

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



COMPASSIONATE GROUND APPOINTMENT

(CGA)

DRM User Manual (1.0)

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What is CGA?

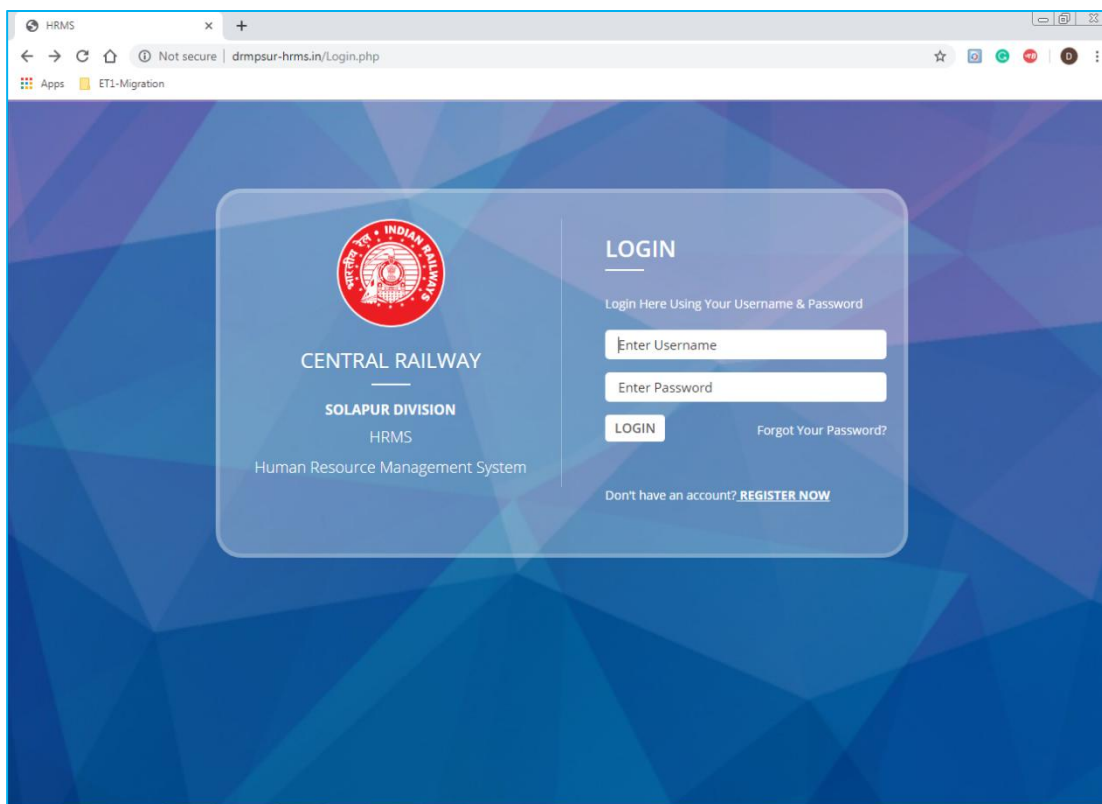
CGA: Compassionate Ground Appointment Module. It is Web based application to claim CGA for a Railway Employees.

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?

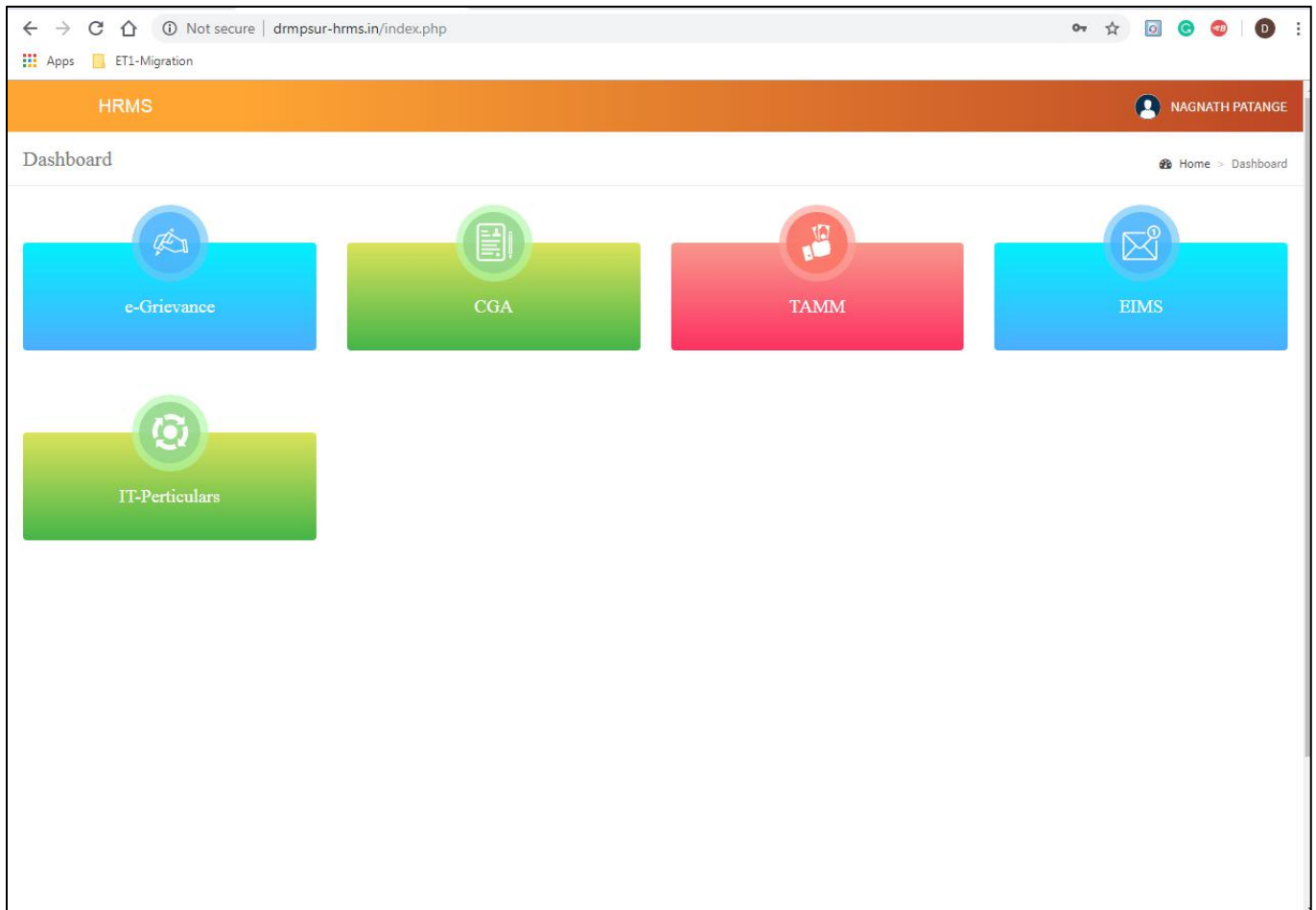
1. On visiting **drmps-sur-hrms.in** the user will see the login page of HRMS. To login user have to enter his/her PF No. as a Username and password will be Date of Birth of that employee by default (see fig-1.1).
E.g. Username: 00505283024, Password: DDMMYYYY
2. Click on login button.

