CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi

COMPASSIONATE GROUND APPOINTMENT

(CGA)
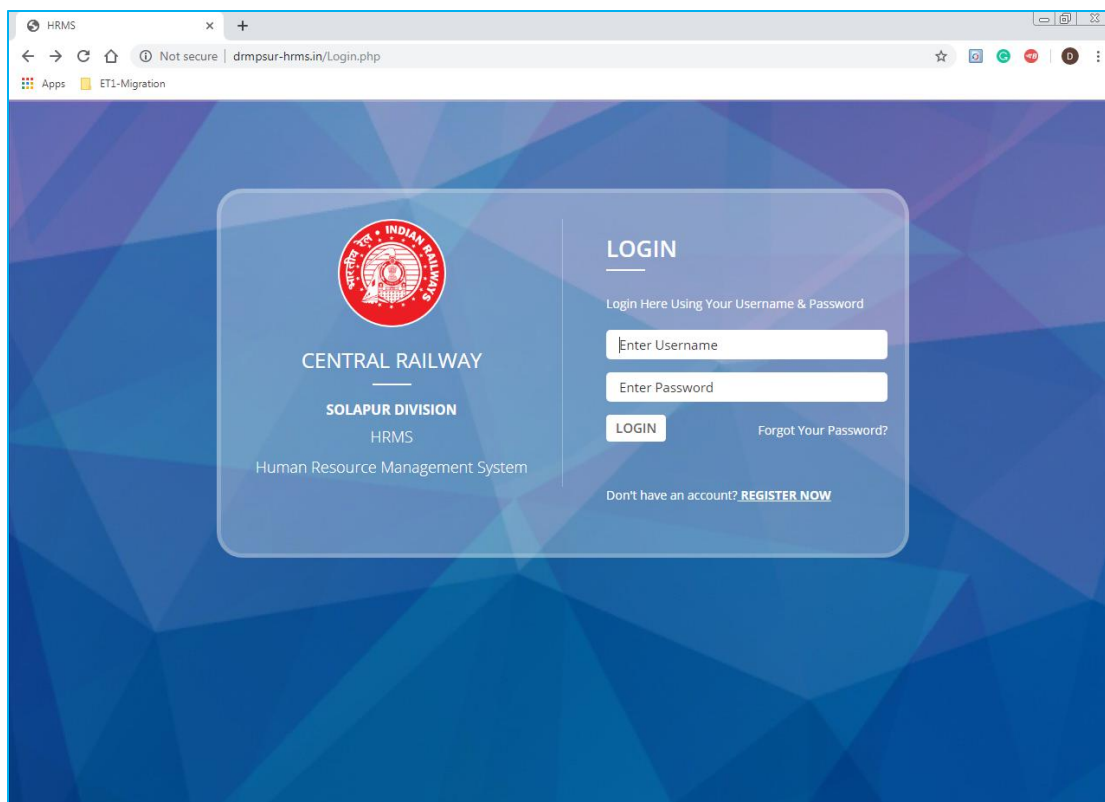
RCC User Manual (1.0)

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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:
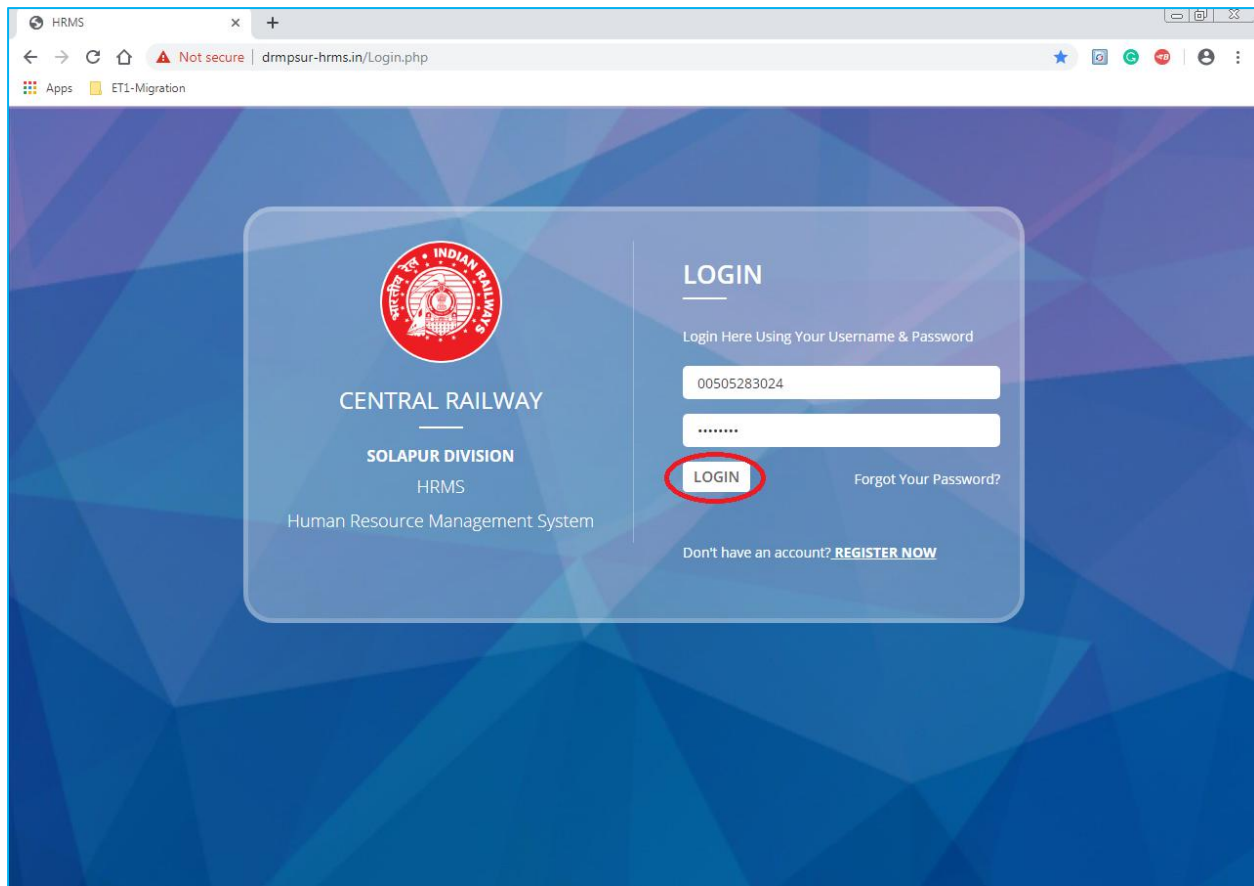
Website: http://drmpsur-hrms.in

