

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



Electronic Service Record
(e-SR)

Admin User Manual (1.0)

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What is e-SR?

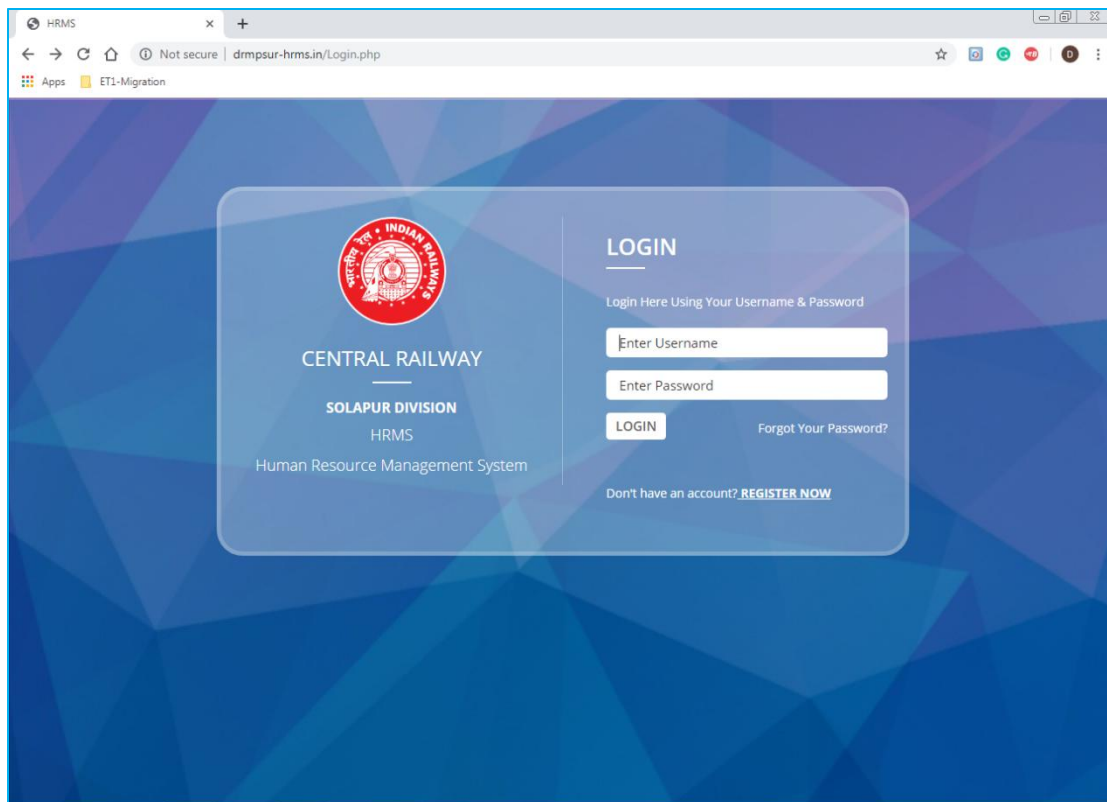
ESR is electronic service record created for employee of central railway. It contains all service details provided by railway employee to system in his career till retirement. Making ESR digital is to avoid corruption and proper and honest maintenance of his/her service record.

Links:

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

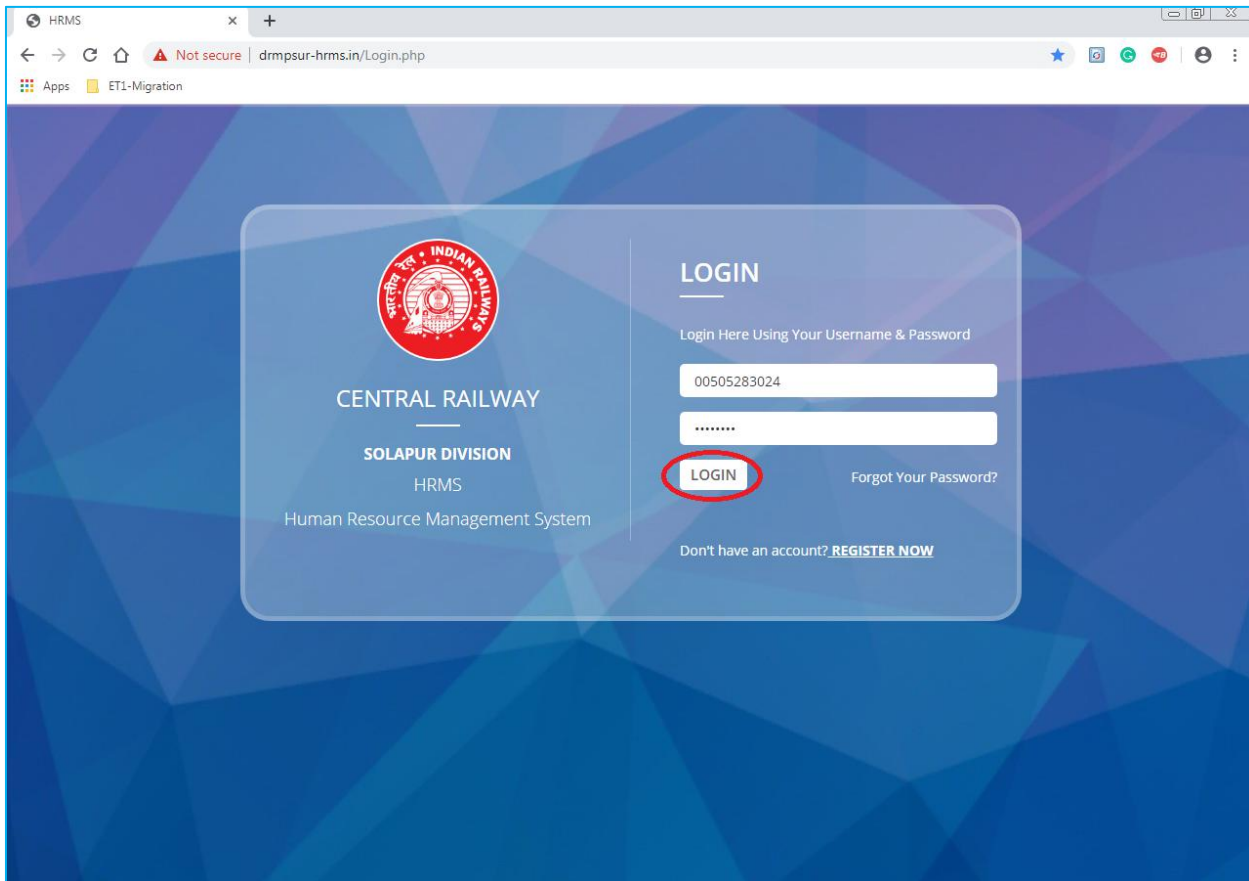
Website Home Page:

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



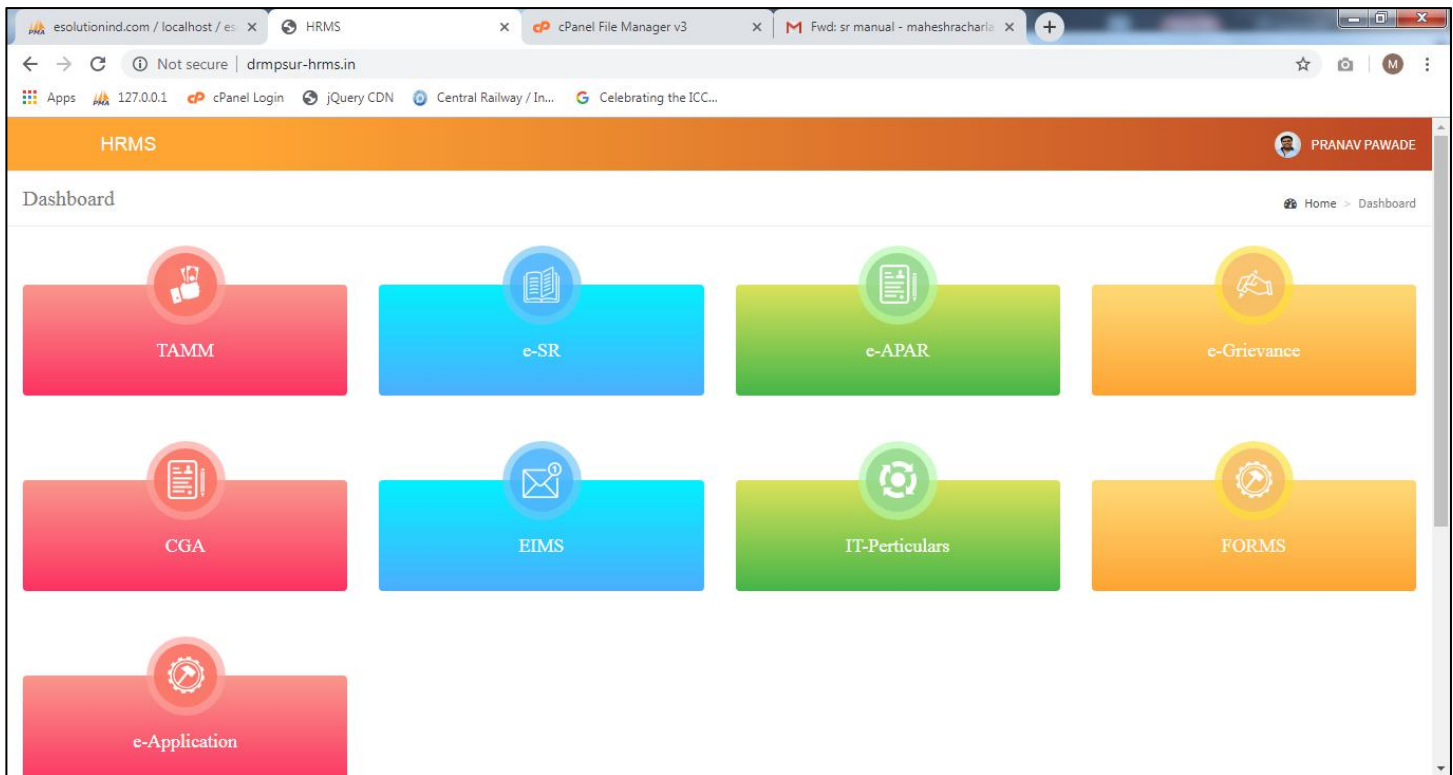
How to login to HRMS?