(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 prompt to 'Login Here Using Your Username & Password'. Below this, there are two input fields: the first contains the username '00505283024' and the second contains masked characters '*****'. A red circle highlights the 'LOGIN' button. To the right of the button is a link for 'Forgot Your Password?'. At the bottom of the login section, there is a link for 'Don't have an account? REGISTER NOW'.

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

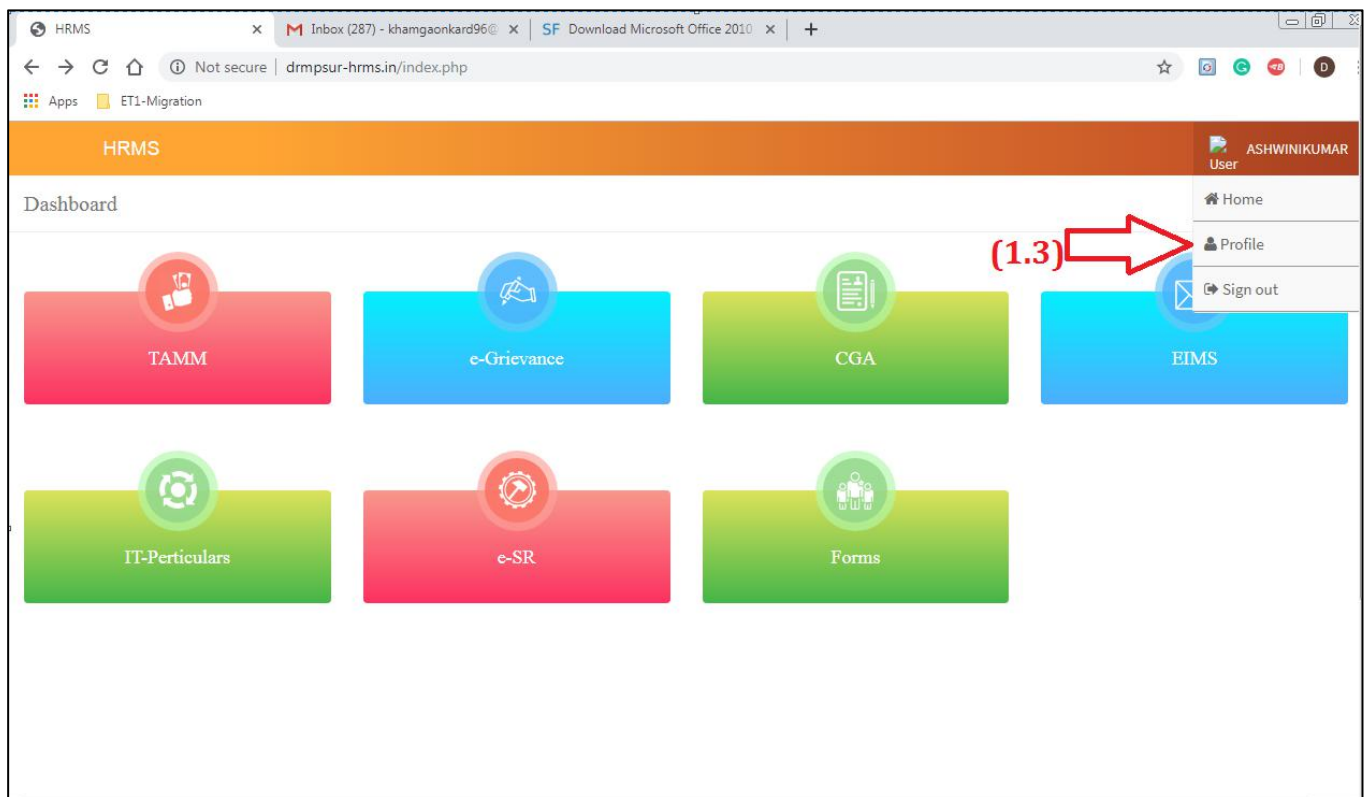
(Fig-1.2)



HRMS Dashboard:

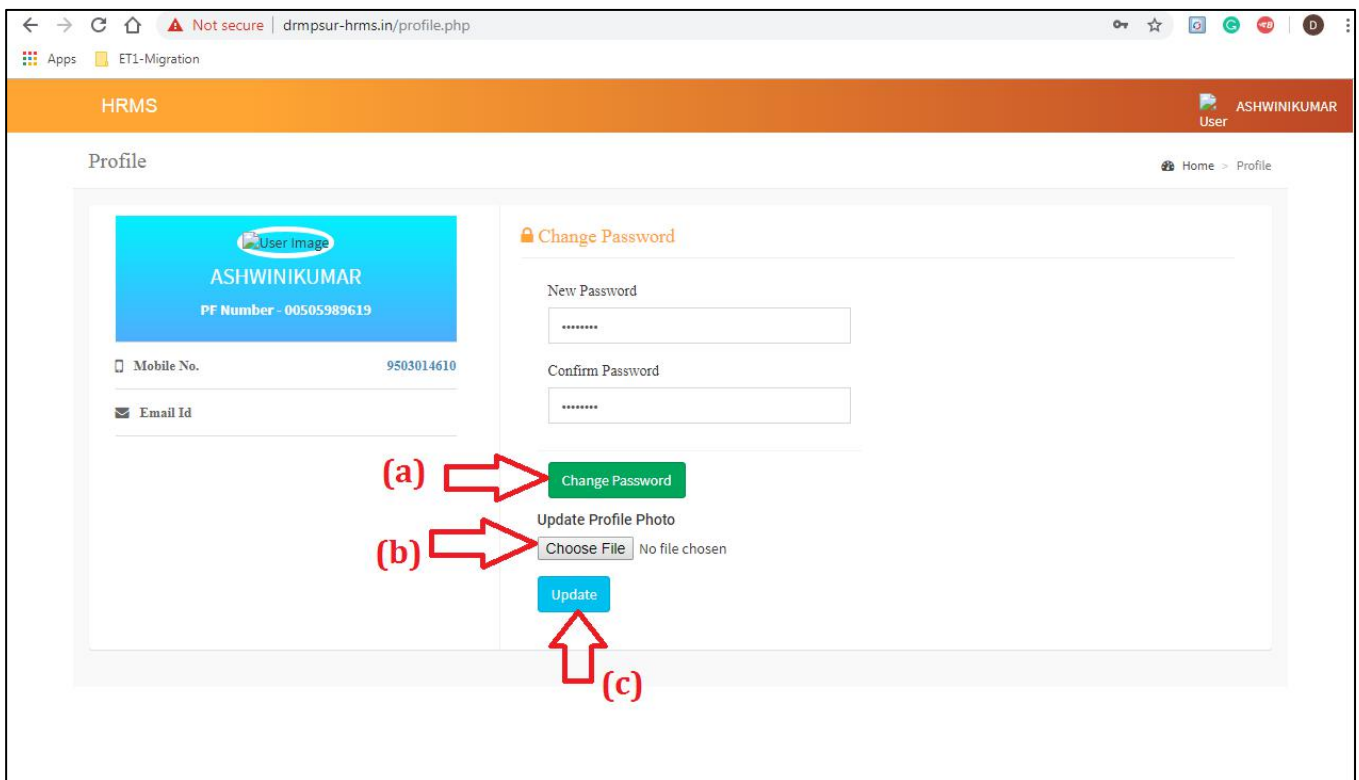
1. After logging in to HRMS website, you will see HRMS dashboard on screen .HRMS modules are given on the dashboard. (See the above fig.)
2. User can change their password from HRMS dashboard.
3. To change the password, click on your name given at the top right corner of the dashboard.
4. Popup will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

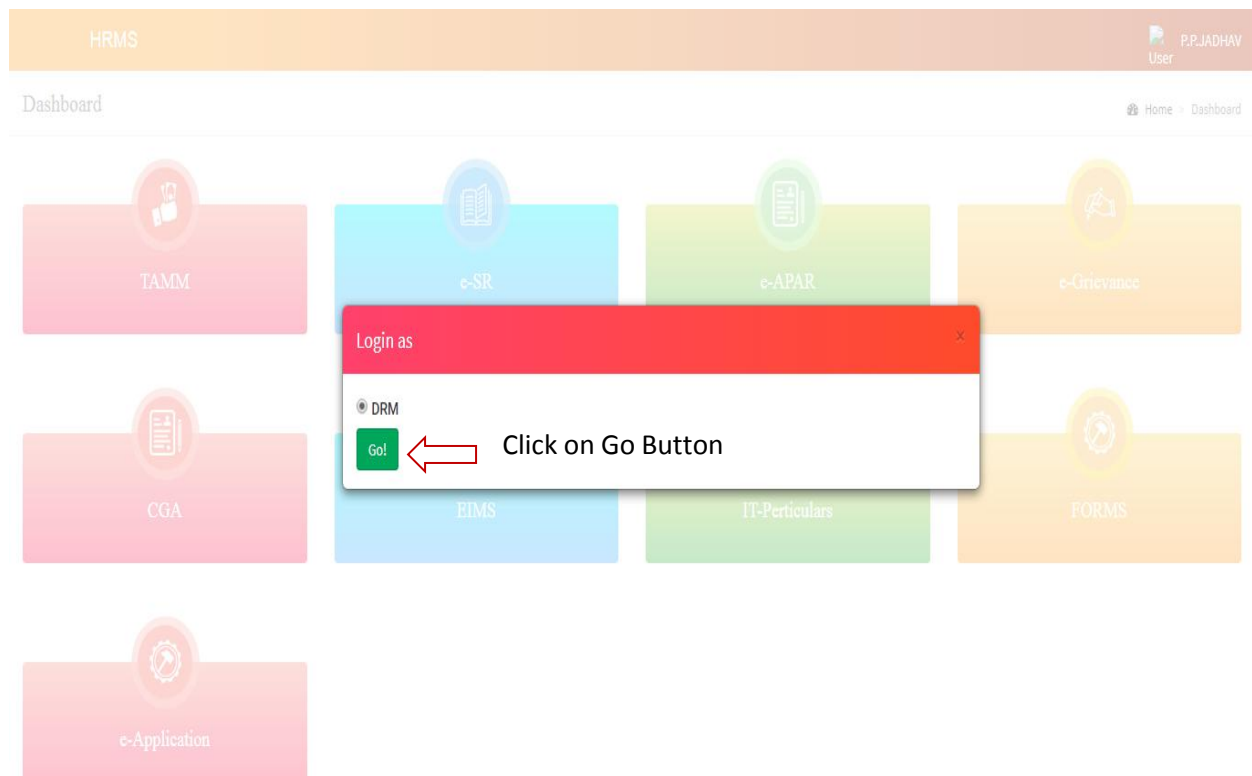
(Fig-1.4)



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 (DRM) to login to CGA.
3. Click on 'Go'. (Fig-1.5)

(Fig-1.5)



CGA Dashboard:

(Fig-1.6)