Website Home Page:

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

How to login to HRMS?

1. On visiting **drmpsur-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)
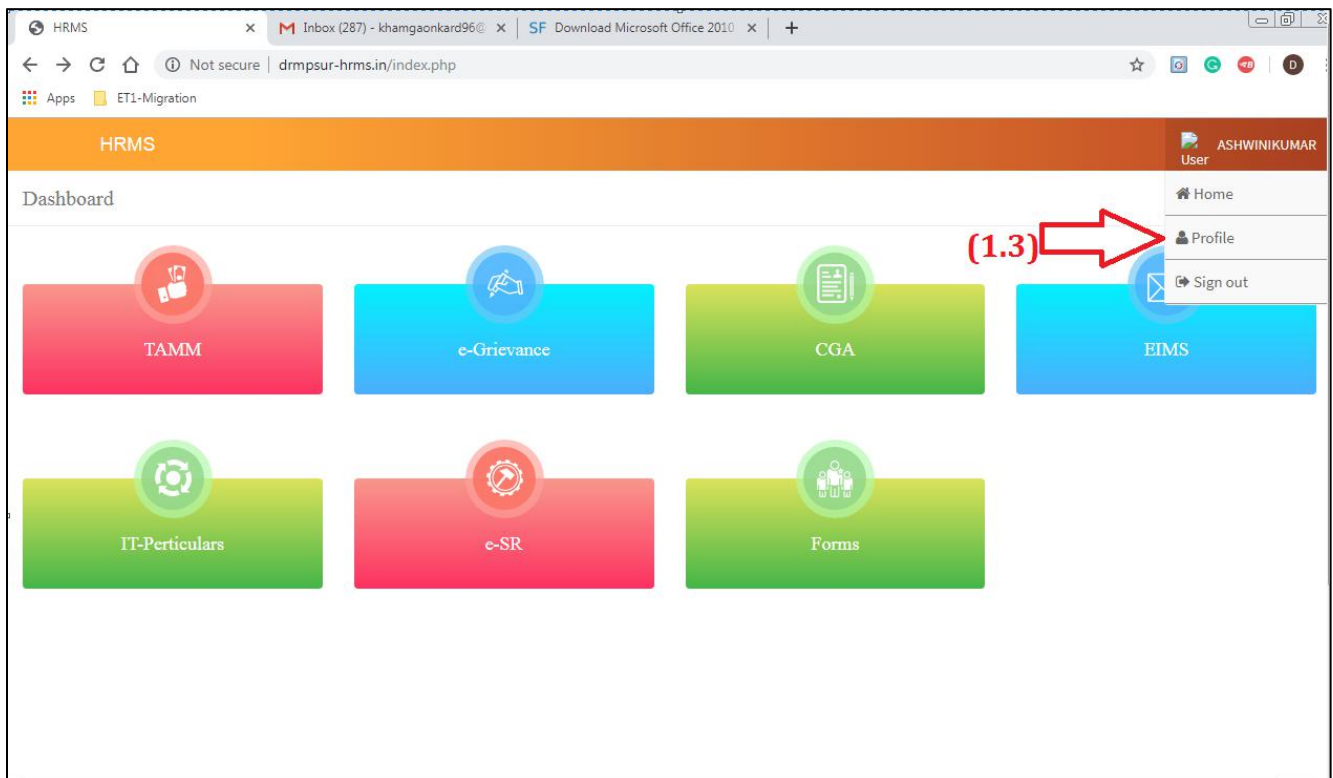
(Fig-1.2)
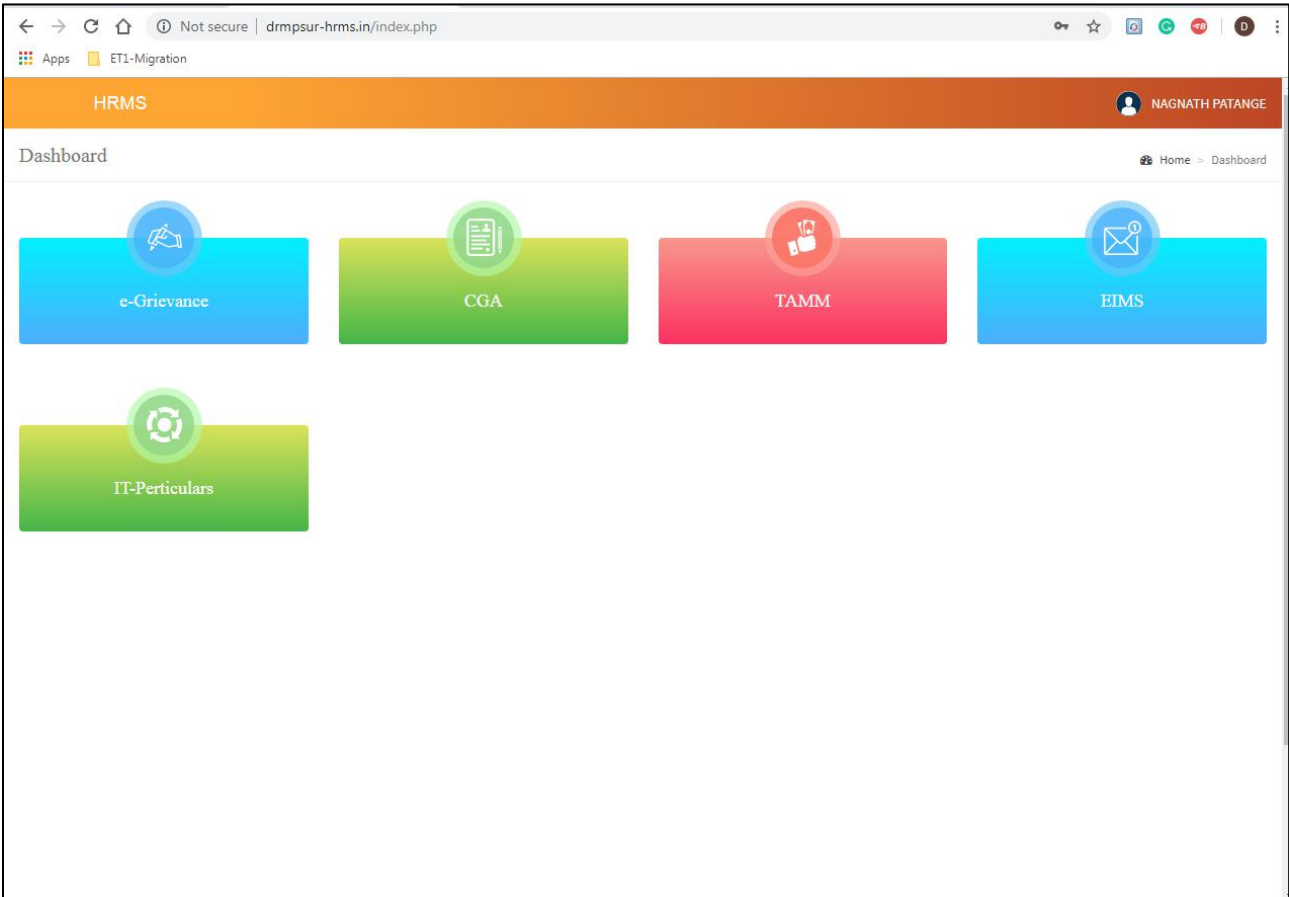
HRMS Dashboard:

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).
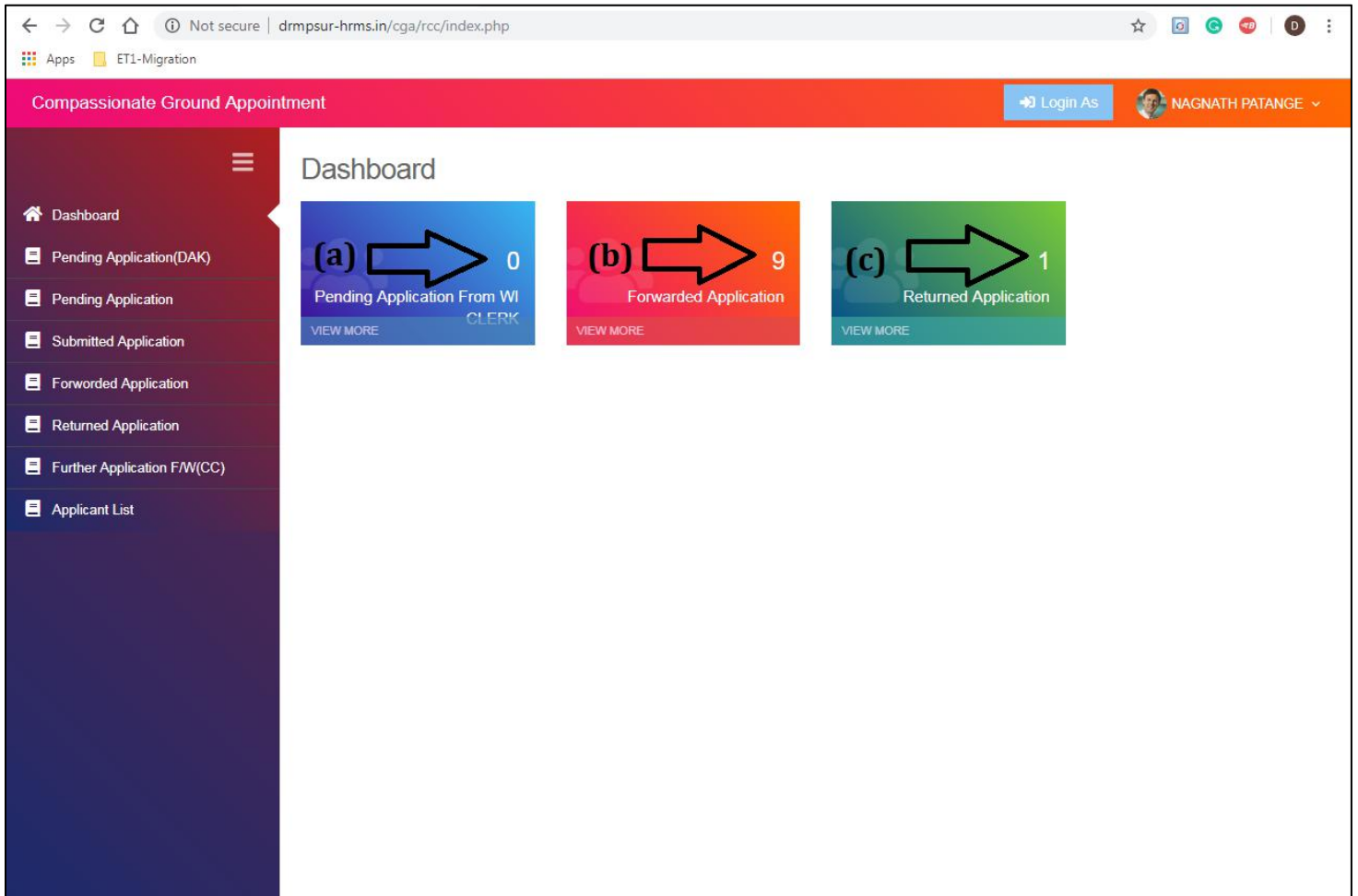
(Fig-1.4)

