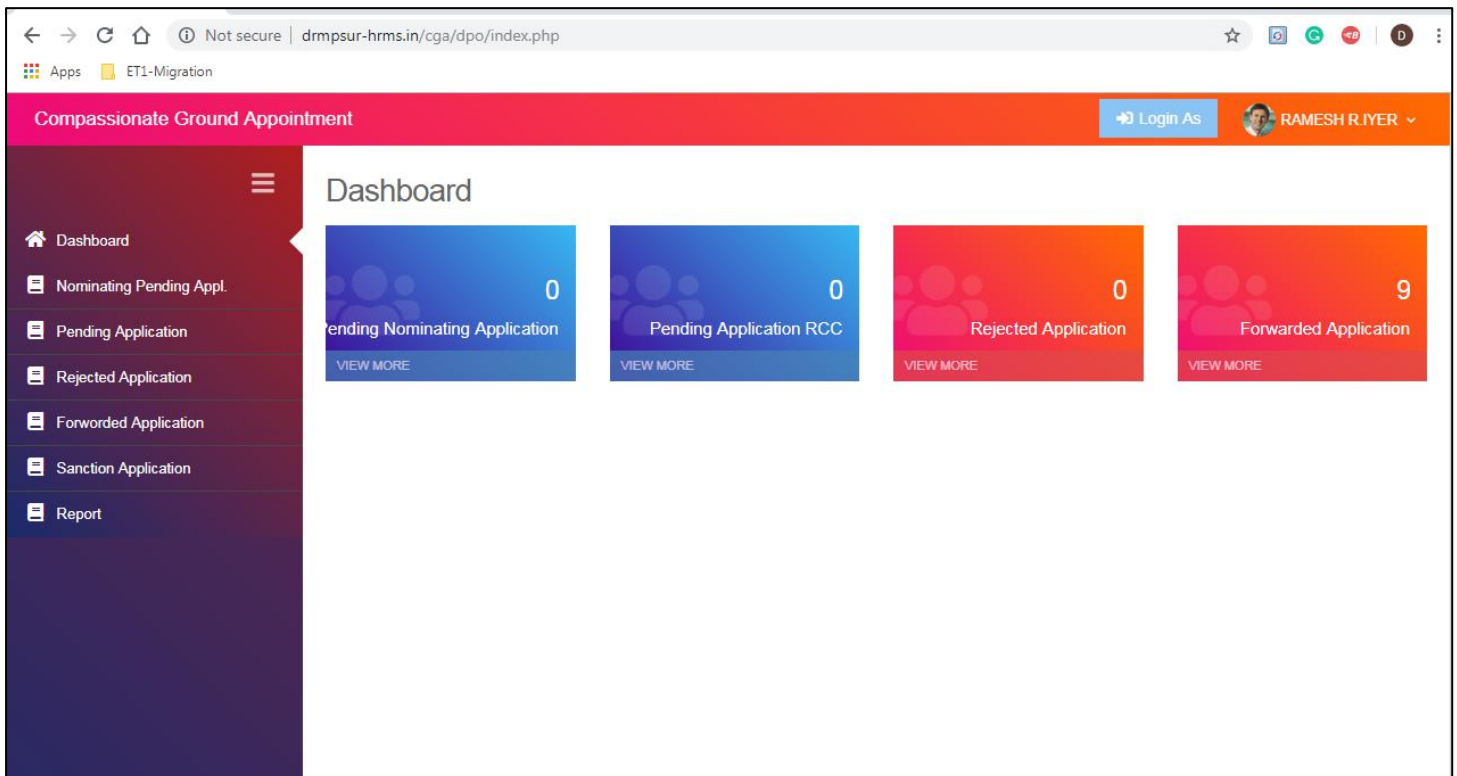
1. Pending Nominating Applications (a)
2. Pending Application (b)
3. Rejected Application (c)
4. Forwarded Application (d)

Sidebar: (fig 1.8)

You can see the sidebar from left side of the dashboard. In Sidebar

1. Nomination Pending Applications
2. Pending Application
3. Returned Application
4. Forwarded Application List
5. Sanction Application
6. Report

(Fig-1.8)



Nominating Pending Application:

Applications forwarded by the Recruitment Cell (RCC) are shown in the list of pending applications. (Fig-1.8)