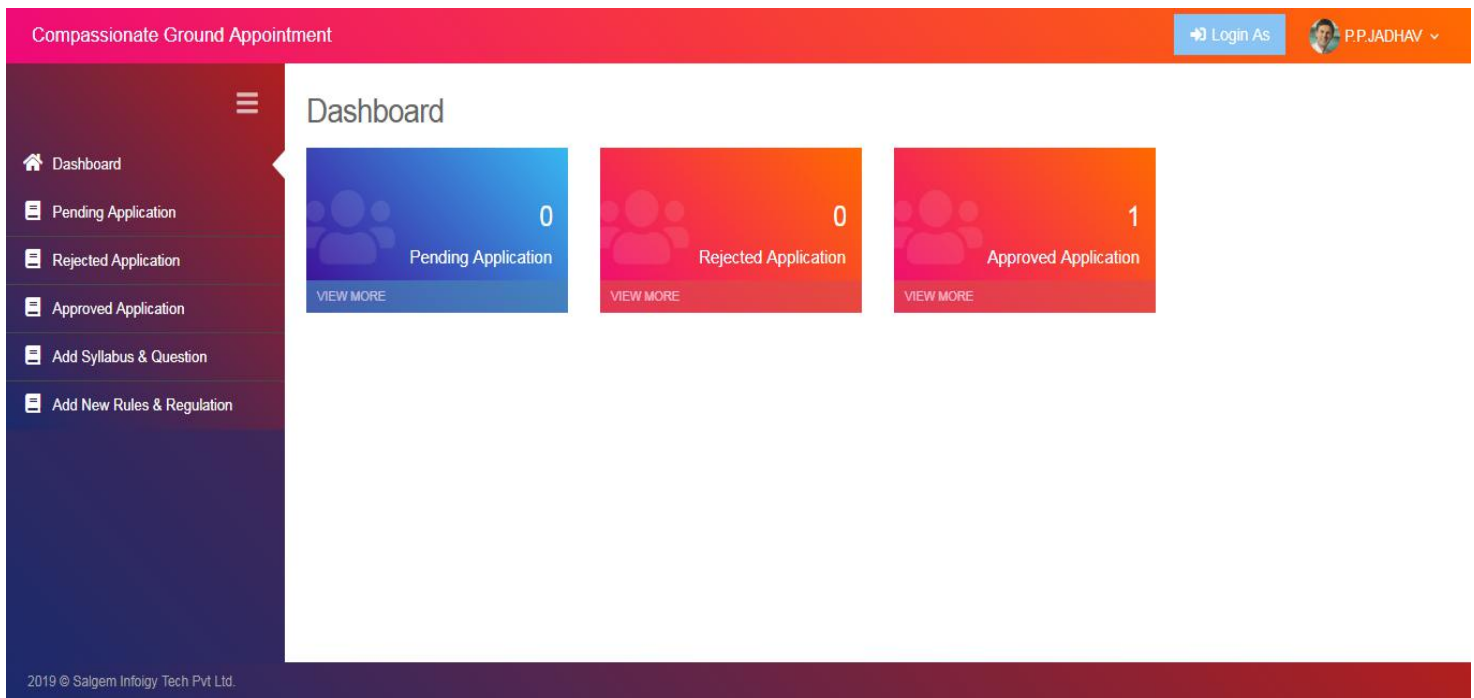
Dashboard contents :(Fig-1.6)

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

Sidebar: (fig 1.8)

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

1. Pending Applications
2. Returned Application
3. Approved Application
4. Add Syllabus & Question
5. Add New Rules & Regulation



(Fig-1.8)

Pending Application:

Applications forwarded by the Recruitment Cell (RCC) via WI are shown in the list of pending applications. (Fig-1.9)

1. From the sidebar click on Pending Application.
2. Click on **Show** (a) to see the details of the form and notes added by WI.

(Fig-1.9)

Compassionate Ground Appointment

Login As P.P.JADHAV

Pending Application List

Copy CSV Excel PDF Print

Search:

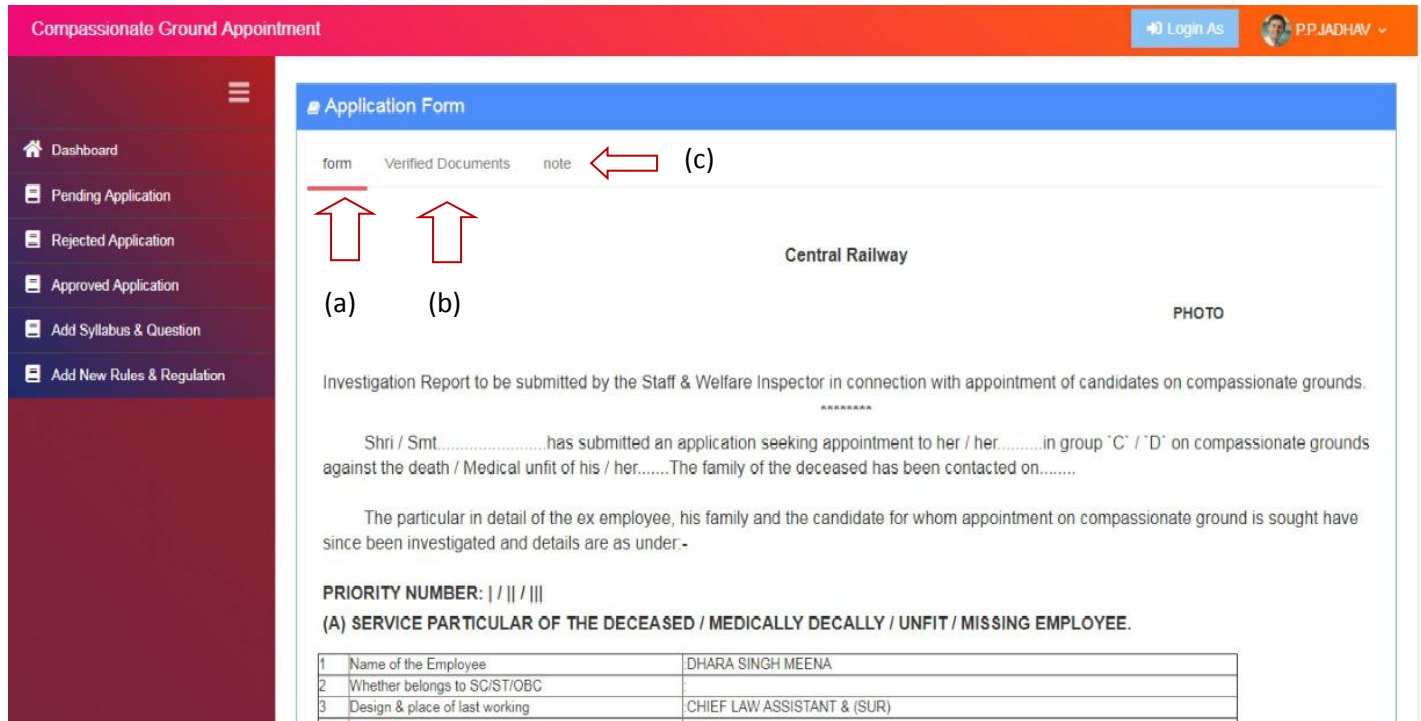
SR No	Ex. Employee PFNo	Ex. Employee Name	Applicant Name	Category	Remark	Action
1	00506016080	DHARA SINGH MEENA	Ram	Missing Case	this is remark frm sr.dpo	Show