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)

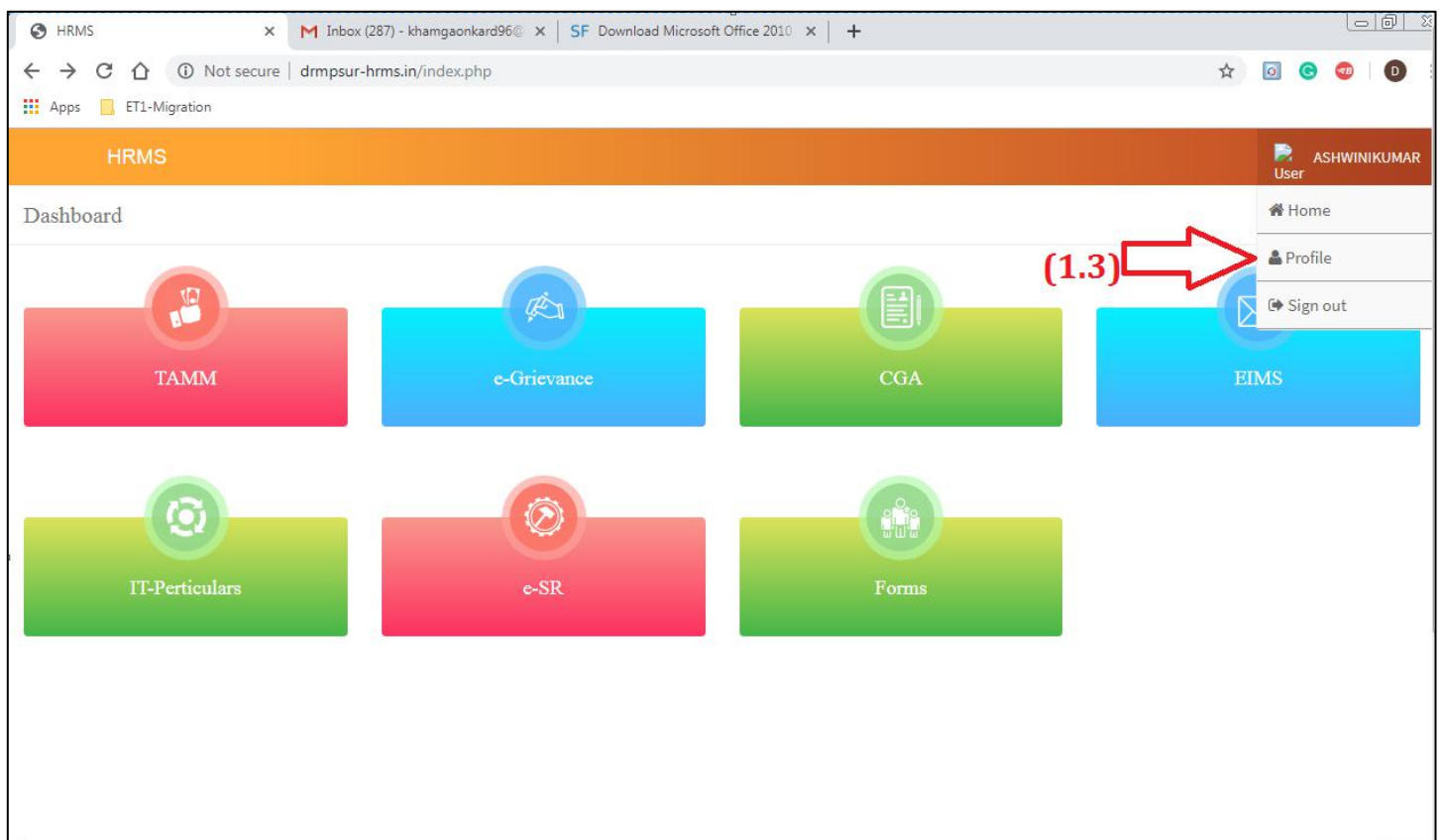
3. After a successful login there will be dashboard given for HRMS modules.(Fig-1.2)



(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. Two popup will get displayed on screen. Click on 'Profile' .(fig-1.3)



(Fig-1.3)

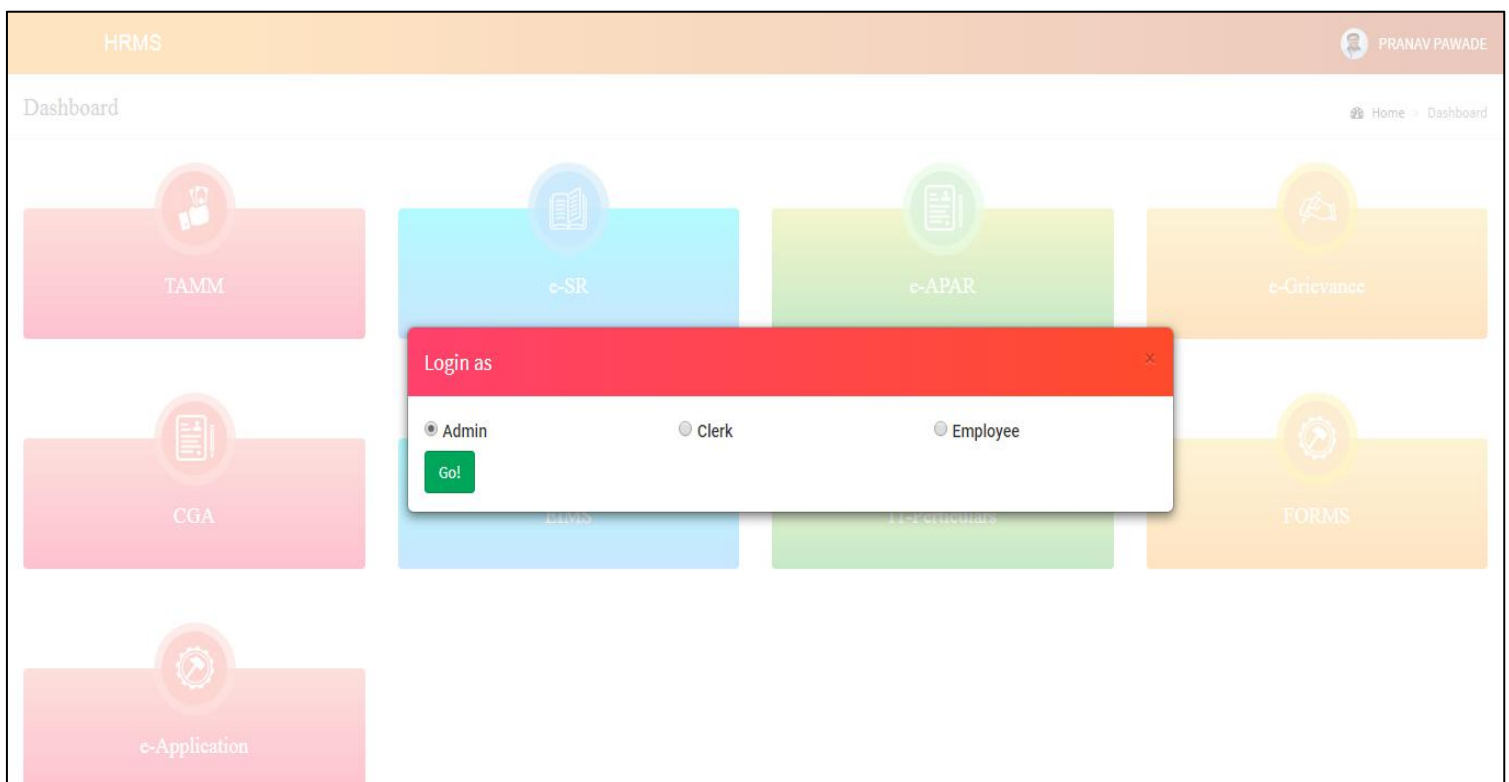
5. New page will get opened. On that page enter your new password and confirm password (same as new password). (Fig-1.4)
6. Click on **Change Password (a)** to change the password.
7. To update your profile picture click on choose file (b), upload the file and click on **update** button (c).

The screenshot shows a web browser window with the URL `drmps-sur-hrms.in/profile.php`. The page has an orange header with 'HRMS' on the left and 'User ASHWINIKUMAR' on the right. Below the header, the page is titled 'Profile' with a breadcrumb 'Home > Profile'. The main content area is divided into two sections. The left section, titled 'User Image', shows a blue box with the name 'ASHWINIKUMAR' and 'PF Number - 00505989619'. Below this are fields for 'Mobile No.' (9503014610) and 'Email Id'. The right section, titled 'Change Password', has two input fields for 'New Password' and 'Confirm Password', both masked with asterisks. Below these fields is a green 'Change Password' button. Underneath the password fields is the 'Update Profile Photo' section, which includes a 'Choose File' button (with 'No file chosen' text) and a blue 'Update' button. Red arrows with labels (a), (b), and (c) point to the 'Change Password' button, the 'Choose File' button, and the 'Update' button respectively.

(Fig-1.4)

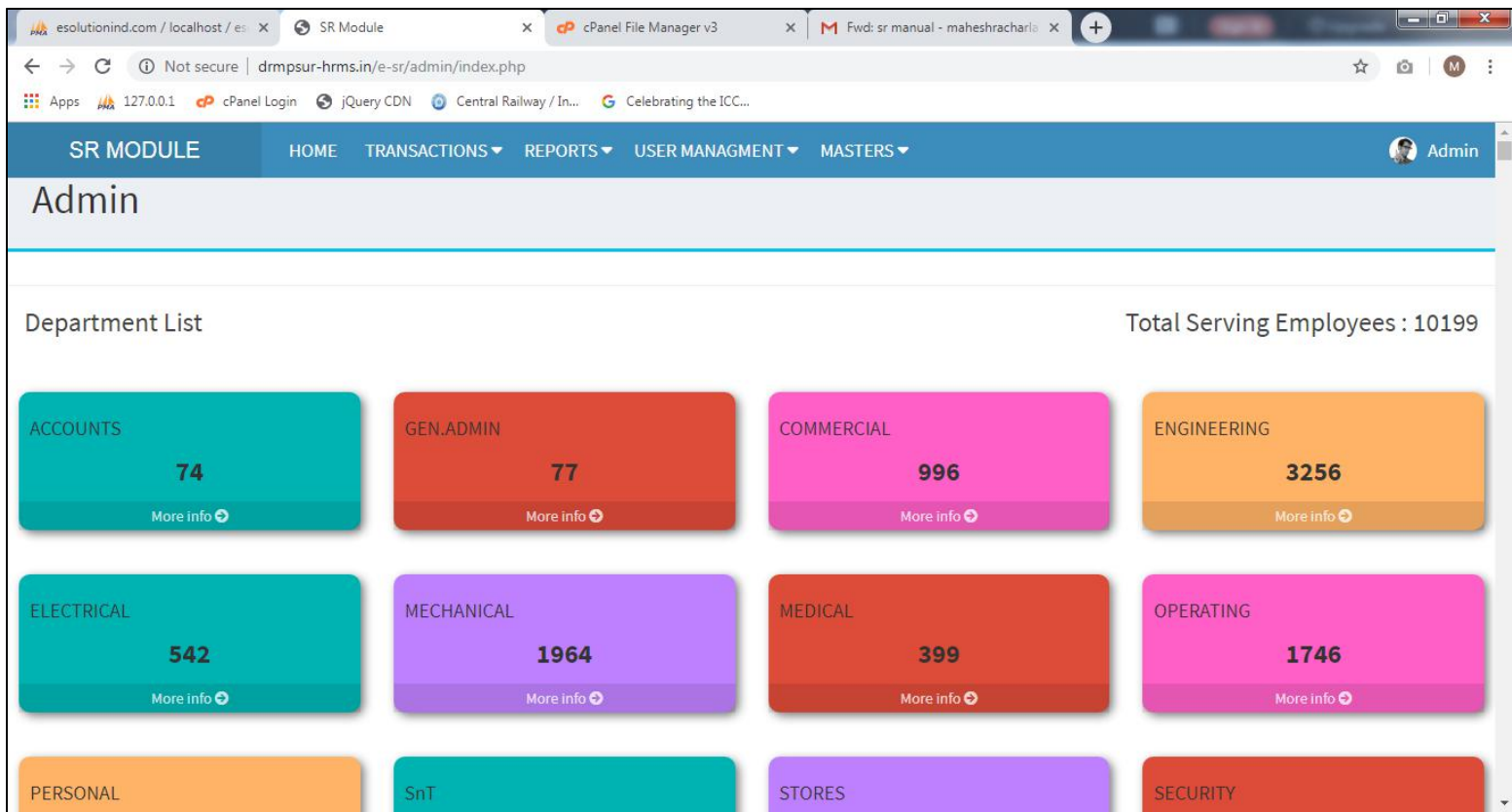
How to login to e-SR?