1. From the sidebar click on Pending Application.
2. Click on **Show** (a) button to see the details of the form.

(Fig-1.8)

The screenshot displays a web application interface for managing applications. The top navigation bar includes a 'Login As' button and the user name 'RAMESH R IYER'. The left sidebar contains a menu with options: Dashboard, Nominating Pending Appl., Pending Application, Rejected Application, Forwarded Application, Sanction Application, and Report. A red arrow points to the 'Pending Application' option, labeled '(1.8)'. The main content area is divided into two sections: 'Pending Application List' and 'Nomination Application FWDED to RCC List'. The 'Pending Application List' section shows a table with one entry for 'DINESH KUMAR' with a 'Show' button circled in red. The 'Nomination Application FWDED to RCC List' section shows a table with three entries for 'PRADEEP K', 'SHIVRAJ POPAT SHINDE', and 'N.B. KHARWADE'.

Compassionate Ground Appointment

Login As RAMESH R IYER

Pending Application List

Copy CSV Excel PDF Print

Search:

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category	Action
1	00505996132	DINESH KUMAR	dipti	Minor Registration	Show

Showing 1 to 1 of 1 entries

Previous 1 Next

Nomination Application FWDED to RCC List

Copy CSV Excel PDF Print

Search:

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category
1	00505967703	PRADEEP K	Om	Medical Decategorized
2	00506011810	SHIVRAJ POPAT SHINDE	Ram	Missing Case
3	00504392309	N.B. KHARWADE	Onkar	Death Case