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

(Fig-1.5)
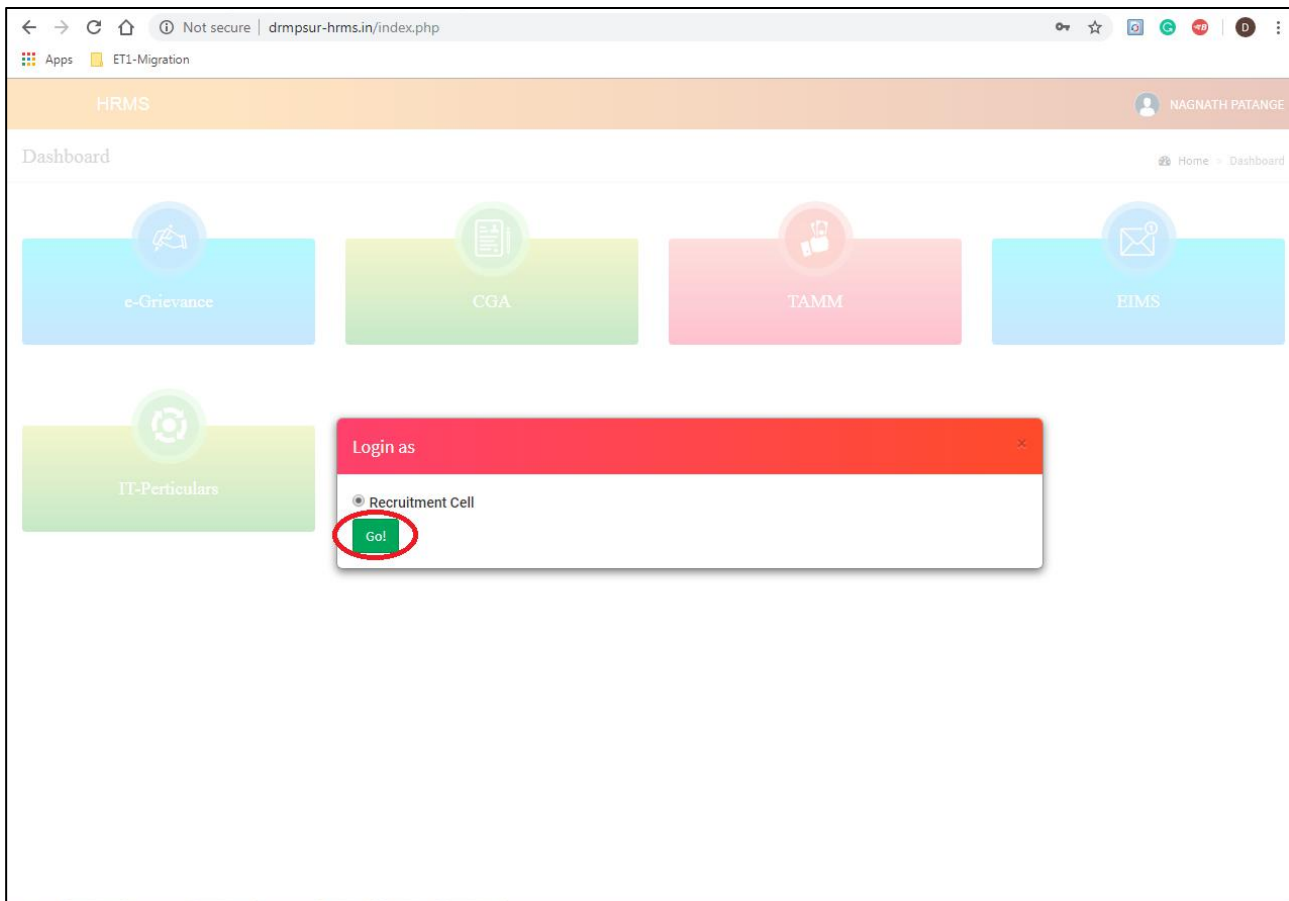
CGA Dashboard:

(Fig-1.6)

Dashboard contents :(Fig-1.6)
1. Pending Applications from WI Clerk (a)
2. Forwarded Pending (b)
3. Returned application (c)

Sidebar (fig 1.7)

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

1. Pending Application (DAK)

2. Pending Application

3. Submitted Application

4. Forwarded Application

5. Returned Application

6. Further Application F/W (CC)

7. Applicant List

Pending Application (DAK):

Applications forwarded by DAK are shown here.