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



(Fig-1.5)

e-SR Dashboard:



(Fig-1.6)

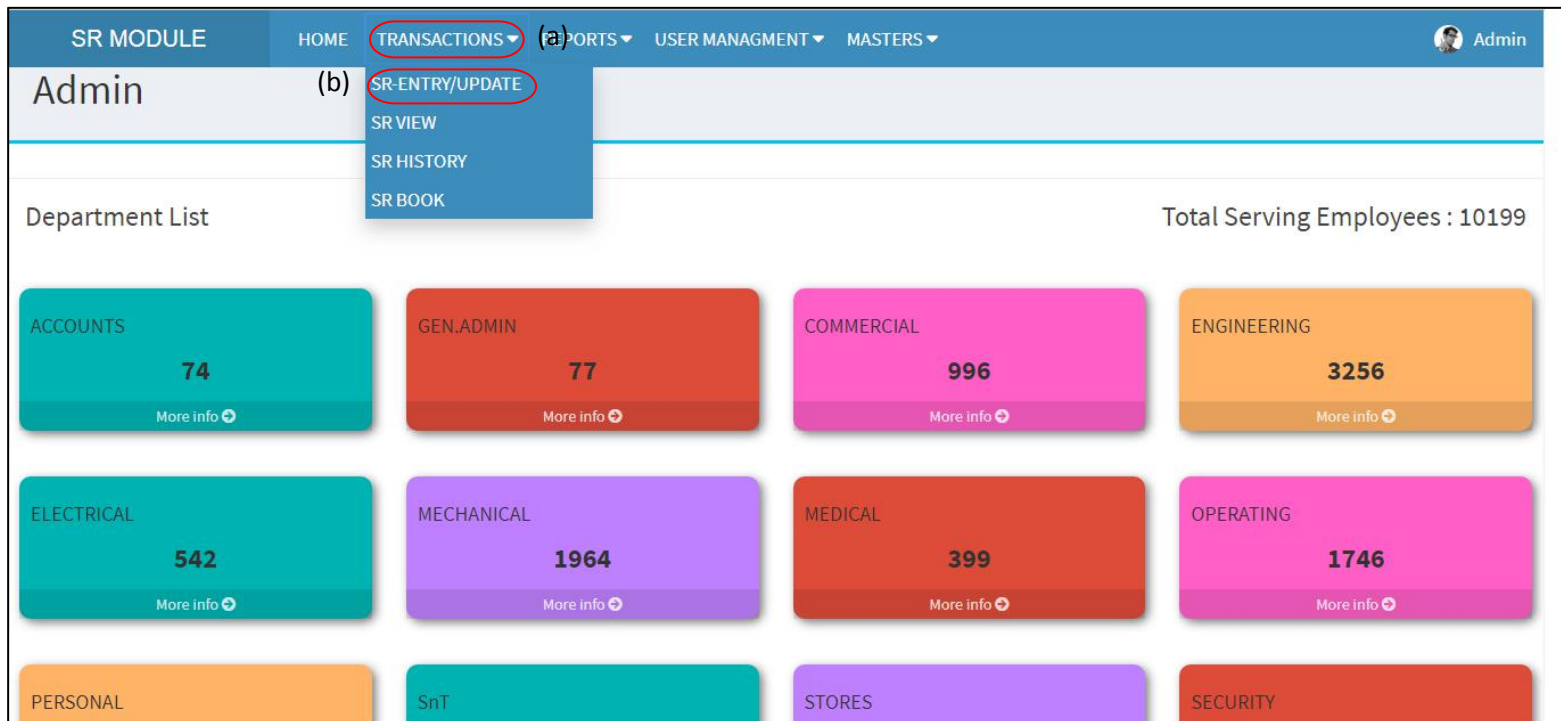
In above figure the menus list are as follows

- **Transaction**
 - SR Entry Update
 - SR View
 - SR History
 - SR Book
- **Reports**

- Dept. billunit wise Report
 - Emp. Field SR details
 - Service Status Report
- **User Management**
 - Add new User
- **Masters**
 - Department
 - Increment Type
 - Penalty Awarded
 - Penalty Effected
 - Property Source
 - Awards
 - Property item movable
 - Property item immovable
 - Community
 - Religion
 - Recruitment

SR-ENTRY/UPDATE:

1. In Transaction menu there four list in that first is SR- Entry/Update.
2. Below figure-1.8 shows the how to go on SR-Entry/Update .



(Fig-1.8)

1. In above figure first select the transactions menu it will automatically opens submenus in that select the SR-Entry/Update.
2. In SR-Entry/UPDATE here following tabs are available.

1.BIODATA:

Biodata contains all the basic information about employee. In biodata user has to enter pf number manually and if that pf number already exist in system it will show all the details of the employee. It mostly contains personal details of employee.

The screenshot displays the 'SR MODULE' interface with a navigation bar at the top containing 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. The 'BIO-DATA' tab is selected and highlighted. Below the navigation bar, a sub-header reads 'BIO DATA'. The main form area contains the following elements:

- A red text link: **Click Here If You want start SR entry With New PF Number**
- Form fields arranged in two columns:
 - PF Number**: Text input with placeholder 'ENTER PF NUMBER'
 - Old PF Number**: Text input with placeholder 'ENTER OLD PF NUMBER'
 - ID Card Number**: Text input with placeholder 'ENTER ID NUMBER'
 - SR Number**: Text input with placeholder '0107678001'
 - Date Of Birth**: Date picker with placeholder 'SELECT DATE'
 - Aadhar No**: Text input with placeholder 'ENTER AADHAR NO'
 - Gender**: Dropdown menu with placeholder 'SELECT GENDER'
 - Marital Status**: Dropdown menu with placeholder 'SELECT MARITAL STATUS'
- A profile picture placeholder on the right with a 'Choose File' button and the text 'No file chosen'.
- An **Employee Name** field at the bottom with sub-fields for 'FIRST NAME', 'MIDDLE NAME', and 'LAST NAME'.

(Fig-1.8.1)

2.INITIAL APPOINTMENT:

Initial appointment contains information and joining details of the employee. It contains joining date, station, joining type etc.

The screenshot shows the 'SR MODULE' interface with a navigation bar at the top. The 'INITIAL APPOINTMENT' menu item is highlighted with a red circle. Below the navigation bar, the 'Initial Appointment' form is displayed. The form contains the following fields:

Field	Field	Field
PF Number	Type of Initial Appointment	SELECT TYPE
Department	Designation	Select Designation
Date Of Appointment		
Date Of Regularisation	Pay Scale TYPE	Select Pay Scale Type
Group	Station	
Rate Of Pay	Workplace	
Appointment Reference No	Appointment Letter Date	
Remarks		

(Fig-1.8.2)

3.MEDICAL DETAILS:

Medical detail contains medical detail of employee according to its designation, pme class and group. It also contains document numbers of medical examination.

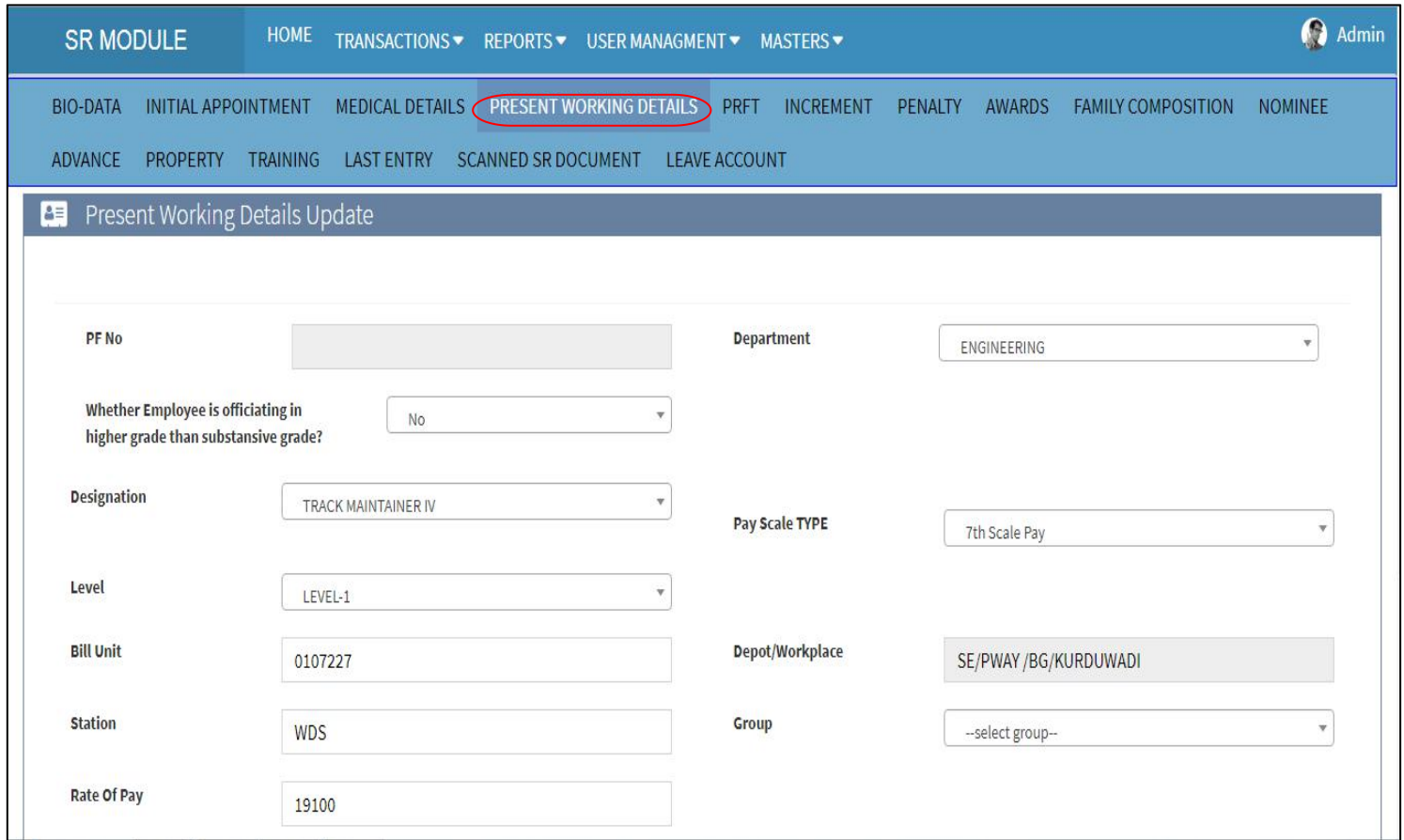
The screenshot displays the 'Medical Details' form within the 'SR MODULE' interface. The top navigation bar includes 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. The 'MEDICAL DETAILS' menu item is highlighted. The form is divided into three tabs: 'Initial', 'Last Medical', and 'Medical History'. The 'Initial' tab is active. The form contains the following fields:

Field	Value
PF Number	
Medical Category	BEE ONE
PME Schedule Defining Parameters	
Date Of Birth	
Date Of Appointment	01-01-1970
Designation At Time Of Appointment	TRACK MAINTAINER IV
Medical Class For PME	B1/B2
Type of Medical Examination	initial

(Fig-1.8.3)

4.PRESENT WORKING DETAILS:

Present working detail contains current position of employee in system. It contains current designation, rate of pay, pay scale, station etc



SR MODULE HOME TRANSACTIONS ▼ REPORTS ▼ USER MANAGMENT ▼ MASTERS ▼ Admin

BIO-DATA INITIAL APPOINTMENT MEDICAL DETAILS **PRESENT WORKING DETAILS** PRFT INCREMENT PENALTY AWARDS FAMILY COMPOSITION NOMINEE

ADVANCE PROPERTY TRAINING LAST ENTRY SCANNED SR DOCUMENT LEAVE ACCOUNT

Present Working Details Update

PF No	<input type="text"/>	Department	ENGINEERING ▼
Whether Employee is officiating in higher grade than substantive grade?	No ▼		
Designation	TRACK MAINTAINER IV ▼	Pay Scale TYPE	7th Scale Pay ▼
Level	LEVEL-1 ▼		
Bill Unit	0107227	Depot/Workplace	SE/PWAY /BG/KURDUWADI
Station	WDS	Group	--select group-- ▼
Rate Of Pay	19100		

(Fig-1.8.4)

5.PRFT:

PRFT contains tabs of Promotion, Reversion, Fixation, Transfer. It contains all the past records of the above tabs and user can make entry for newly made operations. Promotion tab gets affected if employee has any major penalty in his/her service.