Showing 1 to 1 of 1 entries

Previous 1 Next

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- Form will get opened in three tabs, form (a), verified document (b) and note (b). (Fig-1.9.1)



Compassionate Ground Appointment

Login As P.P.JADHAV

Application Form

form Verified Documents note (c)

(a) (b)

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 DECALY / UNFIT / MISSING EMPLOYEE.

1	Name of the Employee	DHARA SINGH MEENA
2	Whether belongs to SC/ST/OBC	:
3	Design & place of last working	CHIEF LAW ASSISTANT & (SUR)

(Fig-1.9.1)

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)

Compassionate Ground Appointment

Login As P.P.JADHAV

Application Form

form Verified Documents note

Verified Documents

1)882407_CGA.pdf

(a) (b)

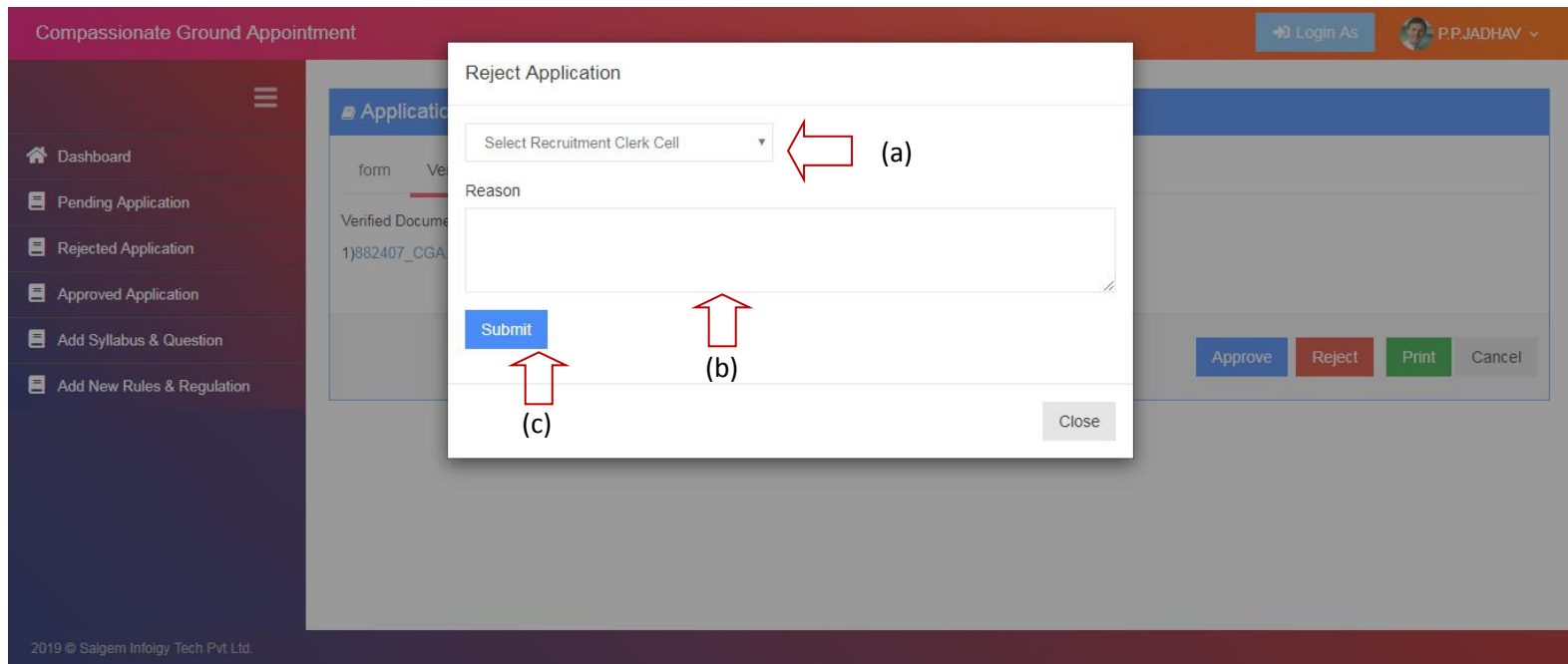
Approve Reject Print Cancel

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5. To reject the application click on reject button Click on submit button.

