

# **CENTRAL RAILWAY**

**SOLAPUR DIVISION**

## **RailSathi**



### **COMPASSIONATE GROUND APPOINTMENT**

**(CGA)**

### **CC User Manual (1.0)**

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## What is CGA?

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

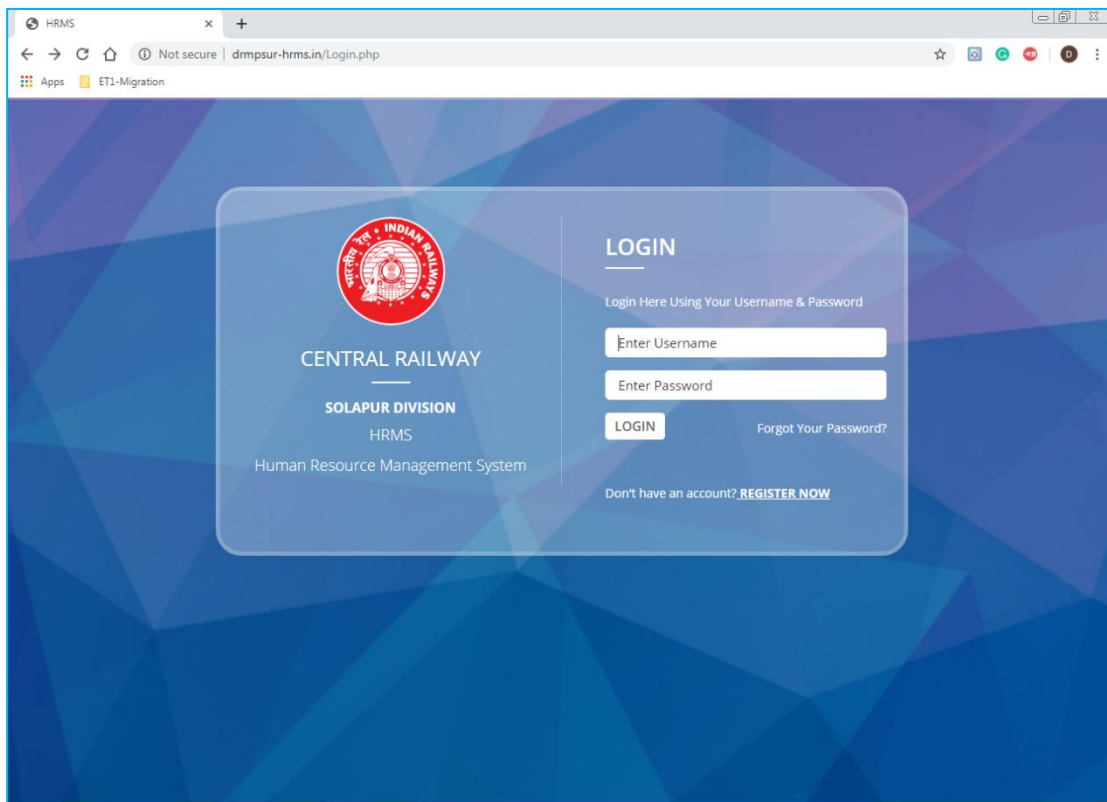
### Links:

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

## Website Home Page:

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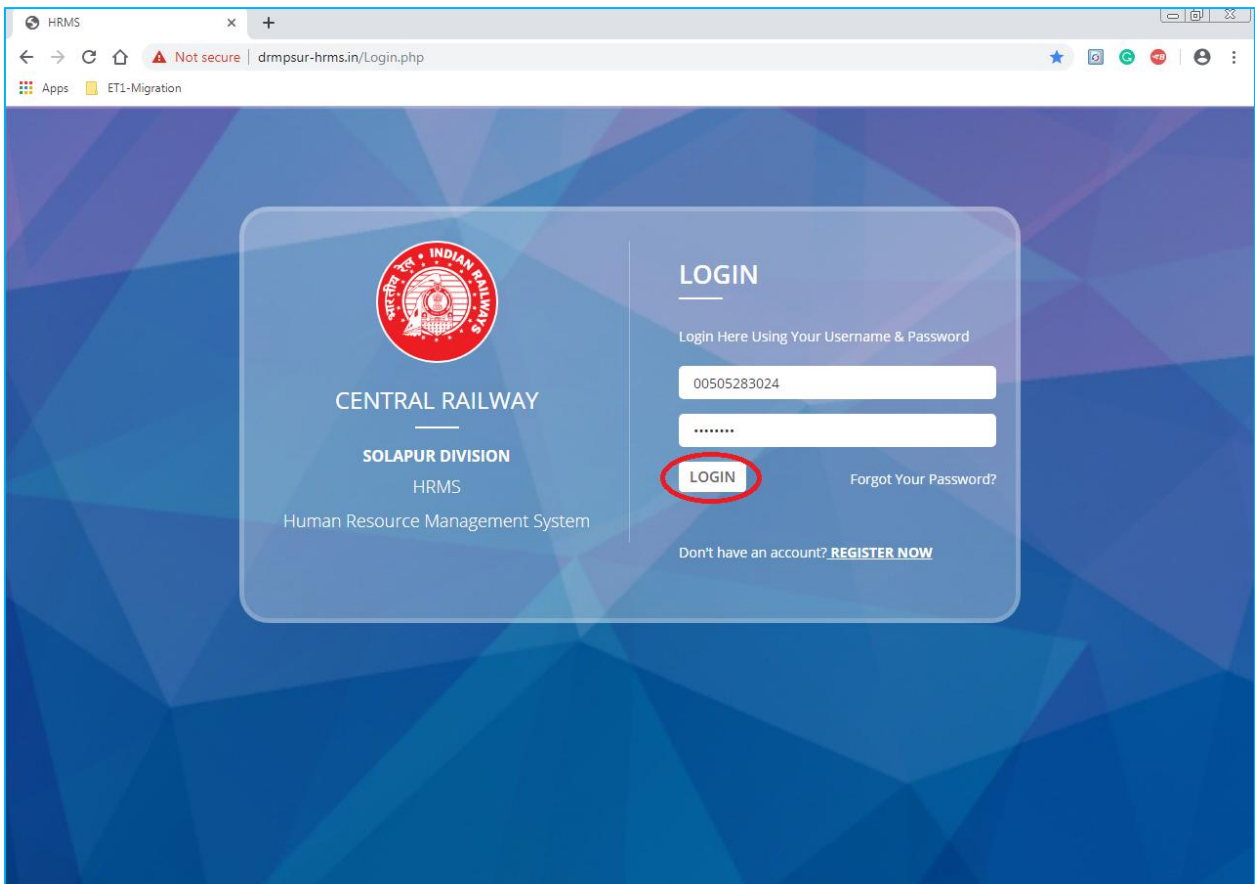
On visiting the site **drmps-sur-hrms.in** the user will see the login page of  HRMS.