SR MODULE HOME TRANSACTIONS▼ REPORTS▼ USER MANAGMENT▼ MASTERS▼ Admin

BIO-DATA INITIAL APPOINTMENT MEDICAL DETAILS PRESENT WORKING DETAILS **PRFT** INCREMENT PENALTY AWARDS FAMILY COMPOSITION NOMINEE

ADVANCE PROPERTY TRAINING LAST ENTRY SCANNED SR DOCUMENT LEAVE ACCOUNT

Promotion/Reversion/Transfer/Fixation

Promotion Reversion Transfer Fixation

Add Promotion

Employee List

10 records per page Search:

Sr No	PF Number	Order Type	Transaction Id	Update
1		officiating	20180416113203	Update
2		officiating	20180503100925	Update
3			20190520010855	Update
4		Departmental	20190529043131	Update

Showing 1 to 4 of 4 entries Previous 1 Next

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(Fig-1.8.5)

6.INCREMENT:

Increment contains salary increment and its details as existing pay scale, increased pay scale and date of increment.

Increment procedure may stop if employee has any many or major penalty in his/her service.

SR MODULE

HOMETRANSACTIONS▼REPORTS▼USER MANAGMENT▼MASTERS▼

Admin

BIO-DATAINITIAL APPOINTMENTMEDICAL DETAILSPRESENT WORKING DETAILSPRFTINCREMENTPENALTYAWARDSFAMILY COMPOSITIONNOMINEE

ADVANCEPROPERTYTRAININGLAST ENTRYSCANNED SR DOCUMENTLEAVE ACCOUNT

Increment

PF No

Add Row

Sr No	Increment Type	Pay Scale Type	Pay Scale/Level	Rate Of Pay	Increment Date	Reason
1	Annual increment	6th Scale Pay	5200-20200-1800	20300	07-01-2017	ENTER REASON

SAVE

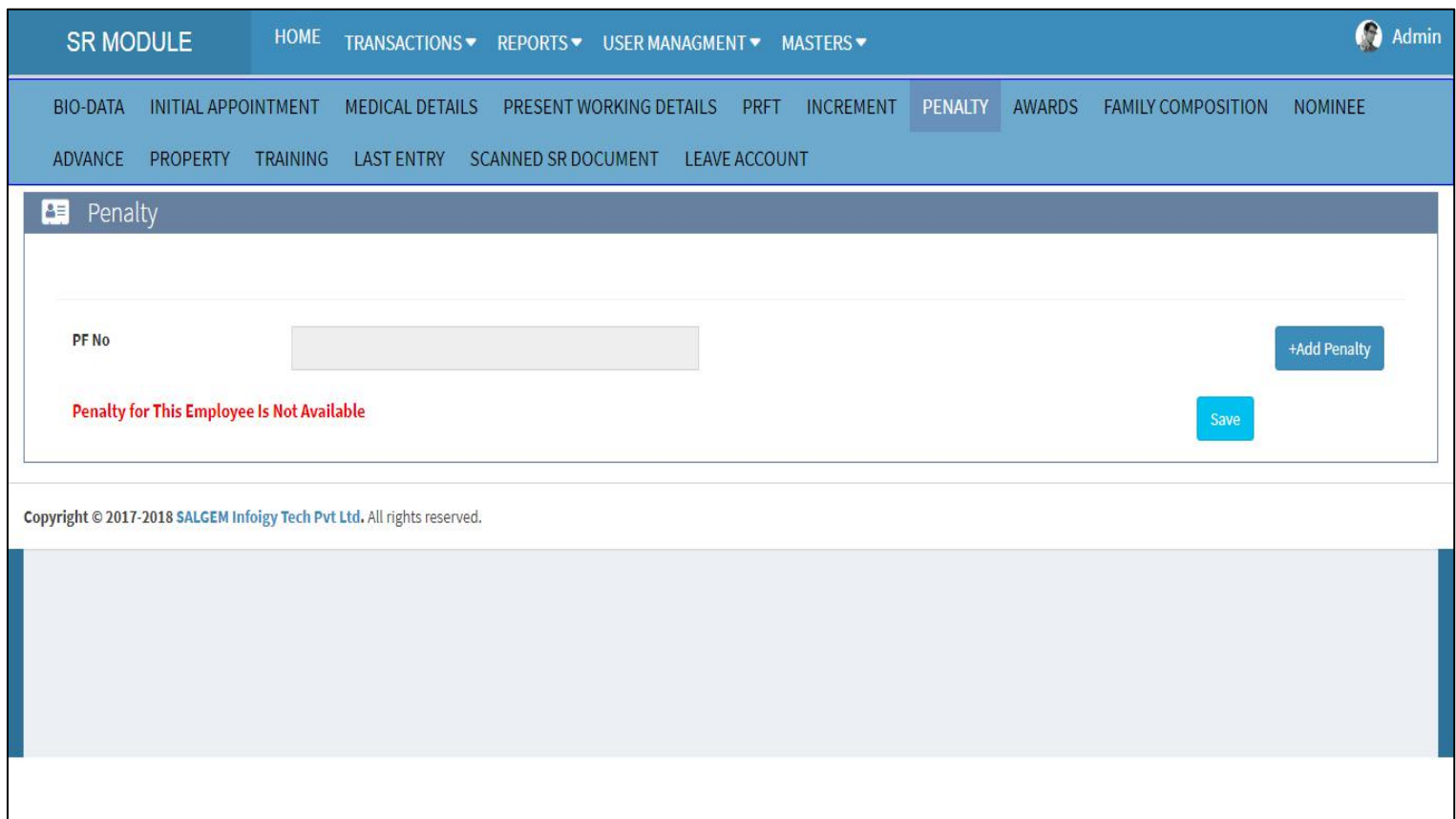
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(Fig-1.8.6)

7.PENALTY:

1. PENALTY

- Penalty assigned to employee due to misuse of their position. It can be minor or major one employee can have multiple penalties in his/her service.
- In case of major service one's promotion and increment may get affected.



SR MODULE

HOME TRANSACTIONS▼ REPORTS▼ USER MANAGEMENT▼ MASTERS▼

BIO-DATA INITIAL APPOINTMENT MEDICAL DETAILS PRESENT WORKING DETAILS PRFT INCREMENT **PENALTY** AWARDS FAMILY COMPOSITION NOMINEE

ADVANCE PROPERTY TRAINING LAST ENTRY SCANNED SR DOCUMENT LEAVE ACCOUNT

Penalty

PF No

+Add Penalty

Penalty for This Employee Is Not Available

Save

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(Fig-1.8.7)

8.AWARDS:

Awards details are stored in award tab it contains details as award type, year, awarded by etc. One may have multiple award entries of employee.

The screenshot displays the 'AWARDS' tab within the 'SR MODULE'. The top navigation bar includes 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. Below this, a secondary bar lists various modules: 'BIO-DATA', 'INITIAL APPOINTMENT', 'MEDICAL DETAILS', 'PRESENT WORKING DETAILS', 'PRFT', 'INCREMENT', 'PENALTY', 'AWARDS' (selected), 'FAMILY COMPOSITION', and 'NOMINEE'. Further down are 'ADVANCE', 'PROPERTY', 'TRAINING', 'LAST ENTRY', 'SCANNED SR DOCUMENT', and 'LEAVE ACCOUNT'. The main content area is titled 'Award' and contains a form with a 'PF No' input field, a '+Add Award' button, and a 'Save' button. A red error message reads 'Awards for This Employee Is Not Available'. The footer includes a copyright notice: 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(Fig-1.8.8)

9.Family Composition:

Family composition contains information about family of employee. It has multiple entry and contains all family details.

The screenshot displays the 'Family Composition' form within the 'SR MODULE' interface. The top navigation bar includes 'SR MODULE' and a dropdown menu with options: HOME, TRANSACTIONS, REPORTS, USER MANAGEMENT, MASTERS, FAMILY COMPOSITION (selected), and NOMINEE. Below this, a secondary navigation bar lists various modules: BIO-DATA, INITIAL APPOINTMENT, MEDICAL DETAILS, PRESENT WORKING DETAILS, PRFT, INCREMENT, PENALTY, AWARDS, ADVANCE, PROPERTY, TRAINING, LAST ENTRY, SCANNED SR DOCUMENT, and LEAVE ACCOUNT. The main form area is titled 'Family Composition' and contains the following fields and buttons:

- PF No**: A text input field.
- +Add Family Member**: A blue button to add a new family member.
- 1 Family Member**: A section header indicating the current entry.
- Family Member Name**: A text input field containing 'JAMNA DEVI'.
- Member Relation**: A dropdown menu showing 'WIFE'.
- Gender**: A dropdown menu showing 'Female'.
- DOB**: A text input field containing '01-01-1970'.
- Date Of Updation**: A text input field containing '03-04-2018'.
- Save**: A blue button to save the entry.

At the bottom of the form, a copyright notice reads: 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(Fig-1.8.9)

10.NOMINEE:

There are three types of nominee in Nominee tab and nominee can be a family member from family tab. It may has multiple entries.

SR MODULE HOME TRANSACTIONS ▾ REPORTS ▾ USER MANAGMENT ▾ MASTERS ▾ Admin

BIO-DATA INITIAL APPOINTMENT MEDICAL DETAILS PRESENT WORKING DETAILS PRFT INCREMENT PENALTY AWARDS FAMILY COMPOSITION **NOMINEE**

ADVANCE PROPERTY TRAINING LAST ENTRY SCANNED SR DOCUMENT LEAVE ACCOUNT

Nominee

Nominee Details

Add New Nominee

PF No

1 Nominee

Nominee Type PF NOMINEE ▾

Name of Nominee(s) jamna devi ▾

Nominee Relationship WIFE ▾

Other Relationship

Percentage 100

Marital Status MARRIED ▾

Age 43

DOB 28-02-2018

Nominee PAN No

Nominee Aadhar

Address of Nominee ENTER ADDRESS OF NOMINEE

Contingencies

Name, Address & Relation of person predeceasing the subscriber

SAVE

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(Fig-1.8.10)

11.ADVANCE:

Advance tab contain advance details. If any employee has taken any advance from employee then that entry mentioned in advance tab. It may contain multiple or no entry at all.

