CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi

COMPASSIONATE GROUND APPOINTMENT

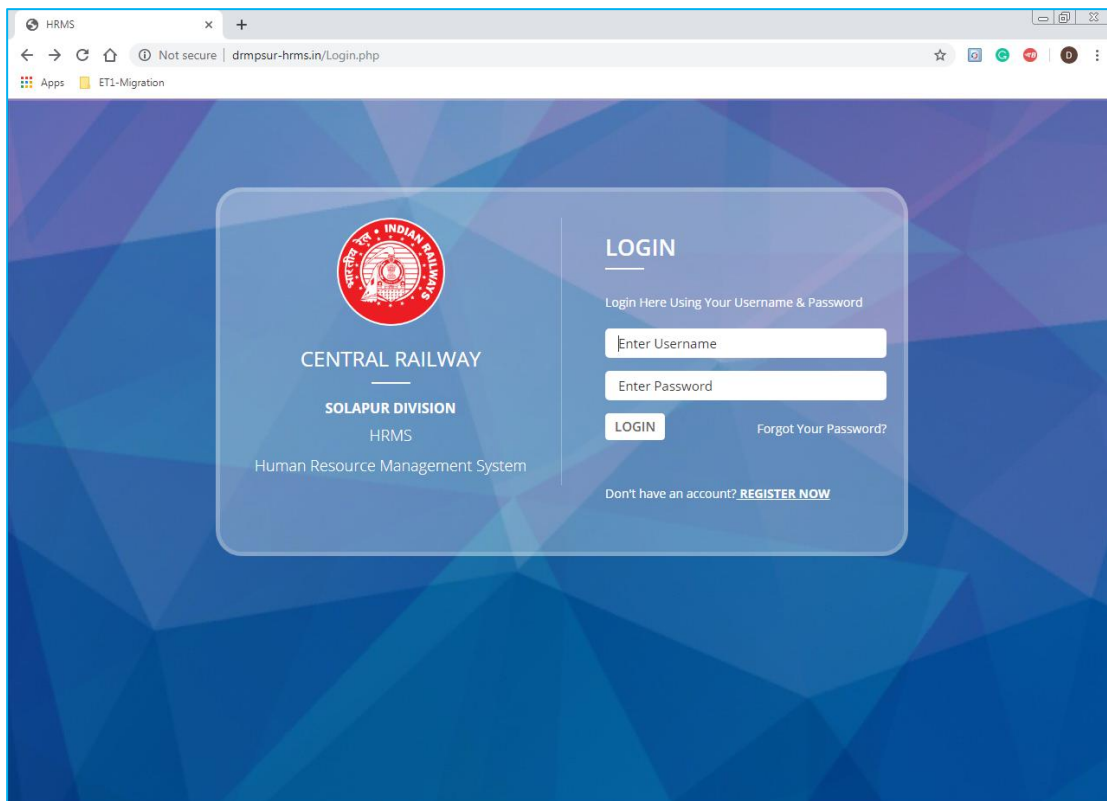## (CGA)

WI User Manual (1.0)