## 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)

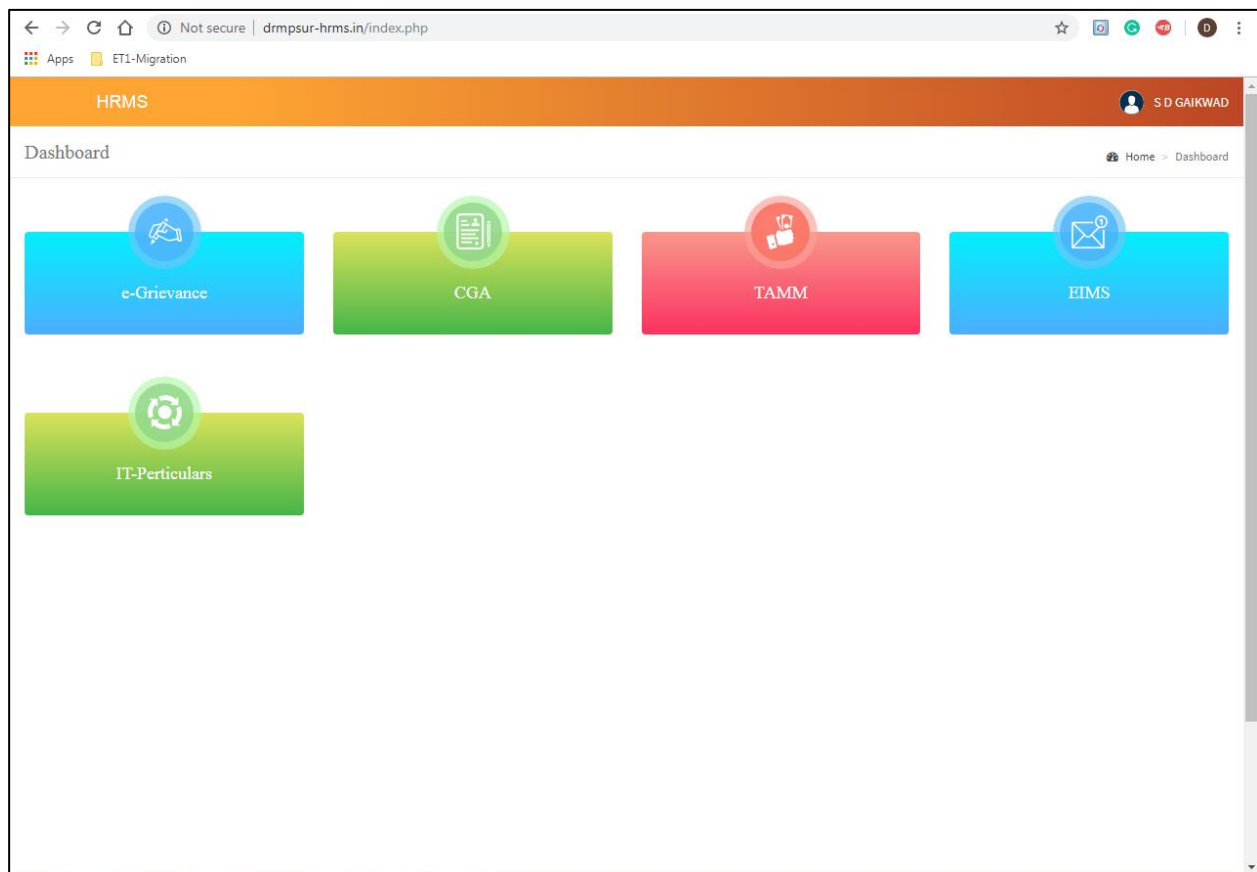


The screenshot displays the HRMS login interface. On the left, the Central Railway Solapur Division logo and text are visible. The main login area on the right contains the following elements:

- LOGIN** header
- Instruction: "Login Here Using Your Username & Password"
- Username input field containing "00505283024"
- Password input field containing masked characters "\*\*\*\*\*"
- LOGIN** button (highlighted with a red circle)
- [Forgot Your Password?](#) link
- [Don't have an account? REGISTER NOW](#) link