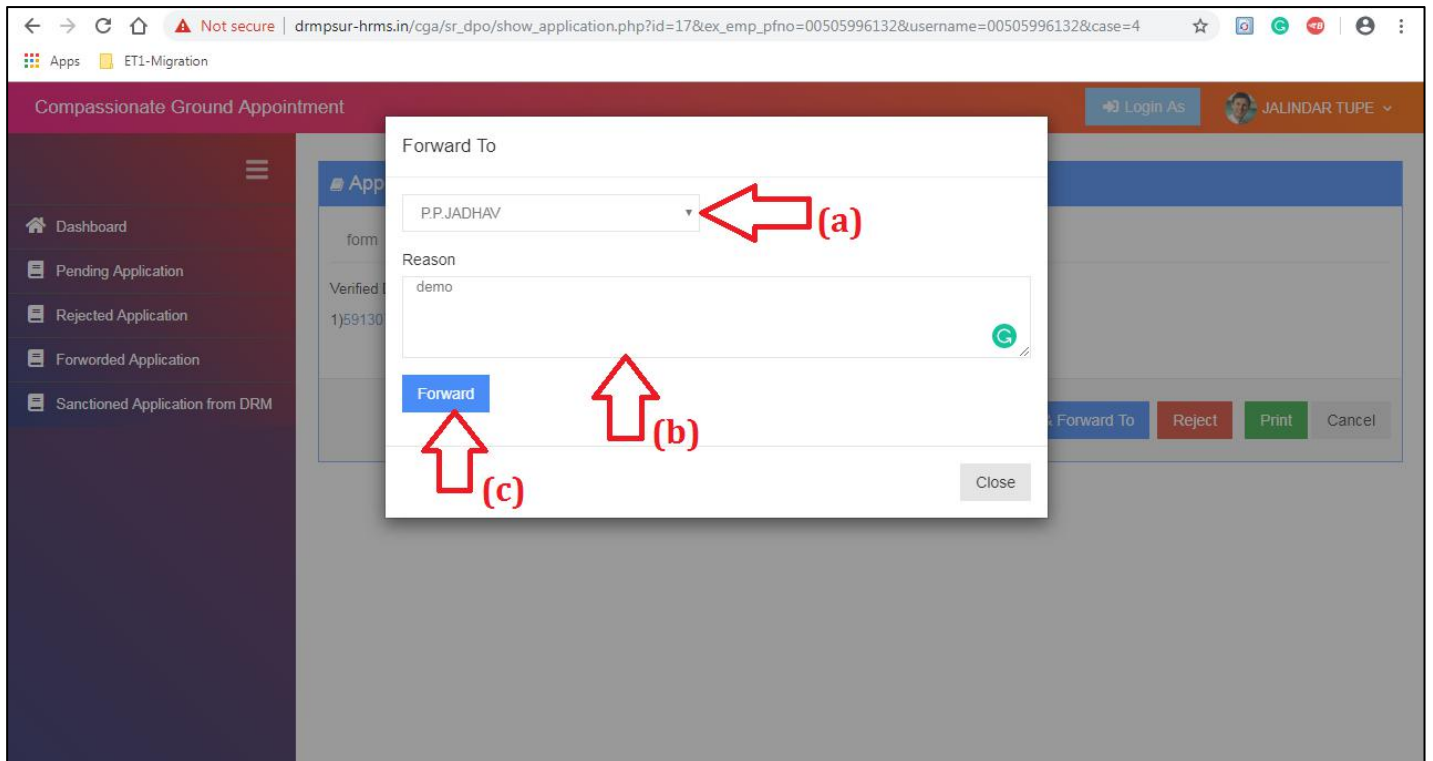
6. New popup window will get opened. Select recruitment call (a), add the reason (b) to reject the application and click on submit button (c). (Fig-1.9.3)

(Fig-1.9.3)



7. To approve the application click on **Approve** button.
8. Alert message shows . (Fig-1.9.4).

(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)

Compassionate Ground Appointment

Login As P.P.JADHAV

Dashboard

Pending Application

Rejected Application

Approved Application

Add Syllabus & Question

Add New Rules & Regulation

Rejected Application List

Copy CSV Excel PDF Print

Search:

SR No	Ex. Employee PFNo	Ex. Employee Name	Applicant Name	Category	Reason	Rejected Date	Action
1	00506016080	DHARA SINGH MEENA	Ram	Missing Case	rejected application from DRM	31-05-2019 04:37:38	Show

Showing 1 to 1 of 1 entries

Previous 1 Next

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Approved Application:

Approved application list will be shown in (Fig-2.1)

1. Click on Approved application from sidebar.
2. In the row of Approved application there are two buttons are given, status (a) and Show application (b)
3. Click on show application to see the details of application.

(Fig-2.1)

Compassionate Ground Appointment

Login As P.P.JADHAV

Approved Application List

Copy CSV Excel PDF Print

Search:

SR No	Ex. Employee PFNo	Ex. Employee Name	Applicant Name	Category	Action
1	00505996132	DINESH KUMAR	Onkar	Minor Registration	Status Show