SR MODULE HOME TRANSACTIONS ▼ REPORTS ▼ USER MANAGMENT ▼ MASTERS ▼ Admin

BIO-DATA INITIAL APPOINTMENT MEDICAL DETAILS PRESENT WORKING DETAILS PRFT INCREMENT PENALTY AWARDS FAMILY COMPOSITION NOMINEE

ADVANCE PROPERTY TRAINING LAST ENTRY SCANNED SR DOCUMENT LEAVE ACCOUNT

Advance

PF No ENTER PF NO +Add Advance SAVE

Advance for This Employee Is Not Available

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(Fig-1.8.11)

12.PROPERTY:

Property tab contains property details of employee. Employee has to mention every major self earned property of product purchased in his/her service and details of fund arranged for that property. It contains that property details. It may has multiple entry.

The screenshot displays the 'SR MODULE' interface with a top navigation bar containing 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. A user profile 'Admin' is visible in the top right. Below this is a secondary menu with various options including 'BIO-DATA', 'INITIAL APPOINTMENT', 'MEDICAL DETAILS', 'PRESENT WORKING DETAILS', 'PRFT', 'INCREMENT', 'PENALTY', 'AWARDS', 'FAMILY COMPOSITION', 'NOMINEE', 'ADVANCE', 'PROPERTY' (which is highlighted), 'TRAINING', 'LAST ENTRY', 'SCANNED SR DOCUMENT', and 'LEAVE ACCOUNT'. The main content area is titled 'Property' and features a form with a 'PF No' label, a text input field with the placeholder 'ENTER PF NUMBER', and a '+Add Property' button. A red message 'Property for This Employee Is Not Available' is displayed below the input field. A 'Save' button is located at the bottom right of the form area. The footer contains the copyright notice: 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(Fig-1.8.12)

13.TRAINING:

Training tab contains training hold for employee and details. Employee face multiple training in his service. It may has multiple entries.

The screenshot displays the 'SR MODULE' interface with a top navigation bar containing 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. A user profile 'Admin' is visible in the top right. Below this is a secondary menu with options: 'BIO-DATA', 'INITIAL APPOINTMENT', 'MEDICAL DETAILS', 'PRESENT WORKING DETAILS', 'PRFT', 'INCREMENT', 'PENALTY', 'AWARDS', 'FAMILY COMPOSITION', 'NOMINEE', 'ADVANCE', 'PROPERTY', 'TRAINING' (highlighted), 'LAST ENTRY', 'SCANNED SR DOCUMENT', and 'LEAVE ACCOUNT'. The 'Training' section has a header with a menu icon and the title 'Training'. The main content area features a form with a 'PF No' label, an input field containing 'ENTER PF NUMBER', and a '+Add Training' button. Below the input field, a red error message states 'Training for This Employee Is Not Available'. A 'Save' button is located at the bottom right of the form. At the very bottom of the page, a copyright notice reads: 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(Fig-1.8.13)

14.LAST ENTRY:

Last entry contains retirement reports of employee like total leaves, retirement type etc.

SR MODULE

HOMETRANSACTIONS▼REPORTS▼USER MANAGMENT▼MASTERS▼

Admin

BIO-DATAINITIAL APPOINTMENTMEDICAL DETAILSPRESENT WORKING DETAILSPRFTINCREMENTPENALTYAWARDSFAMILY COMPOSITIONNOMINEEADVANCEPROPERTYTRAININGLAST ENTRYSCANNED SR DOCUMENTLEAVE ACCOUNT

Last Entry

PF No

ENTER PF NUMBER

Date of Joining

03-08-2012

Retirement Type

COMP_RET

Date Of Retirement

Designation On Retirement

TRACK MAINTAINER IV

Department

ENGINEERING

Station

RRI

ROP

20300

Bill Unit

0107234

Scale/Level

LEVEL-1

Depot

SE/P/WAY/ANG

Total Service

YEARS

MONTHS

DAYS

NO Qualification Service

YEARS

MONTHS

DAYS

Dues

+Add

-Remove

Leave Balance

LAP

LHAP

Close

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(Fig-1.8.14)

15.Scanned SR DOCUMENT:

Scanned SR document is for maintenance of all manually filled SR entries of employee for its preservation and document and entries verification process.

The screenshot displays the 'Upload Document' interface within the 'SR MODULE'. The top navigation bar includes 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. A secondary menu lists various document types: 'BIO-DATA', 'INITIAL APPOINTMENT', 'MEDICAL DETAILS', 'PRESENT WORKING DETAILS', 'PRFT', 'INCREMENT', 'PENALTY', 'AWARDS', 'FAMILY COMPOSITION', 'NOMINEE', 'ADVANCE', 'PROPERTY', 'TRAINING', 'LAST ENTRY', 'SCANNED SR DOCUMENT' (which is highlighted), and 'LEAVE ACCOUNT'. The 'Upload Document' form itself contains three main input areas: 'PF No', 'Employee Name', and 'Upload Scanned Document' (which includes a 'Choose Files' button and the text 'No file chosen'). 'Save' and 'Close' buttons are positioned at the bottom right of the form. Below the form, there is a 'Document Details' section and a footer with the text 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(Fig-1.8.15)

16.Leave Account:

Leave account contains all leave document storage of employee till date.

SR MODULE

HOMETRANSACTIONS▼REPORTS▼USER MANAGMENT▼MASTERS▼

Admin

BIO-DATAINITIAL APPOINTMENTMEDICAL DETAILSPRESENT WORKING DETAILSPRFTINCREMENTPENALTYAWARDSFAMILY COMPOSITIONNOMINEEADVANCEPROPERTYTRAININGLAST ENTRYSCANNED SR DOCUMENTLEAVE ACCOUNT

Upload Leave Document

Upload Document

PF No00505986771

Employee NamePRANAV PAWADE

Year

Upload Scanned DocumentChoose FileNo file chosen

SaveClose

Document Details

SR NO	Year	Document Name
1		6649.pdf
2	1994	62276.pdf
3	2018	98660.pdf

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(Fig-1.8.16)

SR VIEW:

1. In Transaction menu there four list in that second is SR VIEW.
2. Below figure-1.9 shows the how to go on SR VIEW.

SR MODULE HOME TRANSACTIONS ▾ REPORTS ▾ USER MANAGMENT ▾ MASTERS ▾ Admin

BIO-DATA INITIAL APPOINTMENT SR-ENTRY/UPDATE SR VIEW SR HISTORY SR BOOK

ADVANCE PROPERTY TRAINING SR DOCUMENT LEAVE ACCOUNT

BIO DATA

Click Here If You want start SR entry With New PF Number

PF Number: 00505986771 Old PF Number: 05986771

ID Card Number: ENTER ID NUMBER SR Number: 0107683708

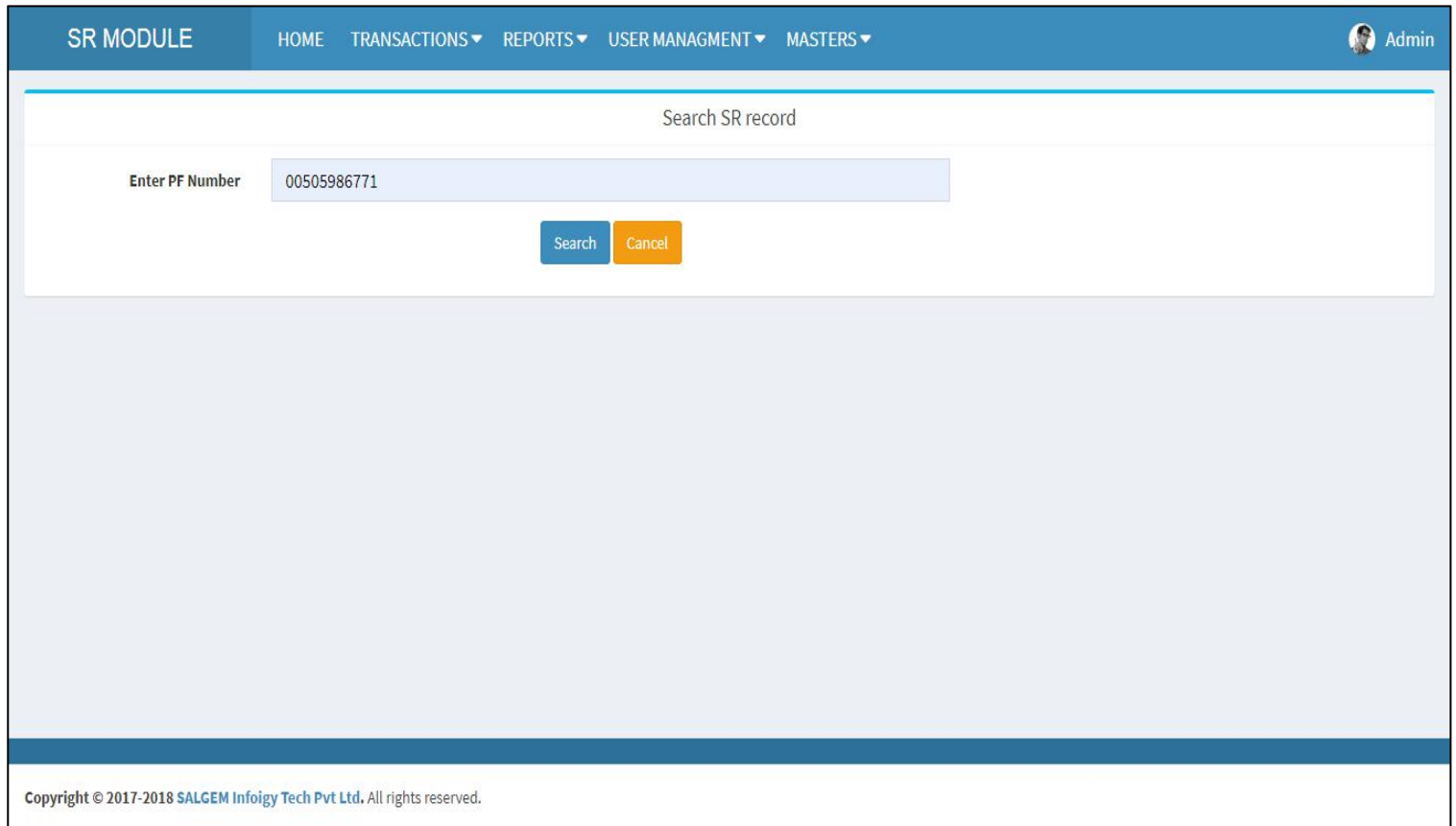
Date Of Birth: 05-12-1983 Aadhar No: 841734438359

Gender: Male Marital Status: MARRIED

Choose File No file chosen

Employee Name: PRANAV PAWADF

3. Then Page display below figure.1.9.1



SR MODULE

HOME TRANSACTIONS ▼ REPORTS ▼ USER MANAGMENT ▼ MASTERS ▼

Admin

Search SR record

Enter PF Number 00505986771

Search Cancel

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(Fig-1.9.1)


1. In above figure first enter pf number and click on search button.
2. Then display the that person details in tabular and single form.
3. Below figure1.9.2 shown as follows