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

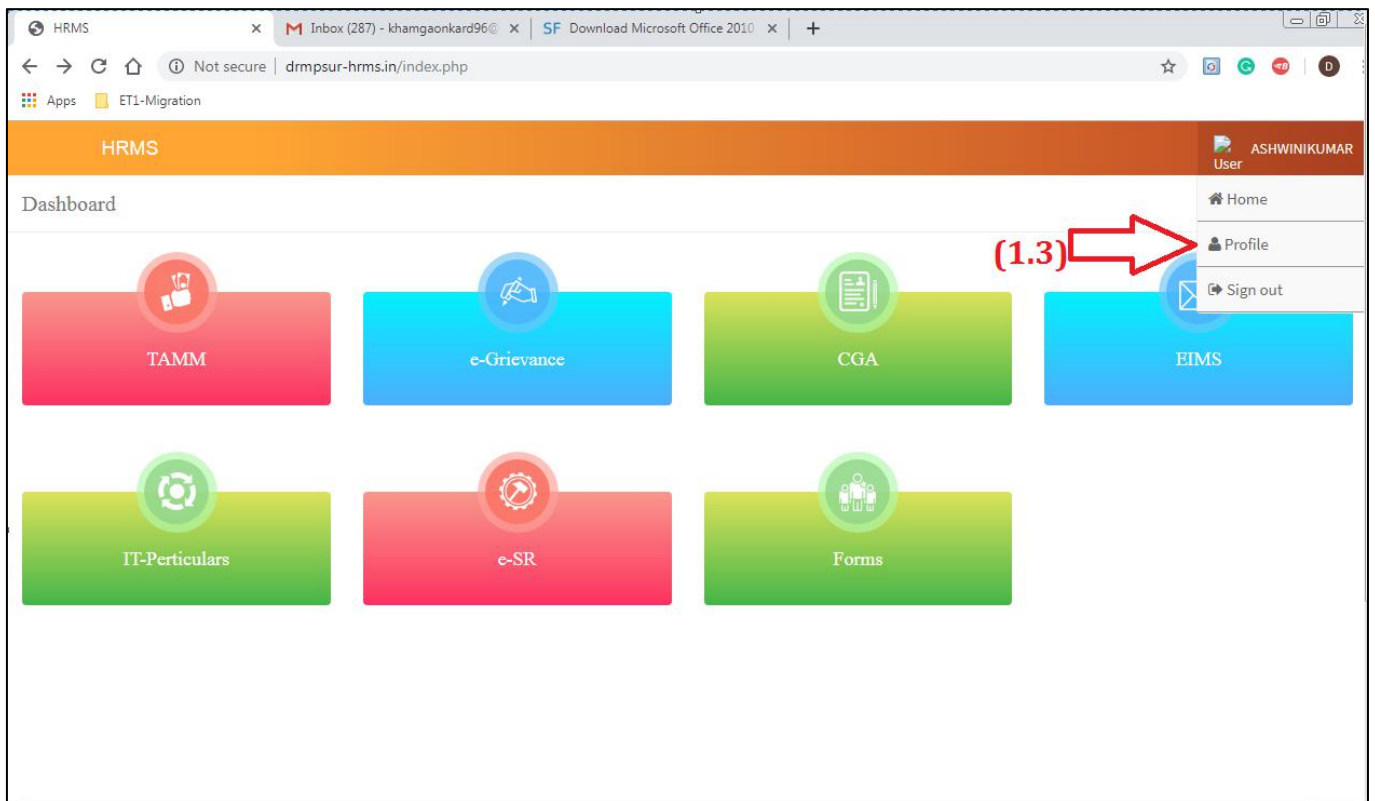
(Fig-1.2)