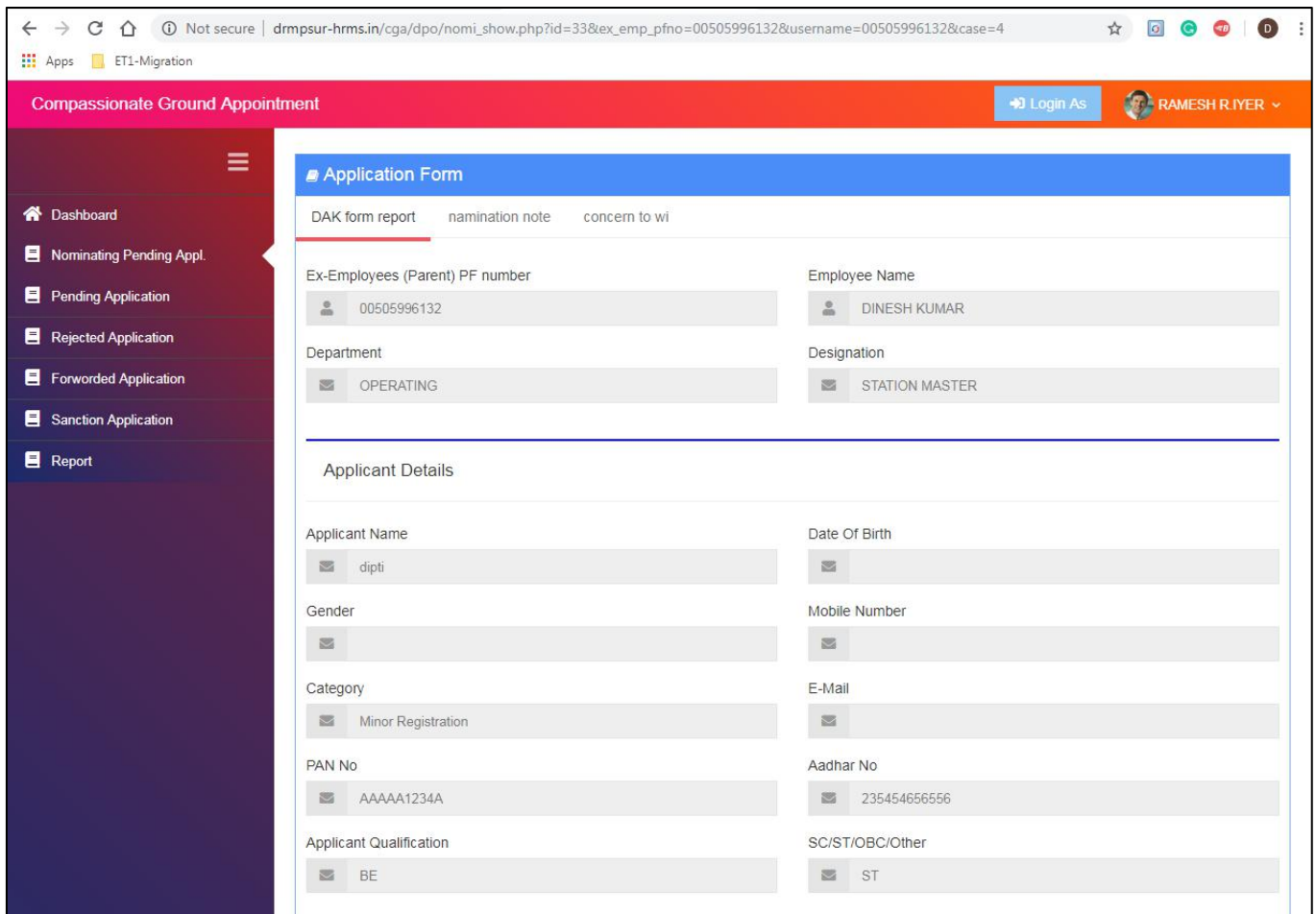
Showing 1 to 3 of 3 entries

Previous 1 Next

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3. Application form will get opened with three tabs, DAK form report, nomination note and concern WI. (Fig-1.8.1)

(Fig-1.8.1)



Compassionate Ground Appointment

Login As RAMESH R IYER

Application Form

DAK form report nomination note concern to wi

Ex-Employees (Parent) PF number 00505996132

Employee Name DINESH KUMAR

Department OPERATING

Designation STATION MASTER

Applicant Details

Applicant Name dipti

Date Of Birth

Gender

Mobile Number

Category Minor Registration

E-Mail

PAN No AAAAA1234A

Aadhar No 235454656556

Applicant Qualification BE

SC/ST/OBC/Other ST

4. Check the details from DAK form report and nominating note.
5. Select concern WI (a) and click on **submit** (b) button. (Fig-1.8.2)

(Fig-1.8.2)

The screenshot displays a web application interface for 'Compassionate Ground Appointment'. The top navigation bar includes a 'Login As' button and the user name 'RAMESH R. IYER'. The left sidebar contains a menu with options: Dashboard, Nominating Pending Appl., Pending Application, Rejected Application, Forwarded Application, Sanction Application, and Report. The main content area is titled 'Application Form' and features three tabs: 'DAK form report', 'namination note', and 'concern to wi'. The 'concern to wi' tab is active, showing a 'Select Welfare Inspector' dropdown menu (labeled (a)) and a 'Remark' text area. At the bottom right, there are three buttons: 'Submit' (labeled (b)), 'Print', and 'Cancel'.

6. After submitting the application form **Forward To** (a) button will get appeared. Click on that button to forward the application to RCC. (Fig-1.8.3)

(Fig-1.8.3)

The screenshot shows a web application interface for 'Compassionate Ground Appointment'. The top navigation bar is red with a 'Login As' button and a user profile for 'RAMESH R.IYER'. A left sidebar contains a menu with items like 'Dashboard', 'Nominating Pending Appl.', 'Pending Application', 'Rejected Application', 'Forwarded Application', 'Sanction Application', and 'Report'. The main content area is titled 'Application Form' and has three tabs: 'DAK form report', 'namination note', and 'concern to wi'. The 'concern to wi' tab is selected. It contains a 'Select Welfare Inspector' dropdown menu with 'ASHWINIKUMAR' selected, a 'Remark' text area, and a 'Forward To' button. A red arrow labeled '(a)' points to the dropdown menu, and a red arrow labeled '(b)' points to the 'Forward To' button.

7. New popup window will get opened. (Fig-1.8.4)
8. Select Recruitment Cell (a) and click on **forward** (b) button.

(Fig-1.8.4)

The screenshot shows a web application interface for 'Compassionate Ground Appointment'. The top navigation bar is orange and contains a 'Login As' button and the user name 'RAMESH R.IYER'. The left sidebar is dark red and contains a menu with items: Dashboard, Nominating Pending Appl., Pending Application, Rejected Application, Forwarded Application, Sanction Application, and Report. The main content area is white and contains an 'Application Form' with three tabs: 'DAK form report', 'namination note', and 'concern to wi'. The 'concern to wi' tab is selected. The form contains a 'Select Welfare Inspector' dropdown menu with 'ASHWINIKUMAR' selected, a 'Remark' text area, and a 'Forward To' button. Red arrows labeled (a) and (b) point to the dropdown menu and the 'Forward To' button respectively.