1. From sidebar select **Pending Application (DAK)**. (Fig-1.8)

2. From the list of pending application click on **Add Note**.

(Fig-1.8)

3. Application form will get opened and it contains two tabs DAK form report
    (a) and nomination note (b). (Fig-1.8.1)

(Fig-1.8.1)

4. In DAK form report scroll down the page and add Applicant details. (Fig-1.8.2)

(Fig-1.8.2)

5. Then again scroll up the page and select nomination. (1.8.3)

6. Add details and click on submit button.

(Fig-1.8.3)

7. After submitting the form in the pending application (DAK) list, there will be two buttons on front of the application, show and update button. (Fig-1.8.4)

8. To update the application click on **update** button (a).

9. To forward the application to DPO click on **show** button (b).

(Fig-1.8.4)

10. Scroll down the application form and click on **Forward To** button. (Fig-1.8.5)

(Fig-1.8.5)

11. New popup window will get opened. (Fig-1.8.6)

12. Select DPO from dropdown list. (a)

13. Click on forward button. (b)

(Fig-1.8.6)
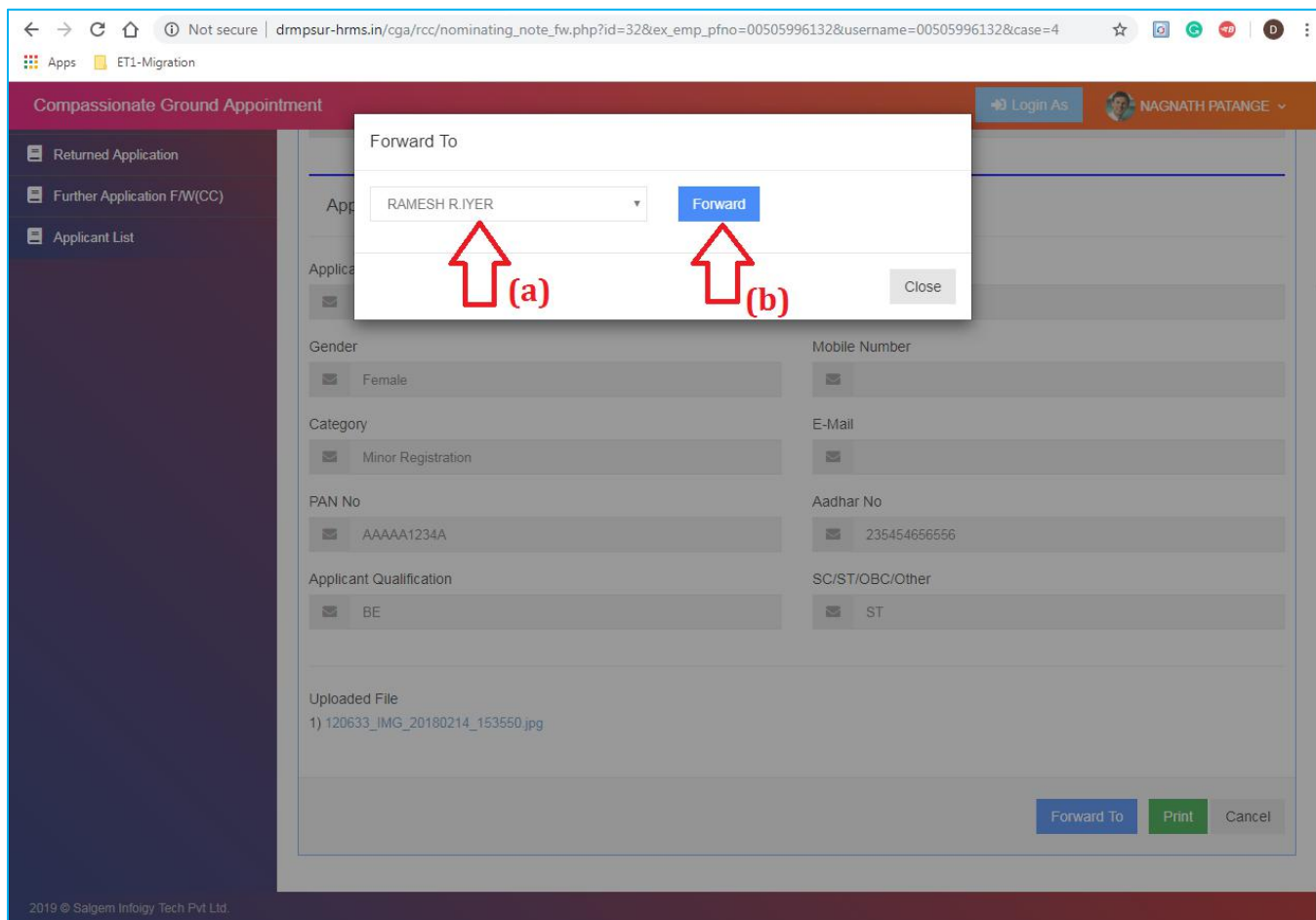
Approved Nominating Application list From DPO:

1. Applications approved and forward by DPO are also shown in **Pending Application (DAK).** (Fig-1.8.7)
2. Click on show button.

(Fig-1.8.7)

3. Application form with three tabs will be opened i.e. DAK form report, nomination note and concerned WI.
4. Check all the forms and click on **Forward To** button. (Fig-1.8.8)

(Fig-1.8.8)