Table of Content

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)
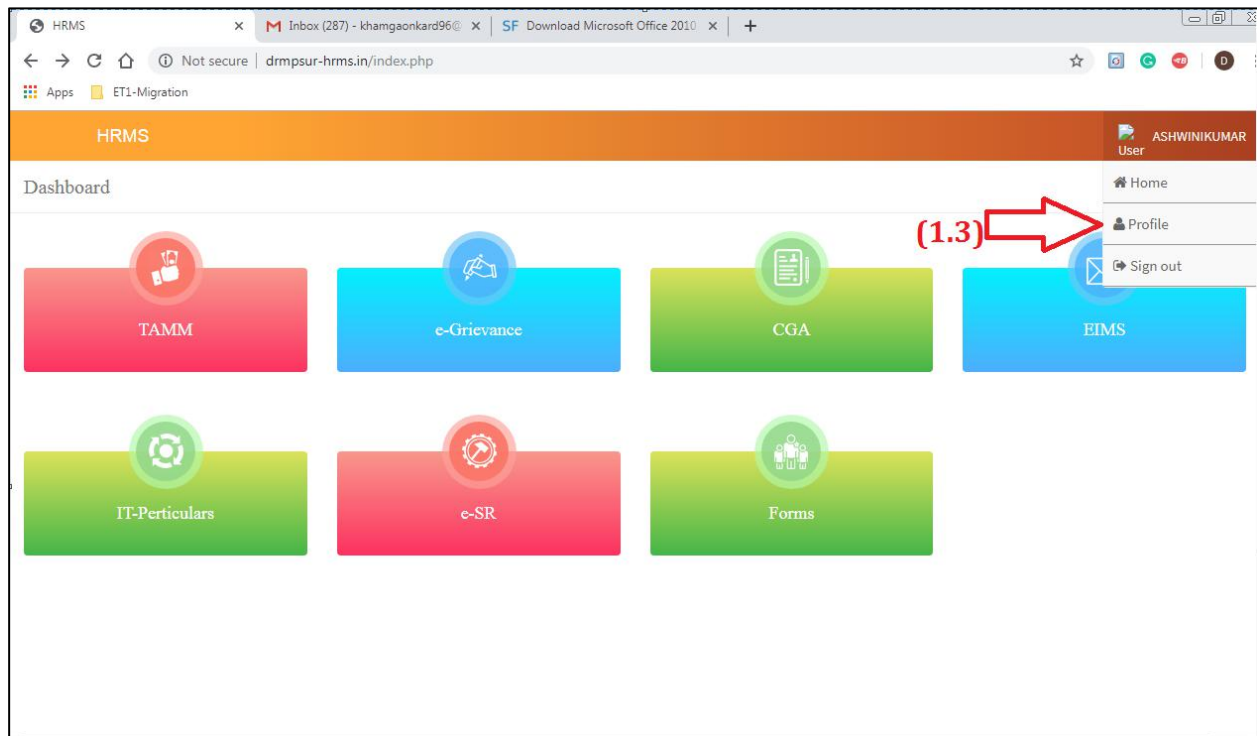
(Fig-1.2)
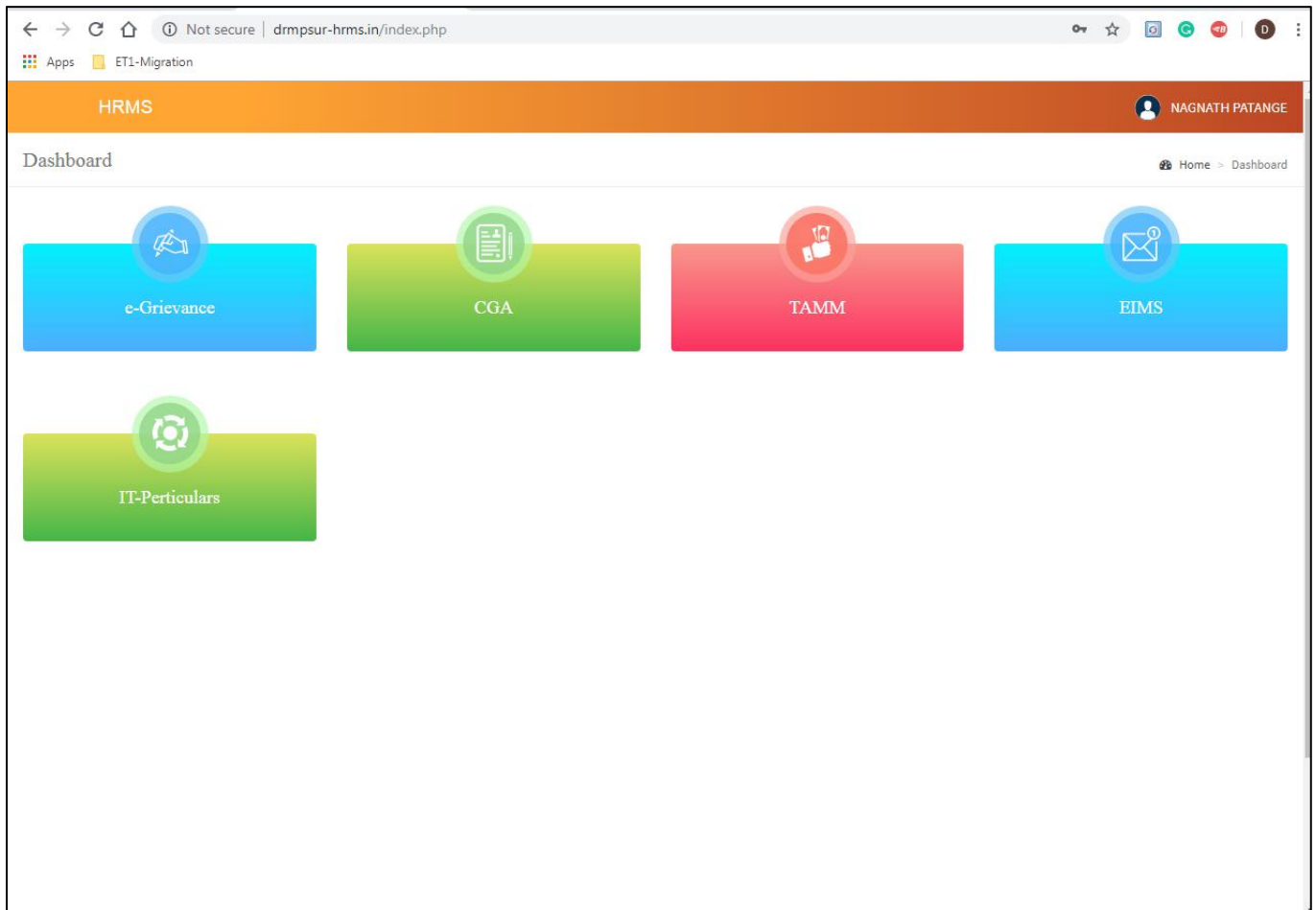
HRMS Dashboard:

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. 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).
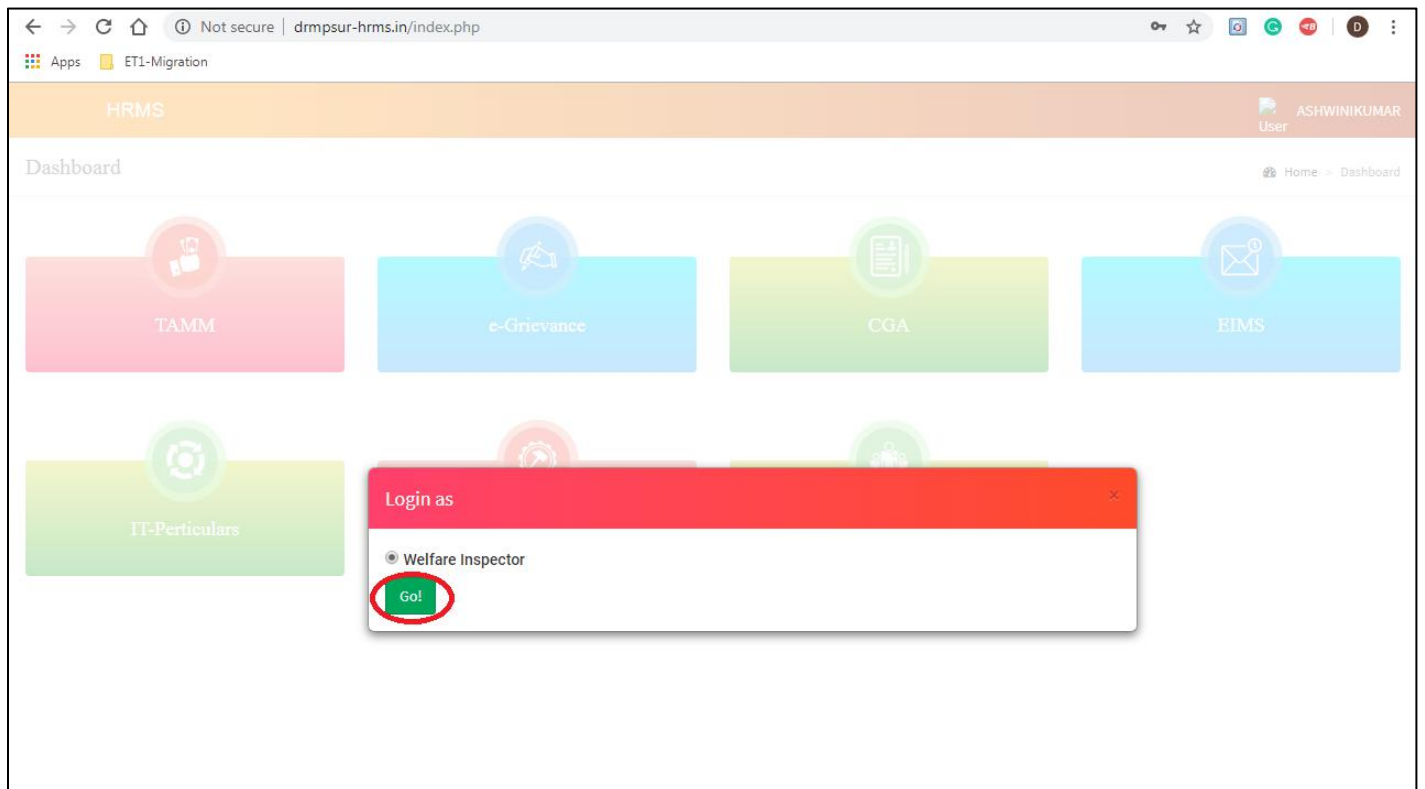