## 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)

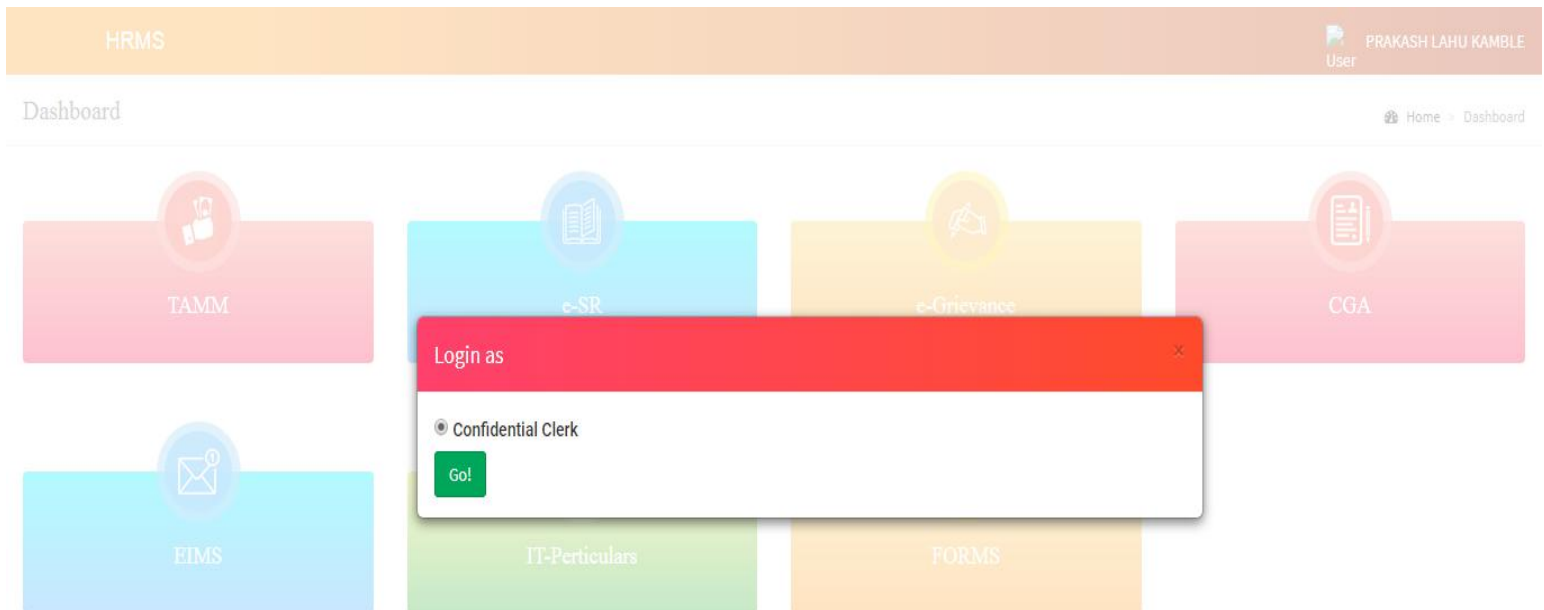
The screenshot shows a web browser window with the URL `drmpsur-hrms.in/profile.php`. The page has an orange header with 'HRMS' on the left and 'User ASHWINIKUMAR' on the right. Below the header, the page is titled 'Profile'. On the left, there is a user profile card for 'ASHWINIKUMAR' with 'PF Number - 00505989619'. Below the card, there are fields for 'Mobile No.' (9503014610) and 'Email Id'. On the right, there is a 'Change Password' section with two input fields for 'New Password' and 'Confirm Password'. Below these fields is a green 'Change Password' button, which is pointed to by a red arrow labeled (a). Below the password fields is an 'Update Profile Photo' section with a 'Choose File' button (labeled with a red arrow (b)) and a text 'No file chosen'. Below the 'Choose File' button is a blue 'Update' button, which is pointed to by a red arrow labeled (c).

## How to login to CGA?

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

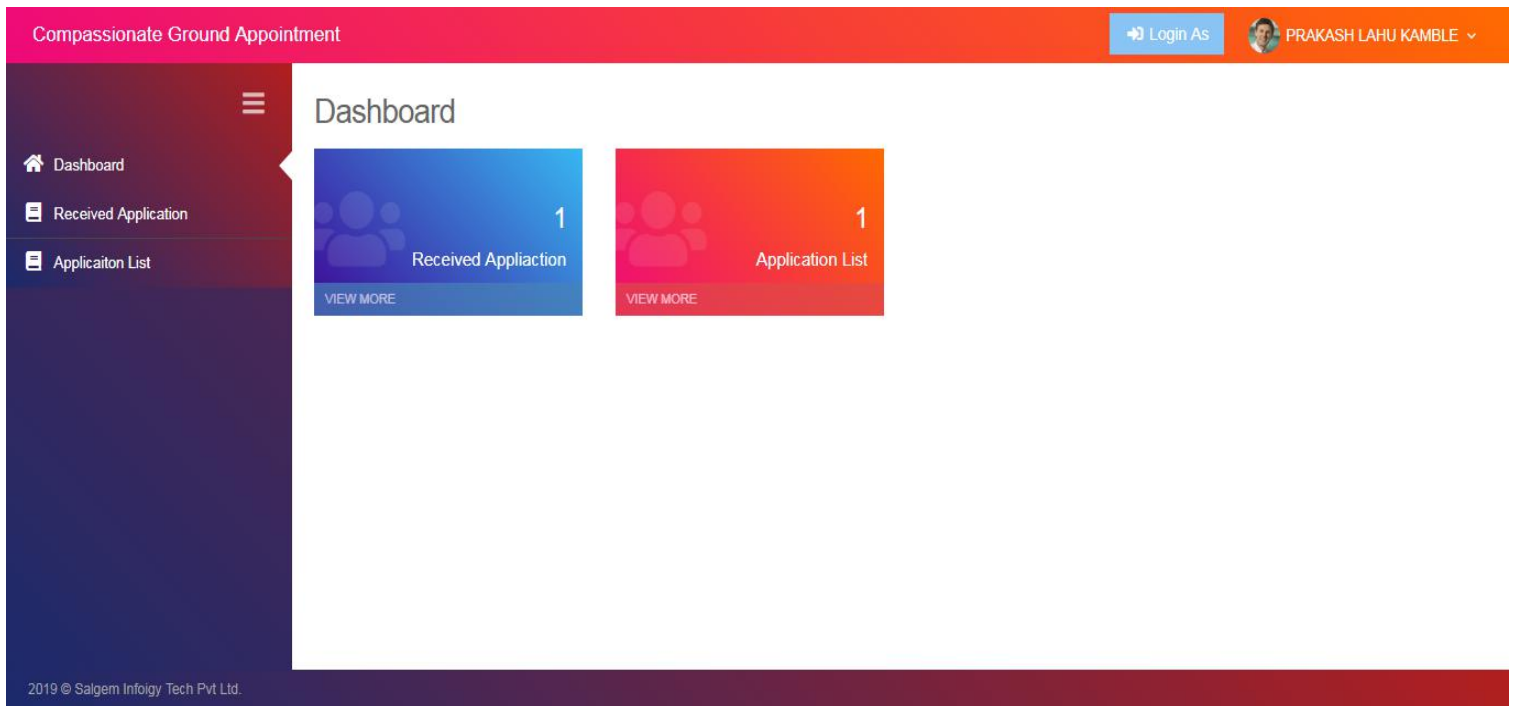
(Fig-1.5)