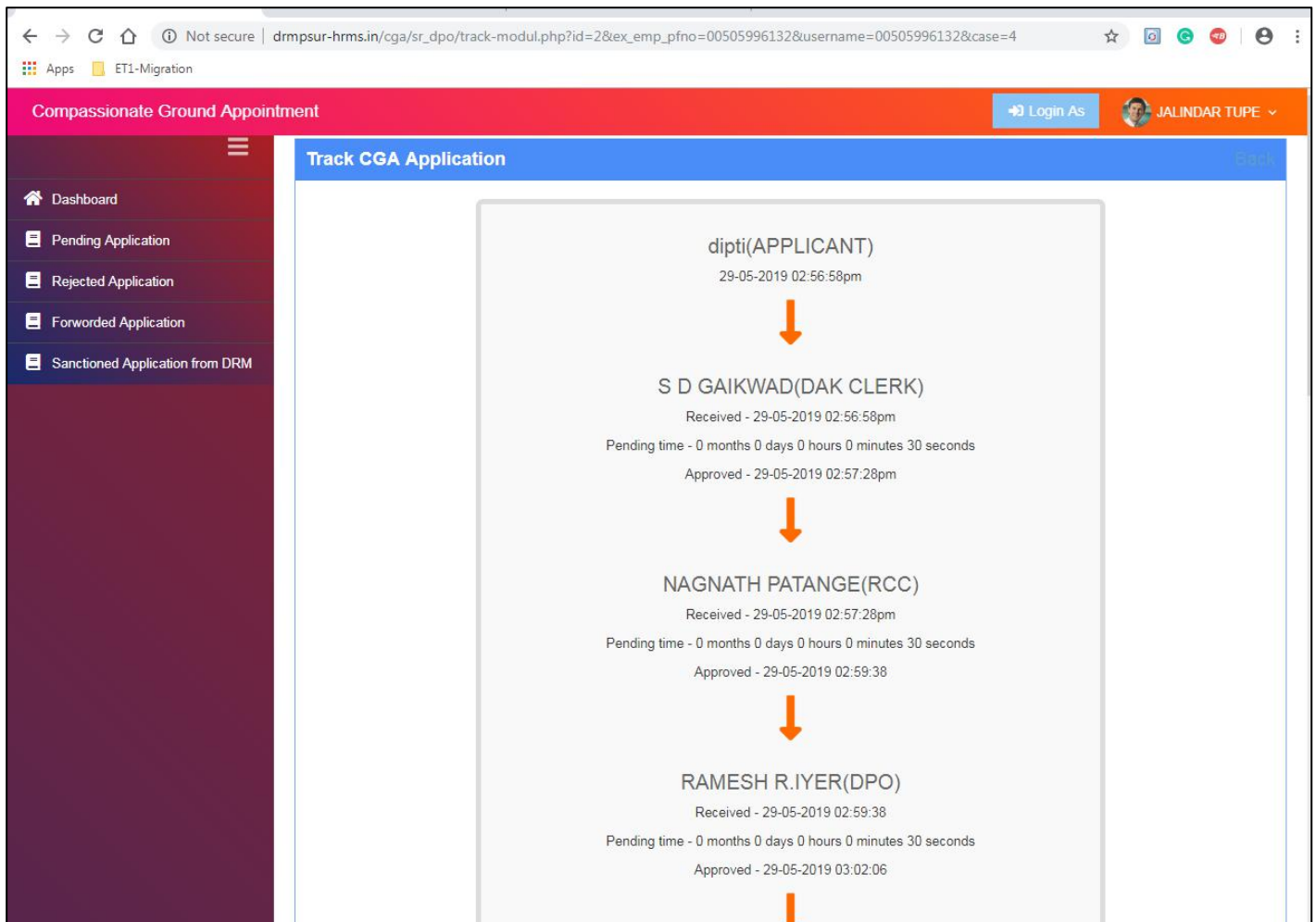
Showing 1 to 1 of 1 entries

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4. Click on status to see the track of the application. (Fig-2.1.1)

(Fig-2.1.1)



Add Syllabus & Question :

In sidebar click on add syllabus & question shown here. (Fig-2.2)

1. In below figure adding name, year and selected file.
2. Click on submit then added and shown in Uploaded question paper Or Syllabus List.
3. And also remove Uploaded Question Paper by clicking remove button.(Fig-2.3)

Compassionate Ground Appointment

Login As P.P.JADHAV

Dashboard

Pending Application

Rejected Application

Approved Application

Add Syllabus & Question

Add New Rules & Regulation

Add Question Paper & Syllabus For Applicant

Name

Year

Rail Sathi

2019

Upload File* documents(in pdf format) & images(in jpg or png)

Choose File

cnform.pdf

Submit

Cancel

Uploaded Question Paper or Syllabus List

Copy

Excel

CSV

PDF

Search:

SR No	Question Paper Name	Year	Uploaded Date	Files	Action
1	March ssalkdsal Iskdalsk	2019	30-05-2019 03:43:39pm	034339_CGA_death_case_note.pdf	Remove