Pending Application:

Applications forwarded by RCC which will have WI form report in it, are shown in the **Pending Application** list. (Fig-1.9)

1. Click on pending application from sidebar.
2. From the list of pending application click on show button given in the row of application name, to open that particular application.

(Fig-1.9)

The screenshot shows a web application interface for 'Compassionate Ground Appointment'. The sidebar on the left contains the following menu items: Dashboard, Nominating Pending Appl., Pending Application (highlighted with a red arrow and labeled (1.9)), Rejected Application, Forwarded Application, Sanction Application, and Report. The main content area is titled 'Pending Application List' and includes buttons for Copy, CSV, Excel, PDF, and Print. A search bar is located to the right of these buttons. Below the search bar is a table with the following columns: SR No, Ex. Employee PFno, Ex. Employee Name, Applicant Name, Category, and Action. The table contains one entry with SR No 1, Ex. Employee PFno 00505996132, Ex. Employee Name DINESH KUMAR, Applicant Name dipti, and Category Minor Registration. The 'Show' button in the Action column of this entry is circled in red. Below the table, it says 'Showing 1 to 1 of 1 entries' and there are pagination controls for Previous, 1, and Next.

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category	Action
1	00505996132	DINESH KUMAR	dipti	Minor Registration	Show

3. Application will get opened with three tab, form (a), Verified documents (b) and note(c). (Fig-1.9.1)

(Fig-1.9.1)

Compassionate Ground Appointment

Application Form

form Verified Documents note

Central Railway

PHOTO

Investigation Report to be submitted by the Staff & Welfare Inspector in connection with appointment of candidates on compassionate grounds.

Shri / Smt.....has submitted an application seeking appointment to her / her.....in group 'C' / 'D' on compassionate grounds against the death / Medical unfit of his / her.....The family of the deceased has been contacted on.....

The particular in detail of the ex employee, his family and the candidate for whom appointment on compassionate ground is sought have since been investigated and details are as under:-

PRIORITY NUMBER: | / | / |

(A) SERVICE PARTICULAR OF THE DECEASED / MEDICALLY DECALLY / UNFIT / MISSING EMPLOYEE.

1	Name of the Employee	DINESH KUMAR
2	Whether belongs to SC/ST/OBC	:
3	Design & place of last working	STATION MASTER & (BTW)
4	Scale & rate of pay	:46200
5	Date of Birth	:04/02/1980
6	Date of Appointment (Note:copy of the service certificate has to be enclosed in support of the information against item 1 to 6)	:11/06/2007
7	Date of death/medical decategorised /medically unfit/missing	:

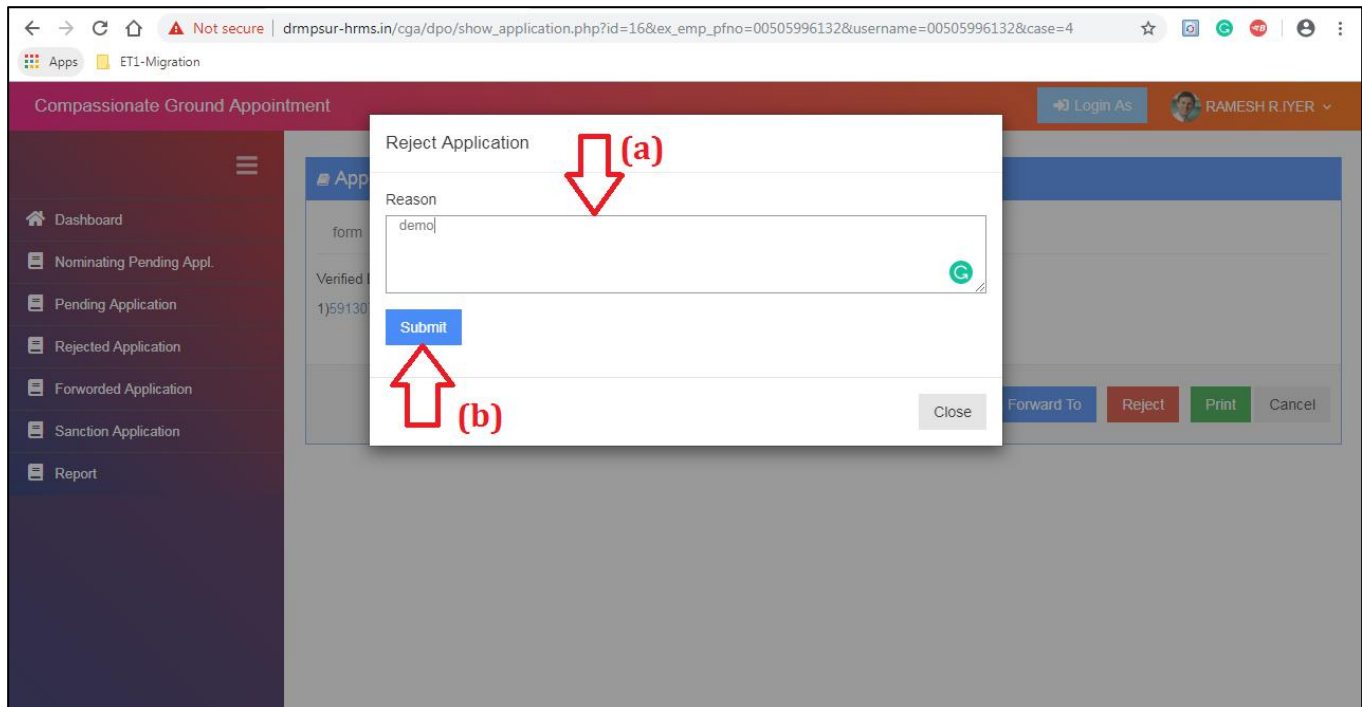
4. Check the form, document and note. You approve and forward (a) or reject (b) the application.(Fig-1.9.2)

(Fig-1.9.2)

The screenshot displays a web application interface for 'Compassionate Ground Appointment'. The browser address bar shows the URL: `drmps-sur-hrms.in/cga/dpo/show_application.php?id=16&ex_emp_pfn=00505996132&username=00505996132&case=4`. The user is logged in as 'RAMESH R IYER'. The left sidebar contains a menu with options: Dashboard, Nominating Pending Appl., Pending Application, Rejected Application, Forwarded Application, Sanction Application, and Report. The main content area is titled 'Application Form' and has three tabs: 'form', 'Verified Documents' (which is active), and 'note'. Under the 'Verified Documents' tab, there is a list of documents: '1)591307_New User Manual HRMS-converted.pdf'. At the bottom of the document list, there are four buttons: 'Approve & Forward To' (blue), 'Reject' (red), 'Print' (green), and 'Cancel' (grey). Red arrows labeled '(a)' and '(b)' point to the 'Approve & Forward To' and 'Reject' buttons respectively.