## CGA Dashboard:

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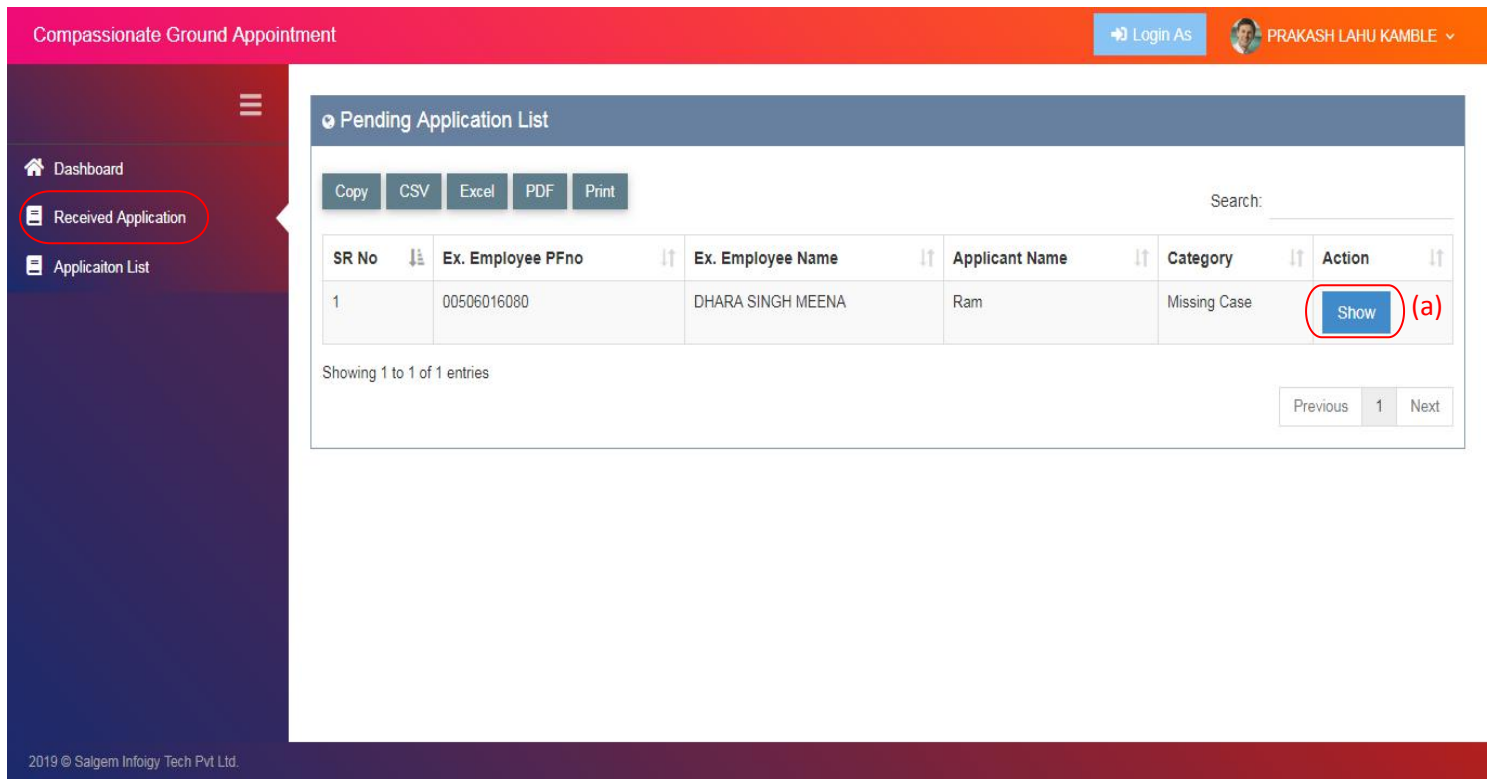
(Fig-1.6)