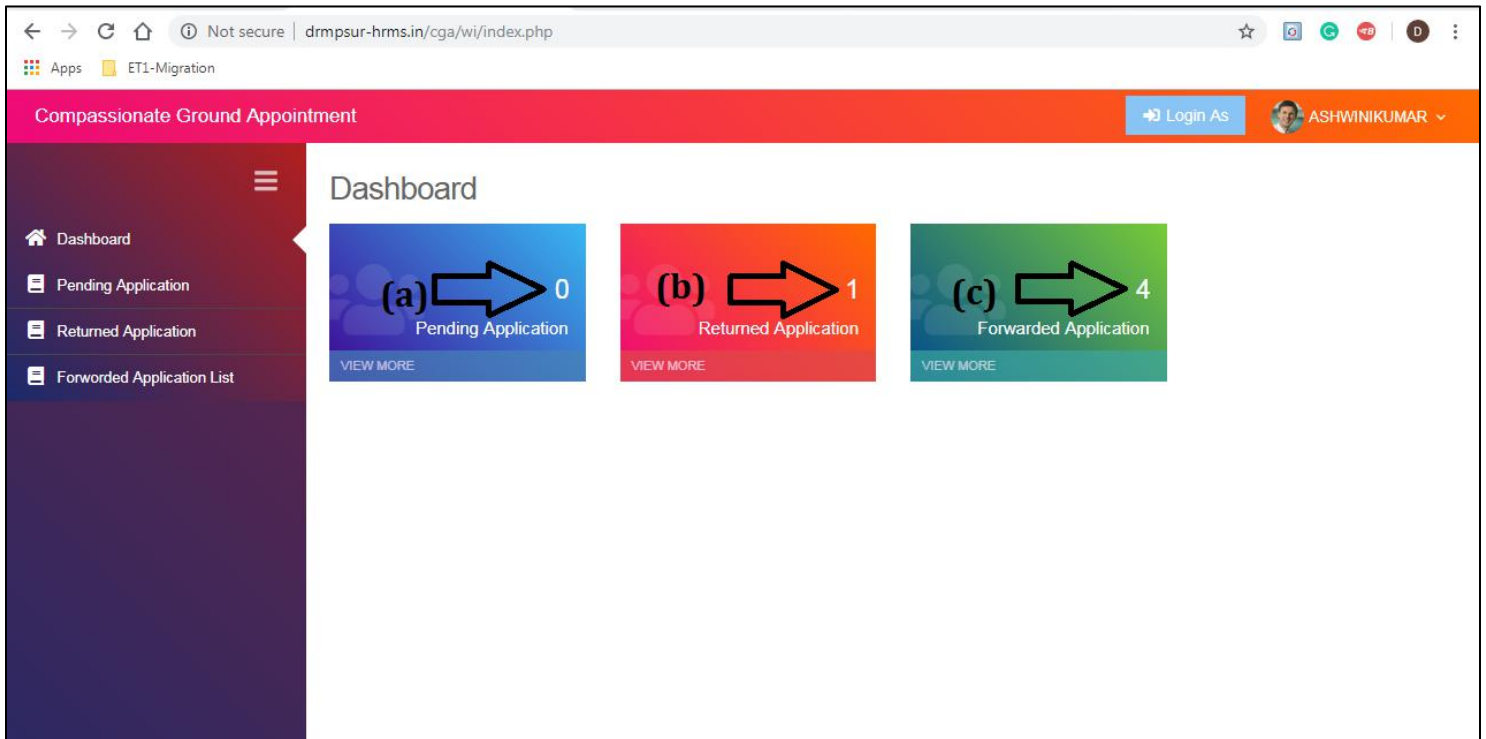
(Fig-1.4)
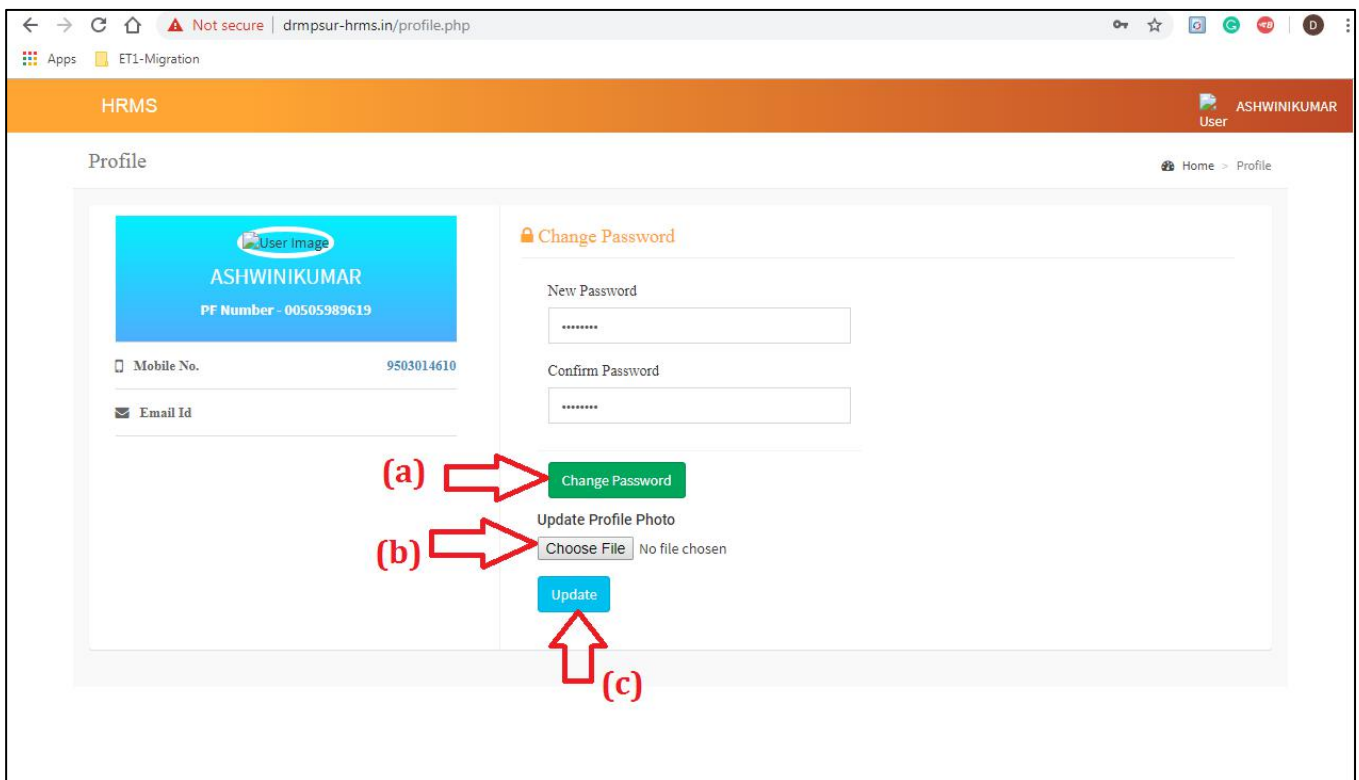
How to login to CGA?