5. New popup window will get opened. (Fig-1.8.9)
6. Click on Forward button.

(Fig-1.8.9)
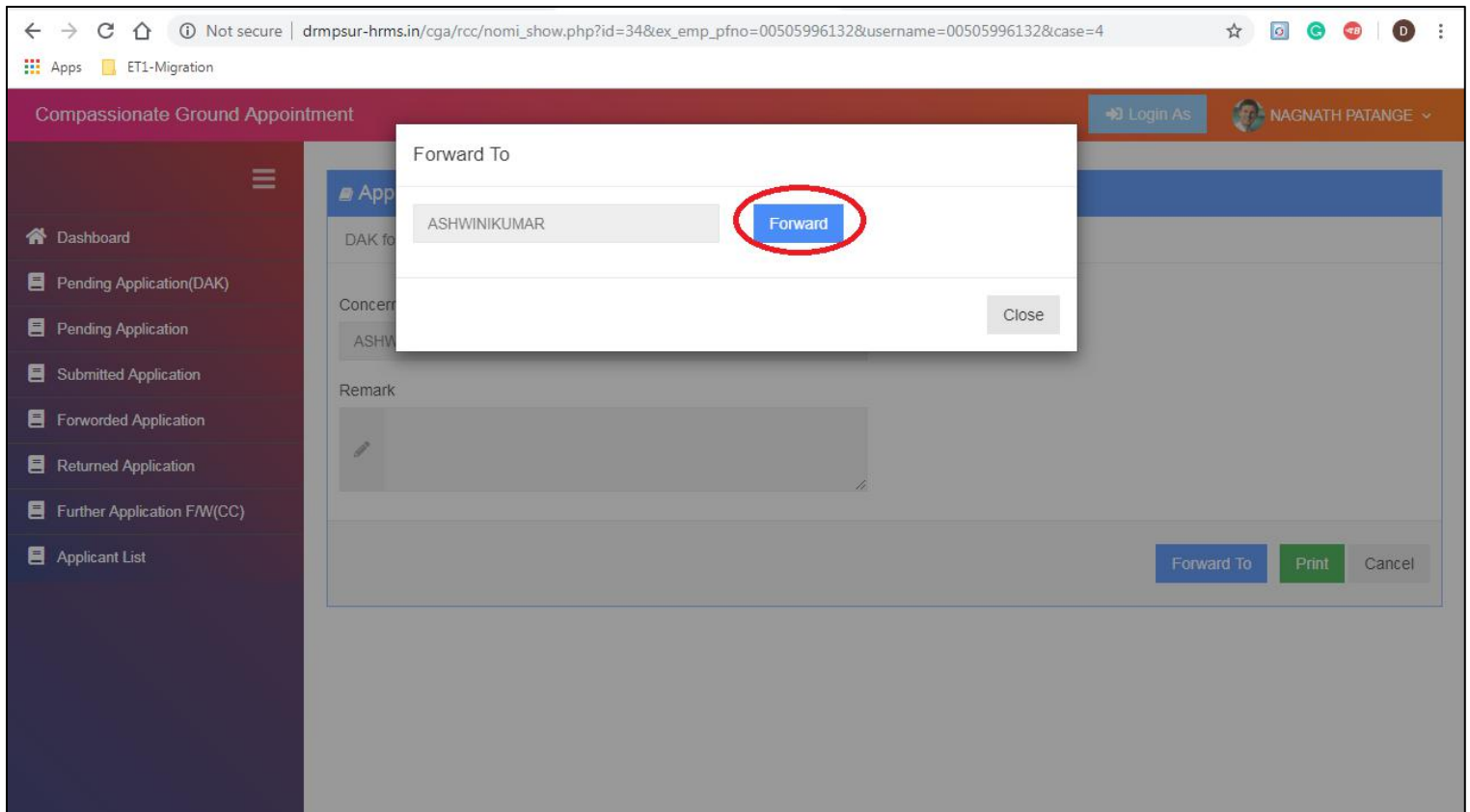
Pending Application:

Applications forwarded by WI are shown in **Pending Application** list.

1. Click on Show button to see the details of application form. (Fig-1.9)

(Fig-1.9)

2. Application form will get opened with three tabs Add a note, verify document and then on submit button. (Fig-1.9.1)
3. Add note and check the details. (a)

(Fig-1.9.1)

4. Click on submit button. (Fig-1.9.2)

(Fig-1.9.2)

Submitted Application:

1. Submitted applications from pending application list are shown in the submitted application. (Fig-2.1)
2. Application can be updated by clicking on Update Application (a).
3. Click on Show button to forward to application to DPO (b).

(Fig-2.1)

4. Application form will get opened with three tabs WI form report, Verified Document and note. Check all the details. (Fig-2.1.1)
5. To forward the form to DPO click on Forward To (a)button or to reject the form click on Reject button (b)
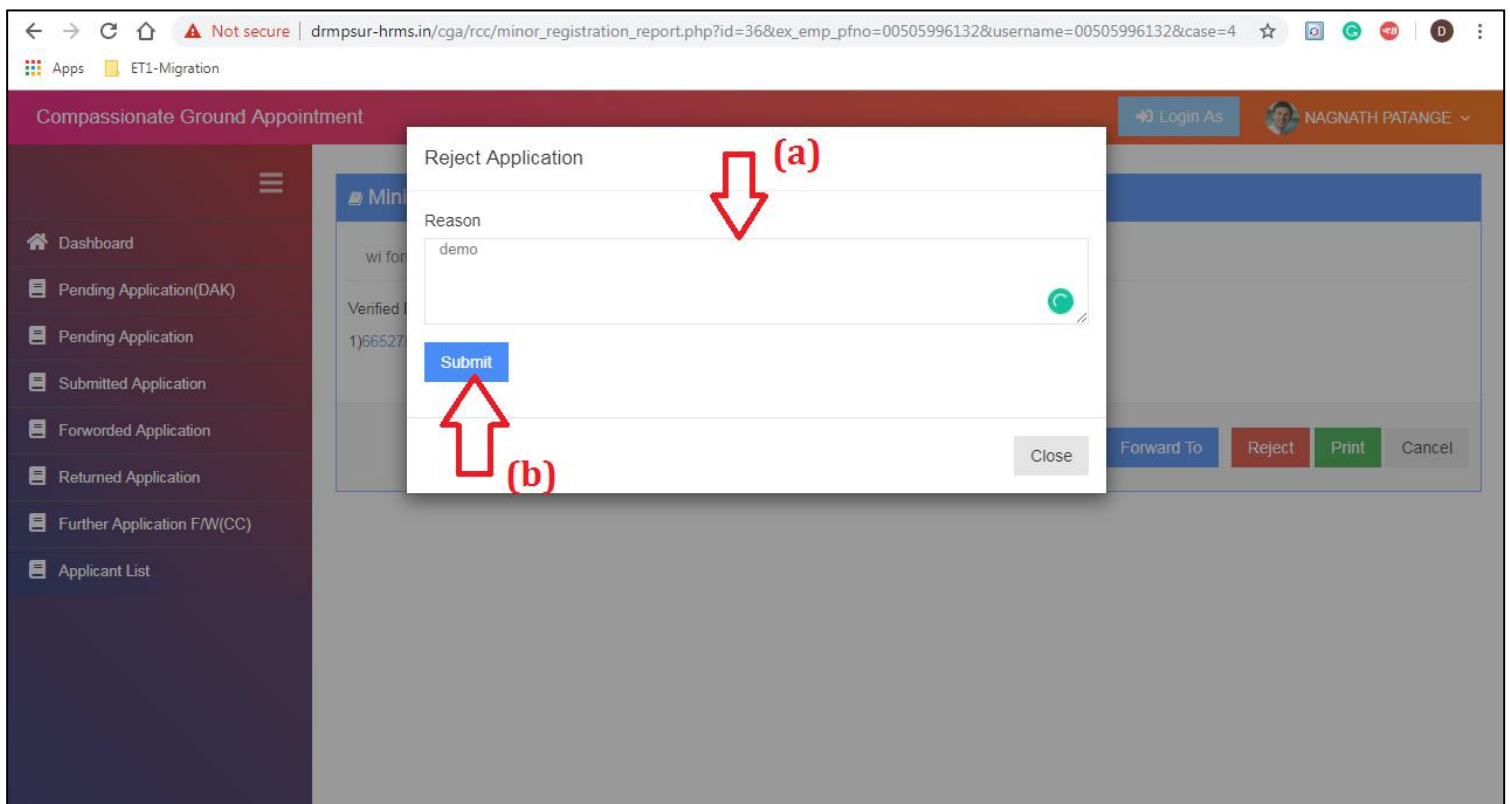
(Fig-2.1.1)