Dashboard contents :( Fig-1.6)

1. Received Appliaction (a)
2. Application List (b)

## Received Application (Fig-1.7)

1. Select on sidebar Received Application. And then shows the list of the applications.
2. In that click on show button (a).




The screenshot displays a web application interface for 'Compassionate Ground Appointment'. The top navigation bar is orange and includes a 'Login As' button and the user profile 'PRAKASH LAHU KAMBLE'. The left sidebar is dark blue and contains a menu with 'Dashboard', 'Received Application' (highlighted with a red circle), and 'Applicaition List'. The main content area is titled 'Pending Application List' and features a table of applications. Above the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print', along with a search bar. 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, PFno 00506016080, and Name DHARA SINGH MEENA. The 'Action' column for this entry contains a 'Show' button, which is circled in red and labeled (a). 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	00506016080	DHARA SINGH MEENA	Ram	Missing Case	Show (a)

(Fig-1.7.1)

Compassionate Ground Appointment

Login As  PRAKASH LAHU KAMBLE

Dashboard  
Received Application  
Application List

Central Railway

Solapur Division

Date: 03/06/2019

COMPASSIONATE APPOINTMENT - SCREENING FOR GROUP-'C' CATEGORY-Date of screening - 03/06/2019

ASSESSMENT SHEET

Sr No.	Name of the Candidate	Name, Design, Stn etc., of Ex.Employee	Caste	Date of Birth	Education	AB Code No	Marks out of 100	Remarks
1	Ram	DHARA SINGH MEENA ,CHIEF LAW ASSISTANT ,SUR	General(UR)	15/06/1994	12th	asa	45	this is testing

Submit Print Cancel

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3. In the above figure after fill up the details then click on submit button (a).

## Application list:

1. Select Application list in sidebar (a) . (Fig-1.8)
2. Shows the application list.

(Fig-1.8)

Compassionate Ground Appointment

Login As PRAKASH LAHU KAMBLE

Dashboard

Received Application

Applicaition List (a)

### Pending Application List

Copy CSV Excel PDF Print

Search:

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category	Action
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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3. In the above figure showing list click on show button.
4. Then another page opened in that you can print that application. below showing that figure(Fg-1.8.1)