SR MODULE
HOME
TRANSACTIONS ▼
REPORTS ▼
USER MANAGMENT ▼
MASTERS ▼
Admin

Tabular
Single

Bio-Data
Medical Details
Initial Appointment
Present Appointment
PRFT
Penalty
Increment
Awards
Family Composition
Nominee(s)
Training
Advance
Property
Last Entry

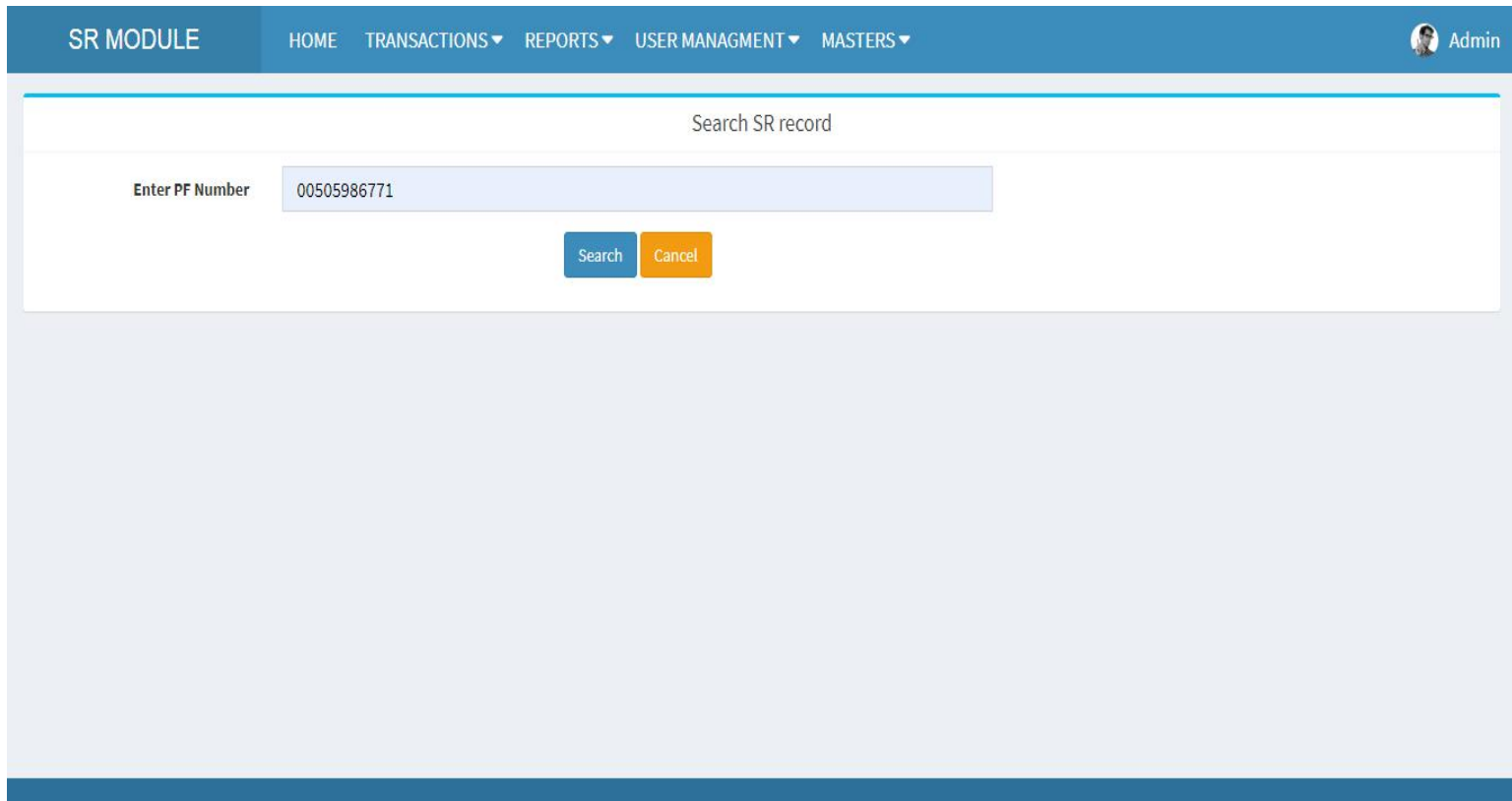
PERSONAL INFO

					
PF NUMBER	00505986771	OLD PF NUMBER	05986771	SR NO	0107683708
DATE OF BIRTH	05/12/1983	ID CARD NUMBER		AADHAR NUMBER	841734438359
EMPLOYEE NAME	PRANAV PAWADE	EMPLOYEE OLD NAME	PRANAV HARI PAWADE	GENDER	MALE
MARITAL STATUS	MARRIED	FATHER/HUSBAND NAME	HARI	CUG NUMBER	9503014620
PERSONAL MOBILE NUMBER	9503014620	PAN NO	ARFPP5677E	PRAN NUMBER	123456789101
DIIN NUMBER		E MAIL ID	shk@shk.com		

(Fig-1.9.2)

SR History:

1. In menu first click on TRANSACTION then submenu opens in that click on SR HISTORY. the figure shows below after clicking on SR HISTORY (Fig-1.10)



The screenshot displays a web application interface for the 'SR MODULE'. The top navigation bar includes links for HOME, TRANSACTIONS, REPORTS, USER MANAGEMENT, and MASTERS. A user profile icon labeled 'Admin' is in the top right corner. Below the navigation bar, a search section titled 'Search SR record' contains a text input field labeled 'Enter PF Number' with the value '00505986771'. Below the input field are two buttons: 'Search' (blue) and 'Cancel' (orange). The main content area below the search section is currently empty.

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(Fig-1.10)

1. In above figure SR History page in that first enter pf number and then click on search button
2. After clicking search button shows the that person History details.
3. Below figure shows the that history page are as follows (Fig-1.10.1)

SR MODULE

HOMETRANSACTIONS▼REPORTS▼USER MANAGMENT▼MASTERS▼

Admin

Bio-data

Present Working Details

Awards

Penalty

Advance

Family Composition

Training

Property

Nominee

PRFT

BIO-DATA DETAILS

Note : Click On Icons For Bio-data History

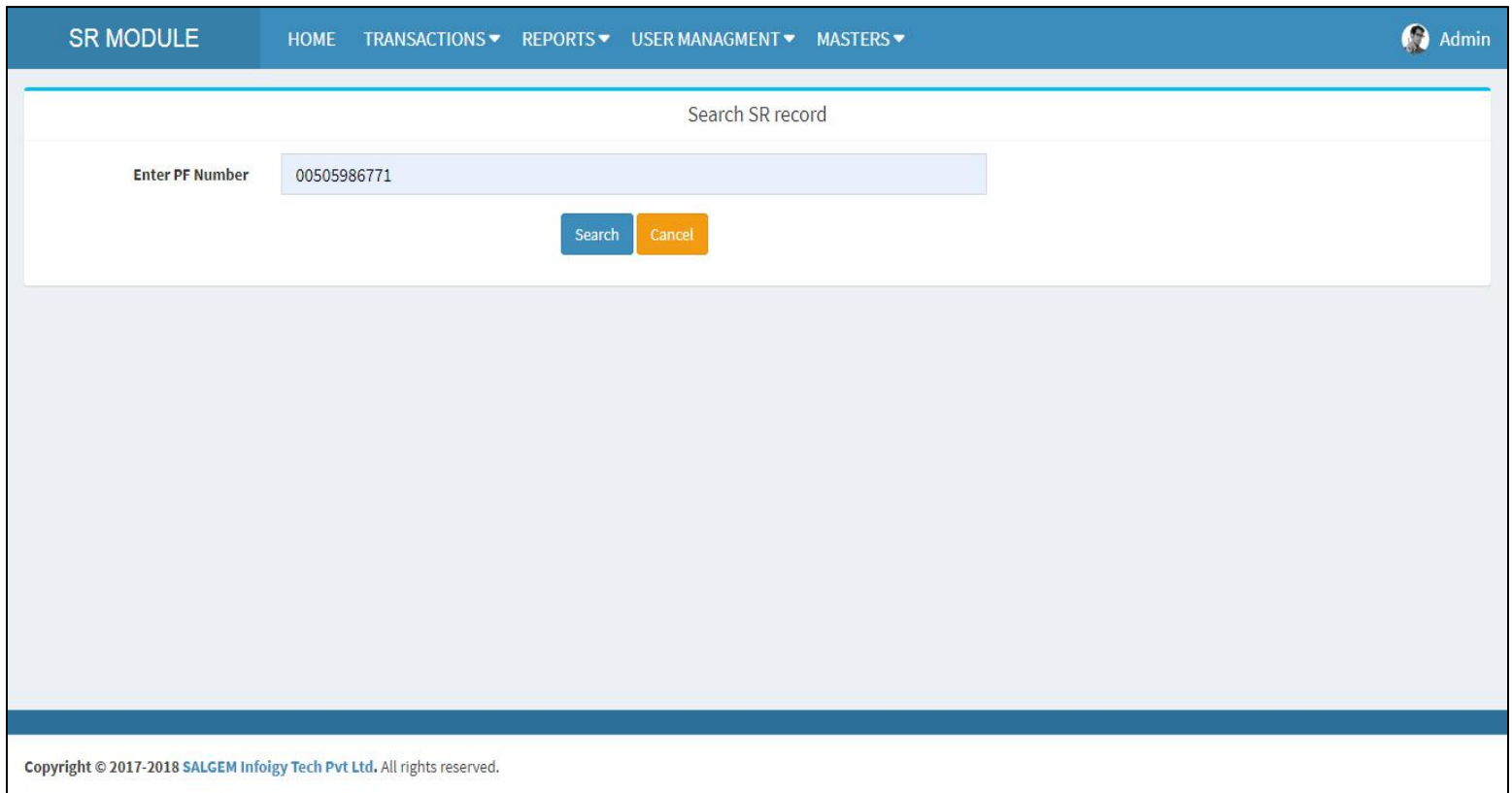
PF NUMBER	00505986771	OLD PF NUMBER	05986771	SR NO	0107683708
DATE OF BIRTH	05-12-1983	ID CARD NUMBER		AADHAR NUMBER	841734438359
EMPLOYEE NAME	PRANAV PAWADE	EMPLOYEE OLD NAME	PRANAV HARI PAWADE	GENDER	MALE
MARITAL STATUS	MARRIED	FATHER/HUSBAND NAME	HARI	CUG NUMBER	9503014620
PERSONAL MOBILE NUMBER	9503014620	PAN NO	ARFPP5677E	PRAN NUMBER	123456789101
RUJD NUMBER		E-MAIL ID	ARC@RIY.COM		

(Fig-1.10.1)

After entering PF number the concern employees history page is appear. In here “i” mark is displayed in blue background. After clicking on it the model will get open & display the history of that particular field.

SR Book:

1. In menu first click on TRANSACTION then submenu opens in that click on SR BOOK. the figure shows below after clicking on SR BOOK (Fig-1.11)



The screenshot displays the SR BOOK interface. At the top, there is a navigation bar with the following items: SR MODULE, HOME, TRANSACTIONS (with a dropdown arrow), REPORTS (with a dropdown arrow), USER MANAGEMENT (with a dropdown arrow), and MASTERS (with a dropdown arrow). On the right side of the navigation bar, there is a user profile icon labeled 'Admin'. Below the navigation bar, there is a search bar with the placeholder text 'Search SR record'. Below the search bar, there is a form with the label 'Enter PF Number' and a text input field containing the value '00505986771'. Below the input field, there are two buttons: 'Search' (blue) and 'Cancel' (orange). At the bottom of the page, there is a footer with the text 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(Fig-1.11)

2. Entering concern PF number of employee the digital e-SR book is displayed. It contains all the transaction record of that employee from page no.10 (Transaction Entries)
3. Below figure 1.11.1 shows the e-SR BOOK as follows.