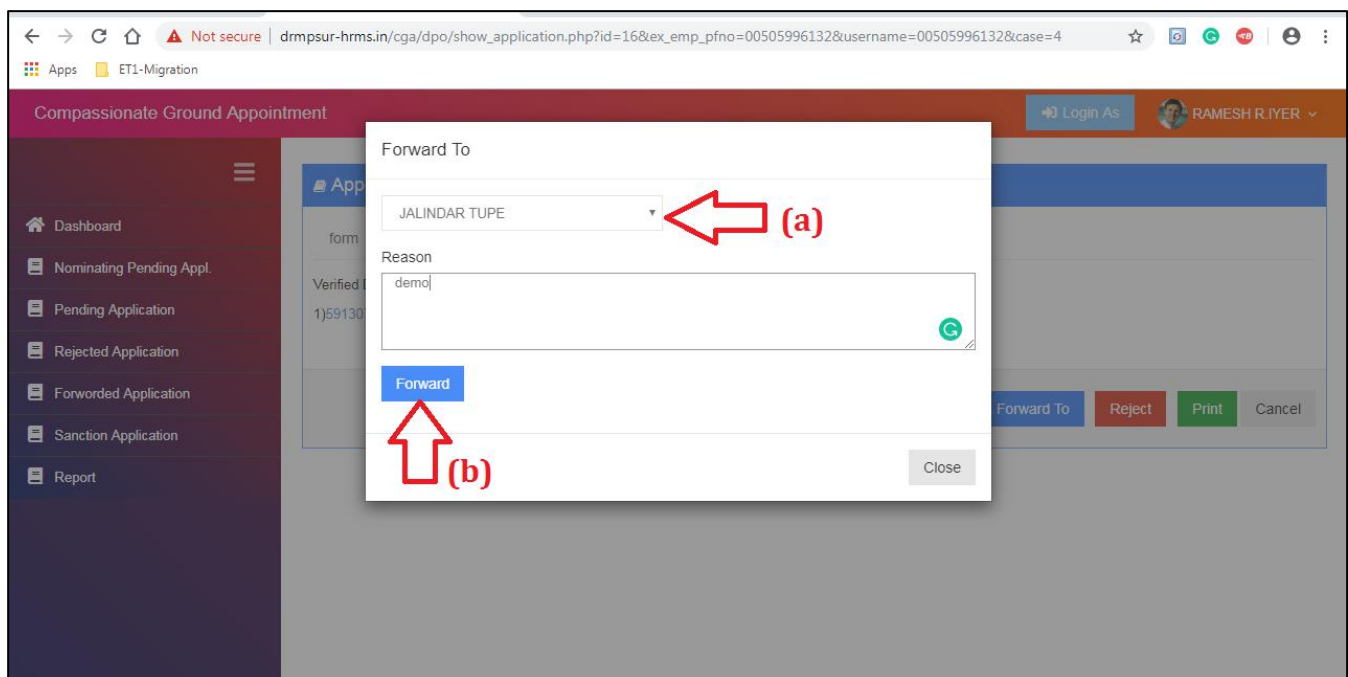
5. To reject the application click on reject button Click on submit button.
6. New popup window will get opened. Add the reason (a) to reject the application and click on submit button (b). (Fig1.9.3)

(Fig-1.9.3)



7. To approve and forward the application click on **Approve and forward To** button.
8. New popup window will get opened. (Fig-1.9.4)
9. Select Sr. DPO (a) from dropdown list and click on forward button (b).

(Fig-1.9.4)



Rejected Application:

Returned application list will be shown in **Rejected Application**. (Fig-2.0)

1. Click on **Rejected Application** from sidebar.
2. Rejected application will be shown here.

(Fig-2.0)

The screenshot shows a web application interface for 'Compassionate Ground Appointment'. The sidebar on the left contains the following menu items: Dashboard, Nominating Pending Appl., Pending Application, Rejected Application, Forwarded Application, Sanction Application, and Report. The 'Rejected Application' item is currently selected. The main content area is titled 'Rejected Application List'. It features a search bar and buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. Below these is a table with the following columns: SR No, Ex. Employee PFNo, Ex. Employee Name, Applicant Name, Category, Reason, Rejected Date, and Action. The table is empty, displaying the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom right of the table area are 'Previous' and 'Next' navigation buttons. The top of the page shows the user is logged in as 'RAMESH R. IYER'.

Forwarded Application:

Forwarded application list will be shown in Forwarded Application. (Fig-2.1)

1. In below figure shows the lists
2. And in that click on show button (a) then display the details of that application on (Fig-2.1.1).

Compassionate Ground Appointment

Login As RAMESH RIYER

Dashboard

Nominating Pending Appl.

Pending Application

Rejected Application

Forwarded Application

Sanction Application

Report

Forwarded & Approved Application List

Copy CSV Excel PDF Print

Search:

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category	Action (a)
1	00506016080	DHARA SINGH MEENA	Ram	Missing Case	Show
2	00505996132	DINESH KUMAR	Onkar	Minor Registration	Show

Showing 1 to 2 of 2 entries

Previous 1 Next

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Sanction Application:

Sanction application received from Sr.DPO officer when Sr.DPO submit the sanction application.

1. In below figure in that sidebar click on sanction application (a) (Fig-2.2)
2. Then shows the list of sanction application lists and in that click on show button (b). Open the another page in that submit sanction application.