Compassionate Ground Appointment

Login As
PRAKASH LAHU KAMBLE

Dashboard
Received Application
Applicaition List

Central Railway
Solapur Division
Date:03/06/2019

COMPASSIONATE APPOINTMENT - SCREENING FOR GROUP-'C' CATEGORY-Date of screening -03/06/2019
ASSESMENT SHEET

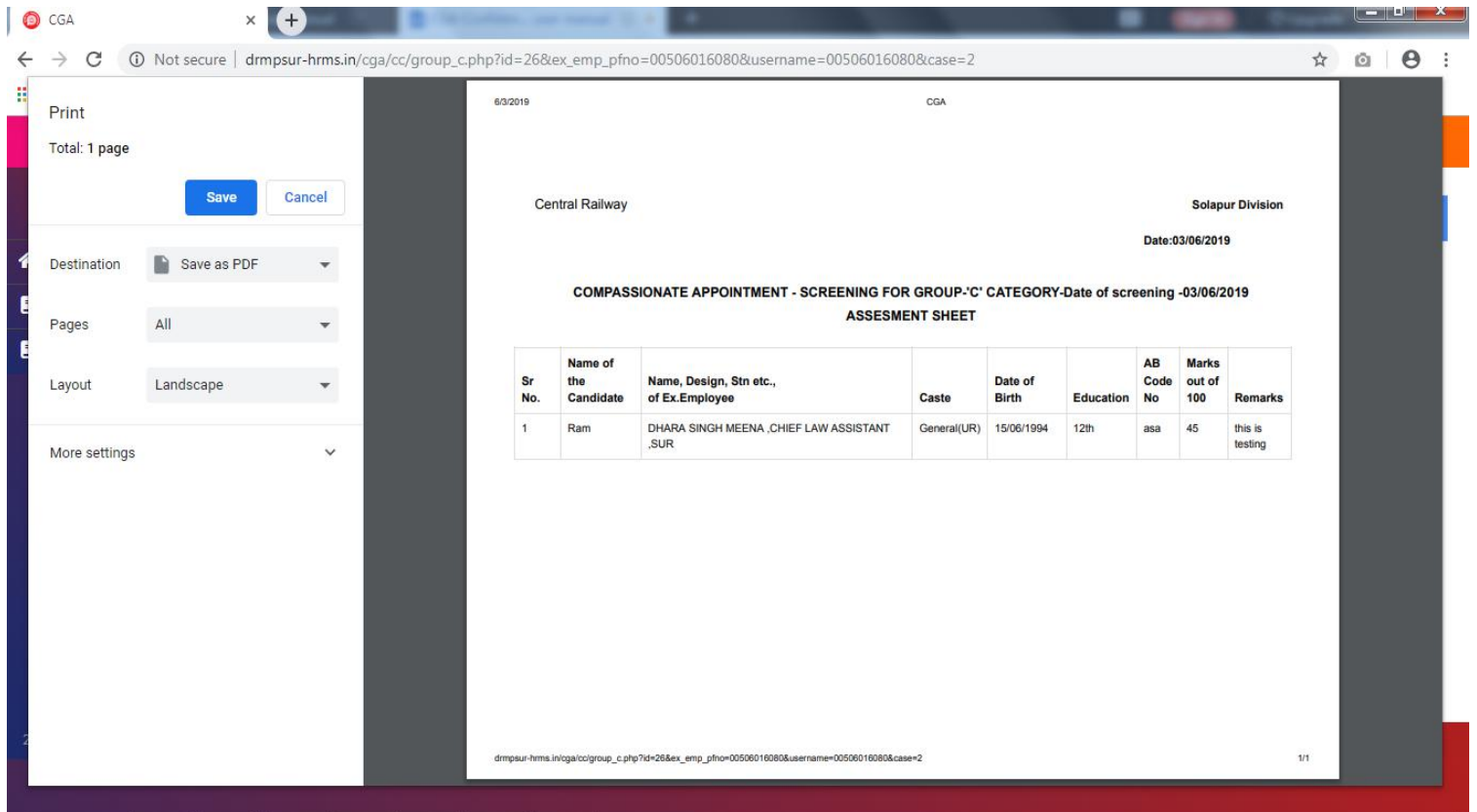
Sr No.	Name of the Candidate	Name, Design, Strn etc., of Ex.Employee	Caste	Date of Birth	Education	AB Code No	Marks out of 100	Remarks
1	Ram	DHARA SINGH MEENA ,CHIEF LAW ASSISTANT ,SUR	General(UR)	15/06/1994	12th	asa	45	this is testing

Print
Cancel

2019 © Salgem Infoigy Tech Pvt Ltd.

5. In above figure click on print button .

6. After clicking print button look like below figure and then you want to print / save as PDF. (Fig-1.8.2)



(Fig-1.8.2)

## LOGOUT:

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