[Print this page](#)
[Back](#)

1

मध्य रेल

Central Railway

जी.एस.-2/GS-2

जी. 208 एफ/जी. 209 एफ

G 208 F/G-209 F

सेवा-पंजी

SERVICE REGISTER

अराजपत्रित रेल कर्मचारियों के लिए (चतुर्थ श्रेणी के कर्मचारियों तथा कारखाने के अर्धकुशल और अकुशलश्रेणीयों कर्मचारियों को छोड़कर)

For Non- Gazetted Railway Staff (Other than Class IV Staff, including Workshop in Semi-Skilled and Un-Skilled Categories)

विभाग		कार्यालय	
Department	<u>PERSONNEL</u>	Office	<u>PERSONNEL</u>

नाम	
Name	<u>PRANAV PAWADE</u>

(Fig-1.11.1)

In above figure shows the e-SR BOOK and also print the BOOK.

DEPARTMENT BILLUNIT WISE REPORT:

1. Click on Reports menu then display the submenus in that click on DEPARTMENT BILLUNIT WISE REPORT. Below figure1.12 shows the DEPARTMENT BILLUNIT WISE REPORT.

In above figure first select the from date and to date and also select the department
Then click on view button. It displays the below Employee List panel in that shows
the reports .

EMP FILLED SR DETAILS:

Click on Reports menu then display the submenus in that click on EMP FILLED SR DETAILS. Below figure1.13 shows the EMP FILLED SR DETAILS.

The screenshot displays a web application interface for 'SR MODULE'. The top navigation bar includes 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. A user profile 'Admin' is visible in the top right corner. The main content area is titled 'Reports' and contains a sub-section 'Reports Details'. Under 'Reports Details', there is a tab 'Department and Billunit Wise'. Below this tab, there is a form with a 'Department' label, a dropdown menu 'Select Department', and a 'View' button. Below the form, there is an 'Employee List' section. This section includes a '10 records per page' dropdown, a 'Search:' input field, and a table with columns: 'Sr No', 'Billunit', 'Total Employee', 'Completed', and 'Pending'. The table currently displays 'No data available in table'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. The footer of the application states 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(Fig-1.13)

In above figure select the department and click on view button then display the report details in employee list panel .below figure1.13.1 shows the output.

SR MODULE

HOME

TRANSACTIONS

REPORTS

USER MANAGMENT

MASTERS

Admin

Registered PF Number

10 records per page

Search:

Sr No	PF Number	Employee Name	Biodata	Medical Details	Initial Appointment	Present Working Details	Family Composition	Nominee
1	00505274886	POPAT SHRIDHAR	✗	Not Available	Not Available	✗	✓	Not Available
2	00505101487	D B BAGAL	✗	Not Available	Not Available	✗	✓	Not Available
3	00513653155	Y B KSHIRSAGAR	✗	Not Available	Not Available	✗	✓	Not Available
4	00529802961	GANESH SANDIPAN THOMBRE	✗	Not Available	Not Available	✗	Not Available	Not Available

Showing 1 to 4 of 4 entries

Previous 1 Next

Close

Employee List

10 records per page

Search:

Sr No	Billunit	Total Employee	Completed	Pending
1	0107005	4	0	4
2	0107004	0	0	0
3	0107003	4	0	4
4	0107002	72	0	72
5	0107001	4	0	4
6	0107988	0	0	0

Showing 1 to 6 of 6 entries

Previous 1 Next

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(Fig-1.13.2)

SERVICE STATUS REPORT:

Click on Reports menu then display the submenus in that click on SERVICE STATUS REPORT. Below figure1.14 shows the SERVICE STATUS REPORT.

The screenshot displays the 'SR MODULE' interface. At the top, a navigation bar includes 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. A user profile 'Admin' is visible in the top right. Below the navigation bar, the 'Service Status Wise Report' section is active. Under 'Reports Details', the 'Service Status Wise' tab is selected. The form contains two dropdown menus: 'Service' with 'Retired' selected and 'Type' with 'MEDICALLY INVALID' selected. A blue 'View' button is positioned below the 'Type' dropdown. At the bottom left, a copyright notice reads: 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

(Fig-1.14)

In above figure first select the service then select the type after selecting click on view button then display the reports in employee list panel.

ADD USER:

Click on user management menu then display the submenus in that click on ADD USER. Below figure1.15 shows the ADD USER.

SR MODULE **HOME** **TRANSACTIONS** **REPORTS** **USER MANAGMENT** **MASTERS** **Admin**

BIO-DATA **INITIAL APPOINTMENT** **MEDICAL DETAILS** **PRESENT WORKING DETAILS** **PRFT** **INCREMENT** **PENALTY** **AWARDS** **FAMILY COMPOSITION** **NOMINEE**

ADVANCE **PROPERTY** **TRAINING** **LAST ENTRY** **SCANNED SR DOCUMENT** **LEAVE ACCOUNT**

ADD USER

User Managment

Existing User Add User

10 records per page Search:

Sr No	PF	Name	Allocated Billunits	Action
1	00505996030	KARAMVEER SINGH	0107006,0107016,0107030,0107009,0107013,0107025,0107026,0107035,0107780,0107988	Deactivate
2	00505999881	KRISHNA M PRASAD	0107070,0107072	Deactivate
3	00529801385	NAIM	0107007,0107029,0107140,0107008,0107021,0107124,0107128,0107142,0107062,0107137,0107138	Deactivate
4	00506002845	BABU SAGAVE	0107079	Deactivate
5	00506015815	SAMADHAN BHARAT koli	0107078,0107057	Deactivate
6	00506005226	AKASH VERMA	0107012,0107011,0107010,0107022,0107023,0107985	Deactivate
7	00505968574	SHAIKH MD SADIQUE	0107015,0107014,0107221,0107222,0107223,0107224,0107226,0107989	Deactivate
8	00505283012	R R ADHYAPAK	0107031,0107032,0107061,0107101,0107102,0107103,0107104,0107105,0107106,0107107,0107108	Deactivate
9	00505347555	PRAMOD JAKHALEKAR	0107045,0107170,0107176	Deactivate
10	00502191015	VITHAL KUMATHEKAR	0107422,0107426,0107427	Deactivate

Showing 1 to 10 of 23 entries

Previous 1 2 3 Next

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(Fig-1.15)

In above figure admin can add new users (Data entry clerk).He can add user as well as assign bill units to the concern user.

DEPARTMENT in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on DEPARTMENT.
Below figure1.16 shows the DEPARTMENT.

SR MODULE HOME TRANSACTIONS ▼ REPORTS ▼ USER MANAGMENT ▼ MASTERS ▼ Admin

Add Department

Department Name:

Short Name:

ADD **Cancel**

Department LIST

10 records per page Search:

Sr No	Department Name	Short Name	Action
1	NA	NA	
2	RRB	RRB	
3	ACCOUNTS	ACC	
4	AUDIT	ADT	
5	GEN. ADMN.	ADM	
6	COMMERCIAL	COM	
7	ENGINEERING	ENG	
8	ELECTRICAL	ELE	
9	MECHANICAL	MEC	
10	MEDICAL	MED	

Showing 1 to 10 of 17 entries Previous **1** 2 Next

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(Fig-1.16)

In above figure admin can add the departments and also update the department as well as admin can remove the departments .

INCREMENT TYPE MASTER in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on INCREMENT TYPE MASTER. Below figure1.17 shows the INCREMENT TYPE MASTER.

SR MODULE HOME TRANSACTIONS ▼ REPORTS ▼ USER MANAGMENT ▼ MASTERS ▼ Admin

Increment Type Master

Increment

Increment Type

Increment List

10 records per page Search:

Id	Increment Type	Action
1	Annual Increment	<input type="button" value="Update"/> <input type="button" value="Delete"/>
2	Advance	<input type="button" value="Update"/> <input type="button" value="Delete"/>
3	Special	<input type="button" value="Update"/> <input type="button" value="Delete"/>
4	Withheld of increment	<input type="button" value="Update"/> <input type="button" value="Delete"/>
5	Initial Pay	<input type="button" value="Update"/> <input type="button" value="Delete"/>
6	Pay Commission	<input type="button" value="Update"/> <input type="button" value="Delete"/>
7	MACP Pay	<input type="button" value="Update"/> <input type="button" value="Delete"/>
8	Stepping	<input type="button" value="Update"/> <input type="button" value="Delete"/>
9	Promotion	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Showing 1 to 9 of 9 entries Previous 1 Next

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(Fig-1.17)

In above figure admin can increment type and also update the increment type and also remove the increment type.

PENALTY AWARDED in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on PENALTY AWARDED. Below figure1.18 shows the PENALTY AWARDED.

SR MODULE HOME TRANSACTIONS▼ REPORTS▼ USER MANAGMENT▼ MASTERS▼ Admin

Penalty Awarded

Add Penalty Awarded

Penalty Awarded

ADD **Cancel**

Penalty Awarded LIST

10 records per page Search:

Sr No	Penalty Awarded	Action
1	penalty 1	Update Delete
3	SF-5	Update Delete
4	SF-11	Update Delete

Showing 1 to 3 of 3 entries Previous **1** Next

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(Fig-1.18)

In above figure admin can add penalty awarded type and also update the penalty awarded type and also remove the penalty award.

PENALTY EFFECTED MASTER in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on PENALTY EFFECTED MASTER. Below figure1.19 shows the PENALTY EFFECTED MASTER.

SR MODULE HOME TRANSACTIONS REPORTS USER MANAGEMENT MASTERS Admin

Penalty Effected Master

Penalty Effected

Penalty Effected Desc:

ADD Cancel

Penalty Effected List

10 records per page Search:

Id	Penalty Description	Action
5	jjh	<button>Update</button> <button>Delete</button>
6	hghg	<button>Update</button> <button>Delete</button>
7	hghghg	<button>Update</button> <button>Delete</button>
9	hdhdhdh	<button>Update</button> <button>Delete</button>
10	ooo	<button>Update</button> <button>Delete</button>
11	ppp	<button>Update</button> <button>Delete</button>
12	qqq	<button>Update</button> <button>Delete</button>
14	ttt	<button>Update</button> <button>Delete</button>
15	Withheld from 06/03/2018	<button>Update</button> <button>Delete</button>

Showing 1 to 9 of 9 entries Previous 1 Next

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(Fig-1.19)

In above figure admin can add penalty effected description and also update the penalty effected description and also remove the penalty effected description .

PROPERTY SOURCE MASTER in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on PROPERTY SOURCE MASTER. Below figure1.20 shows the PROPERTY SOURCE MASTER.

SR MODULE HOME TRANSACTIONS REPORTS USER MANAGMENT MASTERS Admin

Property Source Master

Property Source

Property Description: Enter Property Desc

ADD Cancel

Property Description List

10 records per page Search:

Id	Property Description	Action
1	Bank Loan	Update Delete
2	Self Saving	Update Delete
3	Interest Free Loan From Relative	Update Delete

Showing 1 to 3 of 3 entries Previous 1 Next

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(Fig-1.20)

In above figure admin can add property source and also update the property source and also removing property source.