Showing 1 to 1 of 1 entries

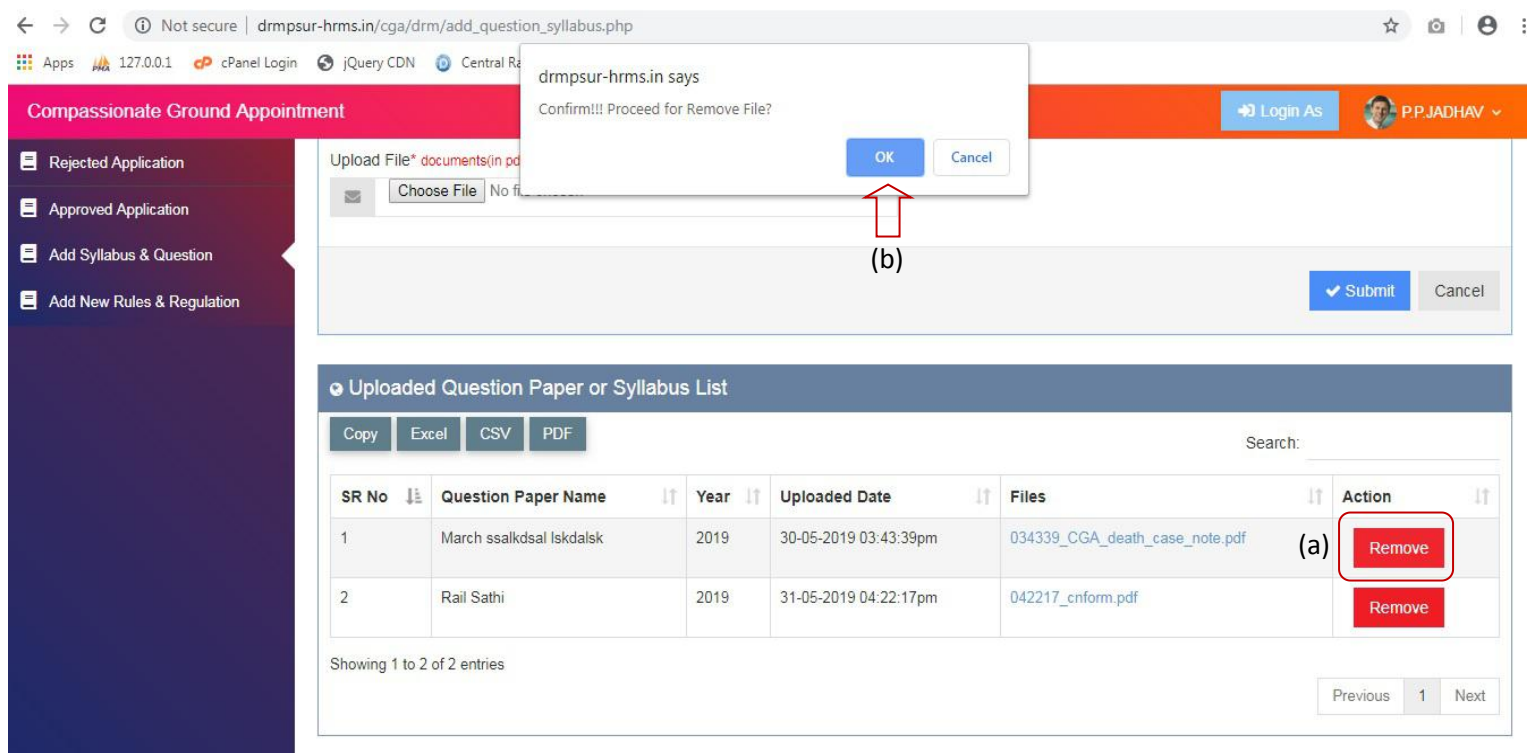
Previous

1

Next

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(Fig-2.2)



4. In above Fig-2.3 first click on remove button (a).
5. Then click on ok button (b).
6. It will popup and message the successfully removed file.

Add New Rules and Regulation :

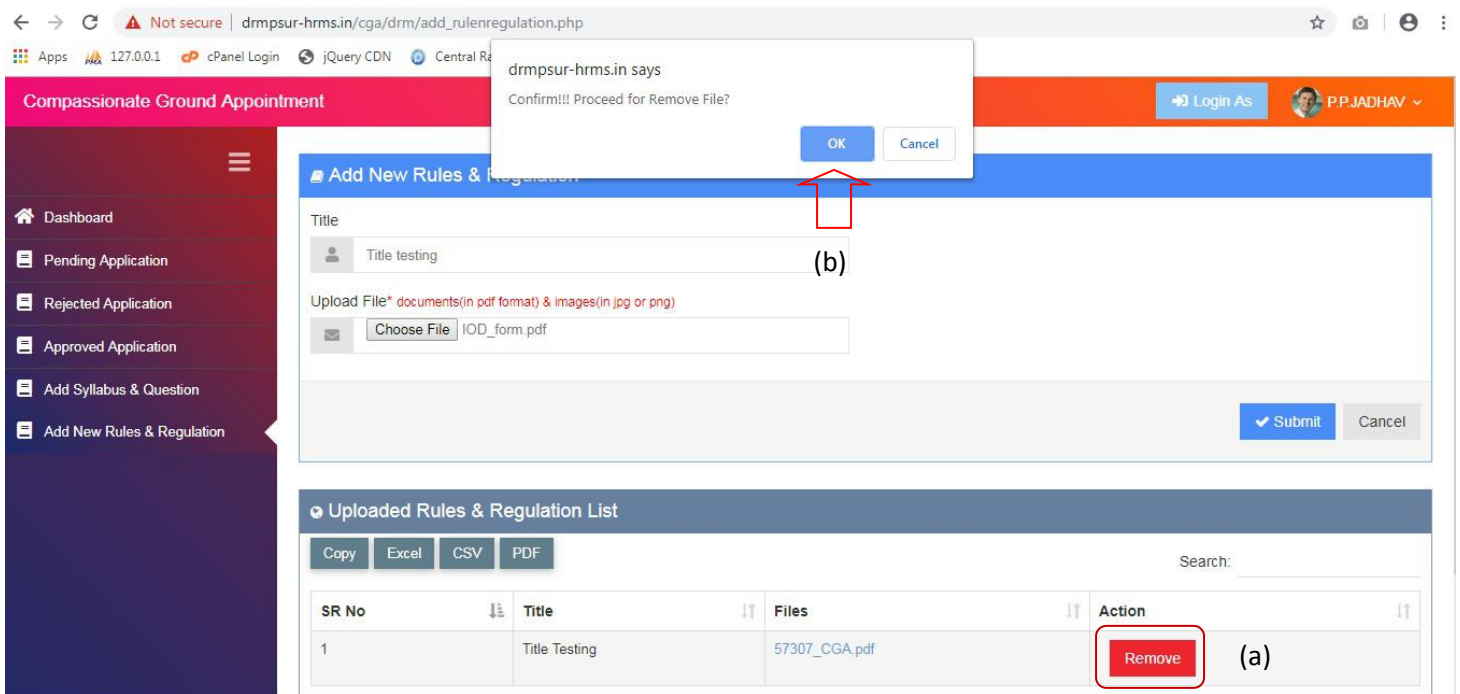
In sidebar click on add new rules and regulation shown here. (Fig-2.4)

7. In below figure adding title and select file.
8. Click on submit then added and shown in Uploaded Rules and Regulation List.
9. And also remove Uploaded Rules and Regulation by clicking remove button.(fig-2.5)

The screenshot shows a web application interface for 'Compassionate Ground Appointment'. The top navigation bar is orange with a 'Login As' button and a user profile 'P.P.JADHAV'. The left sidebar is dark blue with a menu containing: Dashboard, Pending Application, Rejected Application, Approved Application, Add Syllabus & Question, and Add New Rules & Regulation (highlighted). The main content area has a blue header 'Add New Rules & Regulation'. Below it is a form with a 'Title' field containing 'Title testing' and an 'Upload File' section with a 'Choose File' button and the filename 'IOD_form.pdf'. At the bottom right of the form are 'Submit' and 'Cancel' buttons. Below the form is a section titled 'Uploaded Rules & Regulation List' with tabs for 'Copy', 'Excel', 'CSV', and 'PDF'. It includes a search bar and a table with columns: SR No, Title, Files, and Action. The table contains one entry with SR No 1, Title 'Title Testing', and Files '57307_CGA.pdf'. The 'Action' column has a red 'Remove' button. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' pagination controls. The footer of the application shows '2019 © Salgem Infoigy Tech Pvt Ltd.'

SR No	Title	Files	Action
1	Title Testing	57307_CGA.pdf	<button>Remove</button>

(Fig-2.4)



(Fig.2-5)

10. In above fig.2-5 in that first click on remove button (a).

11. Then popup window shows and click on ok button (b).

12. Then removed successful message popped up.

Logout:

1. click on logout button (a).