6. Clicked on **Forward To** button new popup window will get opened. (Fig-2.1.2)
7. Select DPO (a) and click on **forward** button (b).

(Fig-2.1.2)
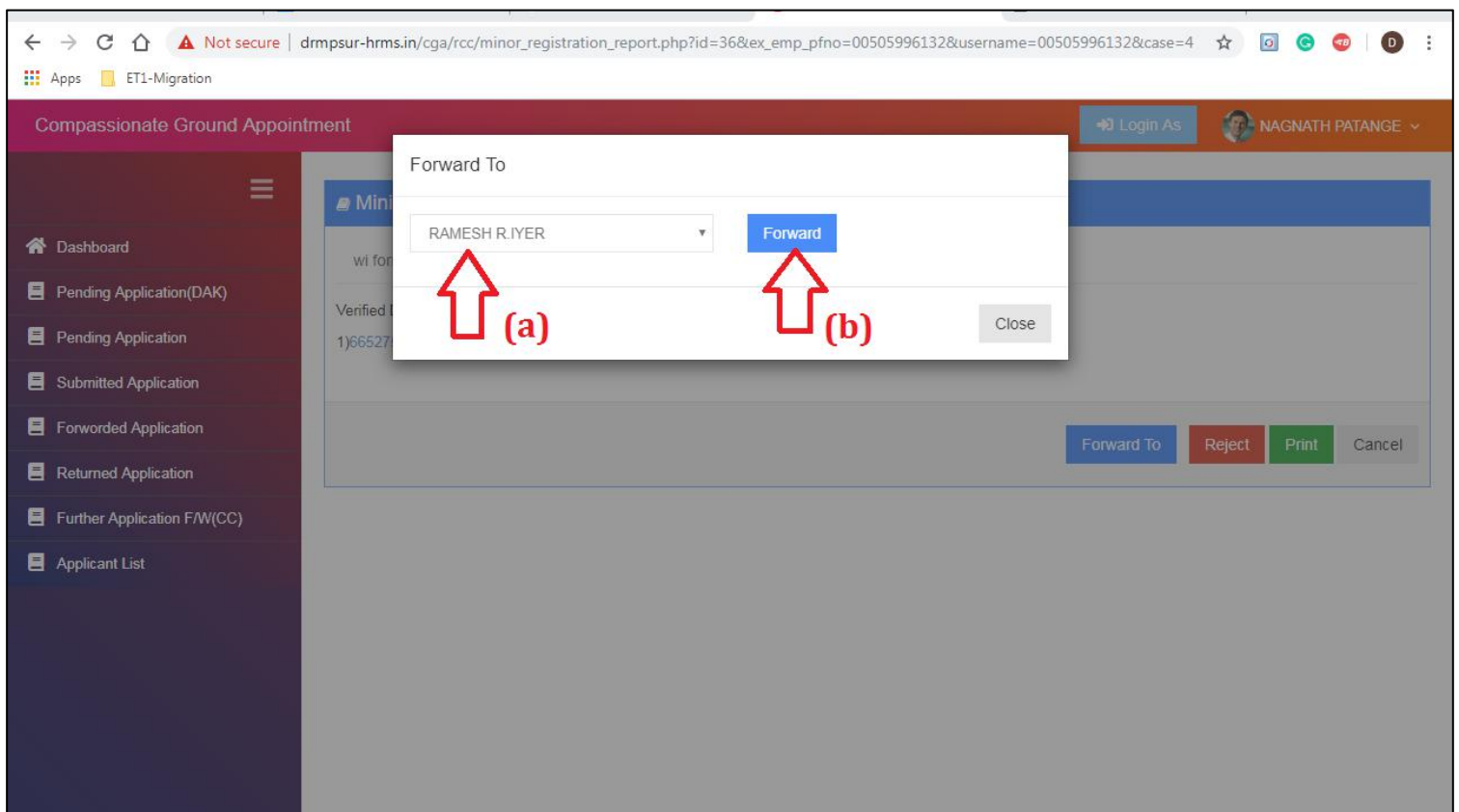
8. If clicked on Reject button new popup window will get opened. (Fig-2.1.3)

9. Type the reason (a) for rejection of the application and click on **submit** button (b).

(Fig-2.1.3)

Forwarded Application:

1. Applications which are received from WI and forwarded to DPO (a) or rejected (b) all are shown on the page of Forwarded Application. (Fig-3.1)
2. To check the track of the application click on status (c).
3. To view the details of application click on Show Application (d).