The screenshot displays the 'Compassionate Ground Appointment' web application interface. The top navigation bar is orange, featuring a 'Login As' button and a user profile for 'RAMESH RIYER'. The left sidebar is dark red and contains a menu with the following items: Dashboard, Nominating Pending Appl., Pending Application, Rejected Application, Forwarded Application, Sanction Application (a), and Report. The 'Sanction Application' item is highlighted with a red circle and labeled (a). The main content area is white and displays the 'Approved Application List' table. The table has columns for SR No, Ex. Employee PFno, Ex. Employee Name, Applicant Name, Category, and Action. A single entry is shown with SR No 1, Ex. Employee PFno 00506016080, Ex. Employee Name DHARA SINGH MEENA, Applicant Name Ram, and Category Missing Case. The 'Action' column for this entry contains a 'Show' button, which is highlighted with a red circle and labeled (b). Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes pagination controls for 'Previous', '1', and 'Next'.

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category	Action
1	00506016080	DHARA SINGH MEENA	Ram	Missing Case	Show (b)

(Fig-2.2)

1. After clicking on show button then open another page (Fig-2.2.1) below figure shows the page.

Compassionate Ground Appointment

Login As RAMESH RIYER

Application Form

form Verified Documents note

Central Railway

PHOTO

Investigation Report to be submitted by the Staff & Welfare Inspector in connection with appointment of candidates on compassionate grounds.

Shri / Smt.....has submitted an application seeking appointment to her / her.....in group 'C' / 'D' on compassionate grounds against the death / Medical unfit of his / her.....The family of the deceased has been contacted on.....

The particular in detail of the ex employee, his family and the candidate for whom appointment on compassionate ground is sought have since been investigated and details are as under:-

PRIORITY NUMBER: | / || / |||

(A) SERVICE PARTICULAR OF THE DECEASED / MEDICALLY DECALLY / UNFIT / MISSING EMPLOYEE.

(Fig-2.2.1)

2. In that click on submit button (a) below figure shows the submit button (a)(Fig-2.1.2).

Compassionate Ground Appointment

Login As RAMESH RIYER

Application Form

form Verified Documents note

Verified Documents

1)882407_CGA.pdf

(a) Submit Print Cancel

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3. After click submit button then select the Recruitment cell clerk and put the remark and click the submit button .
4. Below figure (Fig-2.1.3) shows the details .

The screenshot displays the 'Compassionate Ground Appointment' web application interface. A modal dialog box titled 'Forward To Recruitment Cell' is centered on the screen. The dialog contains a dropdown menu with 'NAGNATH PATANGE' selected, a text area labeled 'Reason' with the text 'sanctioned further process continue...', a blue 'Submit' button, and a grey 'Close' button. The background application shows a sidebar with navigation options: Dashboard, Nominating Pending Appl., Pending Application, Rejected Application, Forwarded Application, Sanction Application, and Report. The top header includes a 'Login As' button and a user profile for 'RAMESH RIYER'. The bottom footer indicates '2019 © Salgem Infoigy Tech Pvt Ltd.'.

Reports:

In reports display the sanction/approved application by selecting the month and year.(Fig-3)

Compassionate Ground Appointment

Login As RAMESH RIYER

Dashboard

Nominating Pending Appl.

Pending Application

Rejected Application

Forwarded Application

Sanction Application

Report

Report

Choose Month (a)

Choose Year (b)

May

2019

✓ Show (c) Clear

Report List

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1. In above figure select the month (a) and year (b) and then click on show button (c).

2. Then display the reports of that month and year.(Fig-3.1)



Dashboard

Nominating Pending Appl.

Pending Application

Rejected Application

Forwarded Application

Sanction Application

Report

Report

Choose Month

May

Choose Year

2019

✓ Show

Clear

Report List

Copy

CSV

Excel

PDF

Print

Search:

Sr.no.	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category
1	00505996132	DINESH KUMAR	Onkar	Minor Registration

Showing 1 to 1 of 1 entries

Previous

1

Next

LOGOUT:

1. To logout click on your name given at the top right corner of the page.
2. From that popup click on logout. ↓

Compassionate Ground Appointment

Login As RAMESH RIYER

Home
Profile
Log Out

Approved Application List

Copy CSV Excel PDF Print

Search:

SR No	Ex. Employee PFNo	Ex. Employee Name	Applicant Name	Category	Action
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

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