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 (Welfare Inspector) 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. Returned Application (b)
3. Forwarded Application (c)

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 **Check note** (a) to see the details of the form and notes added by RCC.
3. Click on **Add Note** button to add the details (b).
   (Fig-1.8)

4. Application form will get opened with two tabs, form and WI form.
5. Scroll down the form and add family member's details. (Fig-1.8.1)

(Fig-1.8.1)

6. Go to second tab i.e. WI form, add details, upload document file and click on **submit** button. (Fig-1.8.2)

(Fig-1.8.2)

7. After submitting the form in the list of pending application there will be two buttons given, Show application and update application. (Fig-1.8.3)
8. Click on **update application (a)** to update the details.
9. Click on **Show Application (b)** button to submit the application.

(Fig-1.8.3)

10. After clicked on Show Application button application form will get opened.
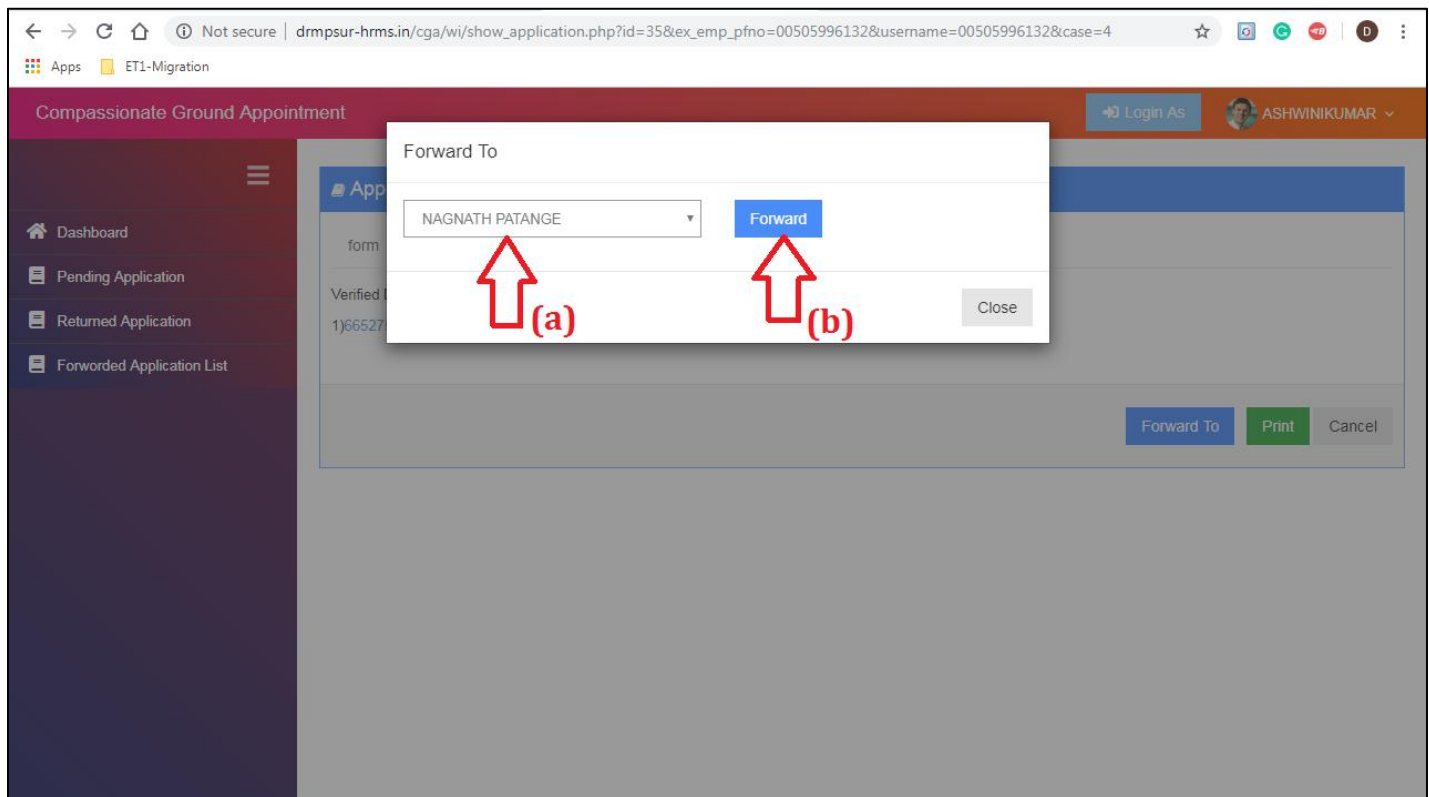   Click on **Forward To** button. (Fig-1.8.4)

(Fig-1.8.4)

11. New popup window will get opened. (Fig-1.8.5)
12. Select the recruitment cell (a) from the dropdown list and click on forward button (b).

(Fig-1.8.5)

Returned Application:

1. Returned applications will be shown in the list of returned application. (Fig-1.9)

2. Click on Rejected Application to see the rejected application list.

3. It also mentions in a column that who has rejected the application.

4. Click on show button to see the details of application.

(Fig-1.9)

Forwarded Application List:

1. Click on Forwarded application list from side bar to see the applications list, which are forwarded to recruitment cell. (Fig-2.0).
2. To check the status of application click on status button (a).
3. To see the details click on show application (b).

(Fig-2.0)

LOGOUT:

1. To logout click on your name given at the top right corner of the page.

2. From that popup click on logout.