(Fig-3.1)

Returned Application:

Applications which are returned by higher authorities are given in returned application list. (Fig-4.1)

1. Select Returned Application from sidebar.
2. Return Application list will be shown.

(Fig-4.1)

Further Application F/W (CC):

1. Applications which are sanctioned by DRM and submitted by DPO to Recruitment Cell (a) are shown in the Further Application F/W (CC). (Fig-5.1)
2. Click on Show (b) button to view the details of the application.
3. Applications from CC are also shown on the same page (c).
4. Click on Show button to see the details (d).

(Fig-5.1)

5. Sanctioned application details will get displayed. (Fig-5.1.1)
6. Check all the details of the application.
7. To forward the sanctioned application to CC click on **Forward To** button.

(Fig-5.1.1)

8. New popup window will get opened. (Fig-5.1.2)

9. Select the CC (a) from dropdown list and click on Forward button (b).

(Fig-5.1.2):
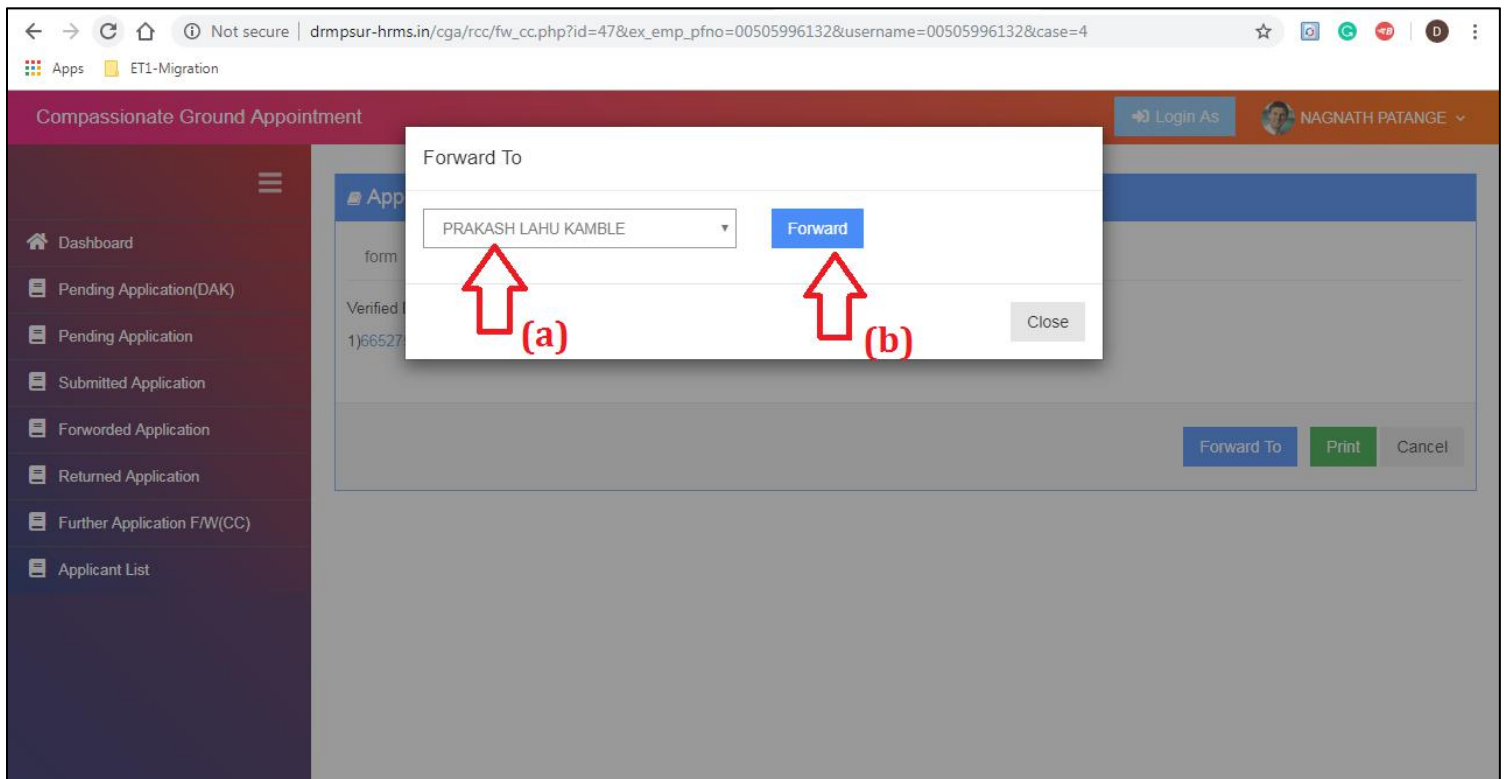
Applicant List:

1. All applicants list is shown in Applicant List.
2. Click on Applicant List from sidebar to see the applicant list. (Fig-6.1)
3. To activate the user click on **Active** button (a) and to deactivate click on **Deactivate** button (b).

(Fig-6.1)

4. When clicked on **Activate** button new popup will get opened on screen for confirmation. (Fig-6.1.1)
5. Click on **Ok** button to activate the applicant.

(Fig-6.1.1)

6. To deactivate the applicant click on **Deactivate** button.
7. New popup will get opened on screen for confirmation. (Fig-6.1.2)
8. Click on Ok button to deactivate.

(Fig-6.1.2)

LOGOUT:

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