Awards in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on Awards. Below figure1.21 shows the Awards.

SR MODULE HOME TRANSACTIONS REPORTS USER MANAGEMENT MASTERS Admin

Awards Master

Awards

Award Name

Awards List

10 records per page Search:

Id	Awards Description	Action
1	Railway Awards 2017	<input type="button" value="Update"/> <input type="button" value="Delete"/>
2	Other than Railway Awards	<input type="button" value="Update"/> <input type="button" value="Delete"/>
3	PCE	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries Previous 1 Next

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(Fig-1.21)

In above figure admin can add awards and also update the awards and also removing awards by clicking delete button.

Property item movable in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on property item movable. Below figure1.22 shows the property item movable.

SR MODULE HOME TRANSACTIONS ▼ REPORTS ▼ USER MANAGMENT ▼ MASTERS ▼ Admin

Movable Item

Add Movable Item

Movable Item

ADD **Cancel**

Movable Item LIST

10 records per page Search:

Sr No	Movable Item	Action
5	Movable item 1 update btn test	Update Delete

Showing 1 to 1 of 1 entries Previous **1** Next

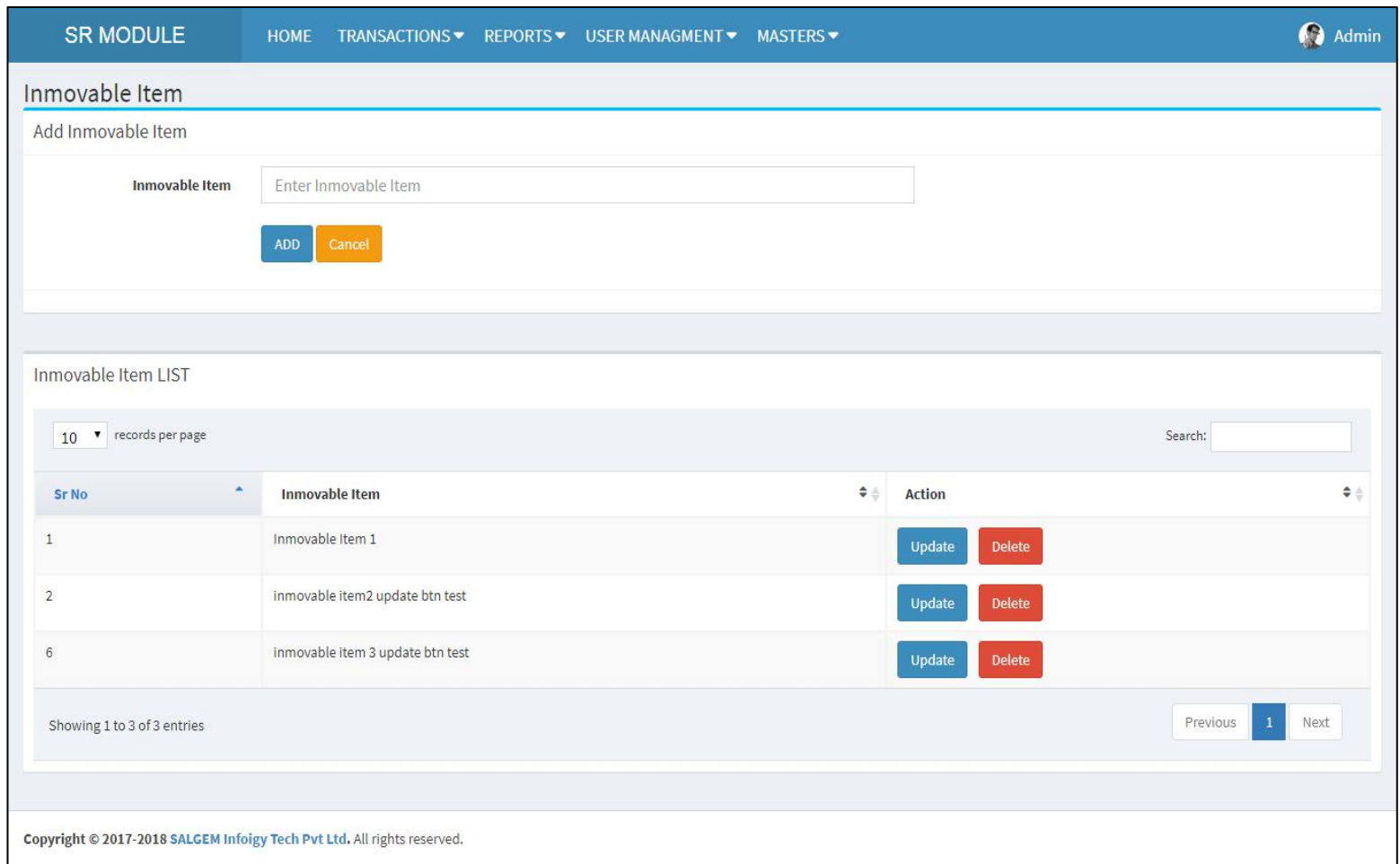
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(Fig-1.22)

In above figure admin can add movable item and also update as well as removing movable item by clicking delete button.

Property item Immovable in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on property item immovable. Below figure1.23 shows the property item immovable.



SR MODULE HOME TRANSACTIONS ▼ REPORTS ▼ USER MANAGMENT ▼ MASTERS ▼ Admin

Inmovable Item

Add Inmovable Item

Inmovable Item

Inmovable Item LIST

10 ▼ records per page Search:

Sr No	Inmovable Item	Action
1	Inmovable Item 1	<input type="button" value="Update"/> <input type="button" value="Delete"/>
2	inmovable item2 update btn test	<input type="button" value="Update"/> <input type="button" value="Delete"/>
6	inmovable item 3 update btn test	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries Previous 1 Next

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(Fig-1.23)

In above figure admin can add immovable item and also update as well as removing immovable item by clicking delete button.

Community in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on Community.
Below figure1.24 shows the Community.

SR MODULE

HOME
TRANSACTIONS ▼
REPORTS ▼
USER MANAGMENT ▼
MASTERS ▼

Admin

Community Master

Community

Community Name

Short Desc

ADD

Cancel

Community List

10 records per page

Search:

Id	Short Description	Long Description	Action
1	GENERAL CA	GENERAL	<div>Update</div> <div>Delete</div>
2	OTHER BACK	OTHER BACKWARD CLASS	<div>Update</div> <div>Delete</div>
3	SCHEDULED	SCHEDULED CASTE	<div>Update</div> <div>Delete</div>
4	SCHEDULED	SCHEDULED TRIBES	<div>Update</div> <div>Delete</div>

Showing 1 to 4 of 4 entries

Previous

1

Next

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(Fig-1.24)

In above figure admin can add community and also update as well as removing community by clicking delete button.

Religion in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on Religion. Below figure1.25 shows the Religion.

The screenshot displays a web application interface for managing religions. At the top, a blue navigation bar contains the 'SR MODULE' and a menu with options: HOME, TRANSACTIONS, REPORTS, USER MANAGMENT, and MASTERS. The 'MASTERS' menu is currently selected, and the user 'Admin' is logged in.

The main content area is titled 'Religion Master'. It features a form for adding or editing a religion. The form has two input fields: 'Religion Name' and 'Short Desc', both with placeholder text 'Enter Religion Name' and 'Enter Short Desc' respectively. Below these fields are two buttons: 'ADD' (blue) and 'Cancel' (orange).

Below the form is a section titled 'Religion List'. It includes a dropdown menu for 'records per page' set to '10' and a search bar. The list is a table with the following columns: 'Id', 'Religion Name', 'Short Description', and 'Action'. The table contains 9 rows of data, each with an 'Update' (blue) and 'Delete' (red) button in the 'Action' column.

Id	Religion Name	Short Description	Action
1	BUDDHIST	BUDDHIST	Update Delete
2	CHRISTIAN	CHRISTIAN	Update Delete
3	HINDU	HINDUISM	Update Delete
4	JAIN	JAINISM	Update Delete
5	MUSLIM	MUSLIM	Update Delete
6	PARSEE	PARSEE	Update Delete
7	SIKH	SIKH	Update Delete
8	OTHER	OTHER	Update Delete
9	Hindu	Engg	Update Delete

At the bottom of the 'Religion List' section, it says 'Showing 1 to 9 of 9 entries' and includes 'Previous', '1', and 'Next' navigation links.

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(Fig-1.25)

In above figure admin can add religion and also update the religion as well as remove the religion by clicking delete button.

Recruitment in MASTERS Menu:

Click on MASTERS menu then display the submenus in that click on Recruitment.
Below figure1.26 shows the Recruitment Page.

The screenshot displays the 'Recruitment Code Master' interface. At the top, there's a navigation bar with 'SR MODULE' and a dropdown menu containing 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MANAGMENT', and 'MASTERS'. The 'MASTERS' dropdown is currently open. Below the navigation bar, the page title 'Recruitment Code Master' is visible. The main content area is divided into two sections. The first section, 'Recruitment Code', contains a form with a label 'Recruitment Code' and a text input field with the placeholder 'Enter Recruitment Code'. Below the input field are two buttons: 'ADD' (blue) and 'Cancel' (orange). The second section, 'Recruitment Code List', features a table with 6 entries. Above the table, there's a 'records per page' dropdown set to '10' and a 'Search:' input field. The table has three columns: 'Id', 'Recruitment Code List', and 'Action'. Each row contains an 'Id' (1-6), a recruitment code, and 'Update' (blue) and 'Delete' (red) buttons. Below the table, it says 'Showing 1 to 6 of 6 entries' and has 'Previous', '1', and 'Next' pagination controls. At the bottom, a copyright notice reads: 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

Id	Recruitment Code List	Action
1	CR=761	<button>Update</button> <button>Delete</button>
2	SUR-54	<button>Update</button> <button>Delete</button>
3	PUNE-85	<button>Update</button> <button>Delete</button>
4	CR	<button>Update</button> <button>Delete</button>
5	Gr	<button>Update</button> <button>Delete</button>
6	Group D	<button>Update</button> <button>Delete</button>

(Fig-1.26)

In above figure admin can add recruitment codes and also update the code as well as delete the recruitment code by clicking delete button.

LOGOUT:

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

The screenshot displays the 'SR MODULE' interface with a top navigation bar containing 'HOME', 'TRANSACTIONS', 'REPORTS', 'USER MAGAMENT', and 'MASTERS'. The user 'Admin' is logged in, as indicated by the profile picture and name in the top right corner. The main content area is titled 'Recruitment Code Master' and includes a form for entering a recruitment code with 'ADD' and 'Cancel' buttons. Below this is a 'Recruitment Code List' table with columns for 'Id', 'Recruitment Code List', and 'Action'. The table contains six entries, each with 'Update' and 'Delete' buttons. A 'Sign out' button is highlighted with a red circle in the top right corner of the interface. The footer shows the copyright notice: 'Copyright © 2017-2018 SALGEM Infoigy Tech Pvt Ltd. All rights reserved.'

Id	Recruitment Code List	Action
1	CR=761	<button>Update</button> <button>Delete</button>
2	SUR-54	<button>Update</button> <button>Delete</button>
3	PUNE-85	<button>Update</button> <button>Delete</button>
4	CR	<button>Update</button> <button>Delete</button>
5	Gr	<button>Update</button> <button>Delete</button>
6	Group D	<button>Update</button> <button>Delete</button>