

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



COMPASSIONATE GROUND APPOINTMENT

(CGA)

Sr.DPO User Manual (1.0)

Table of Content

What is CGA?	3
Website Home Page.....	3
How to login to HRMS website?	4
HRMS Dashboard.....	6
How to login to CGA.....	8
CGA Dashboard	9
Pending Application	11
Rejected Application	16
Forwarded Application List	17
Sanctioned Application from DRM	19
Logout	21

What is CGA?

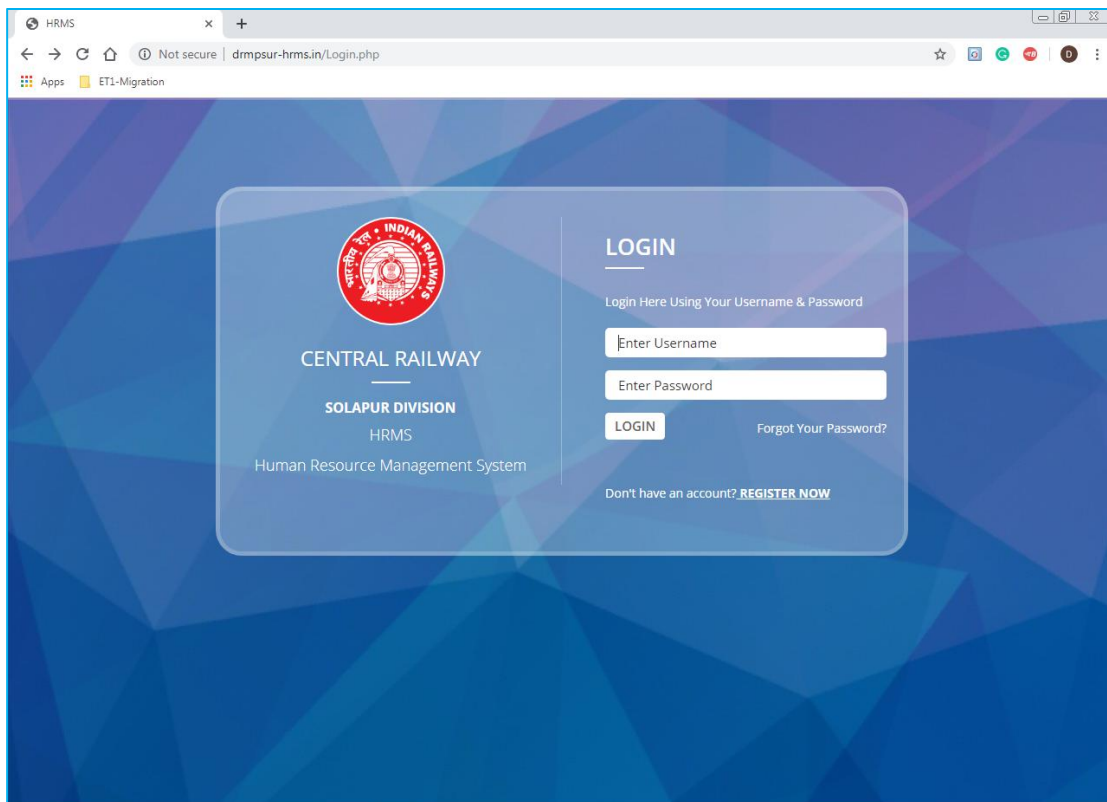
CGA: Compassionate Ground Appointment Module. It is Web based application to claim CGA for a Railway Employees.

Links:

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

Website Home Page:

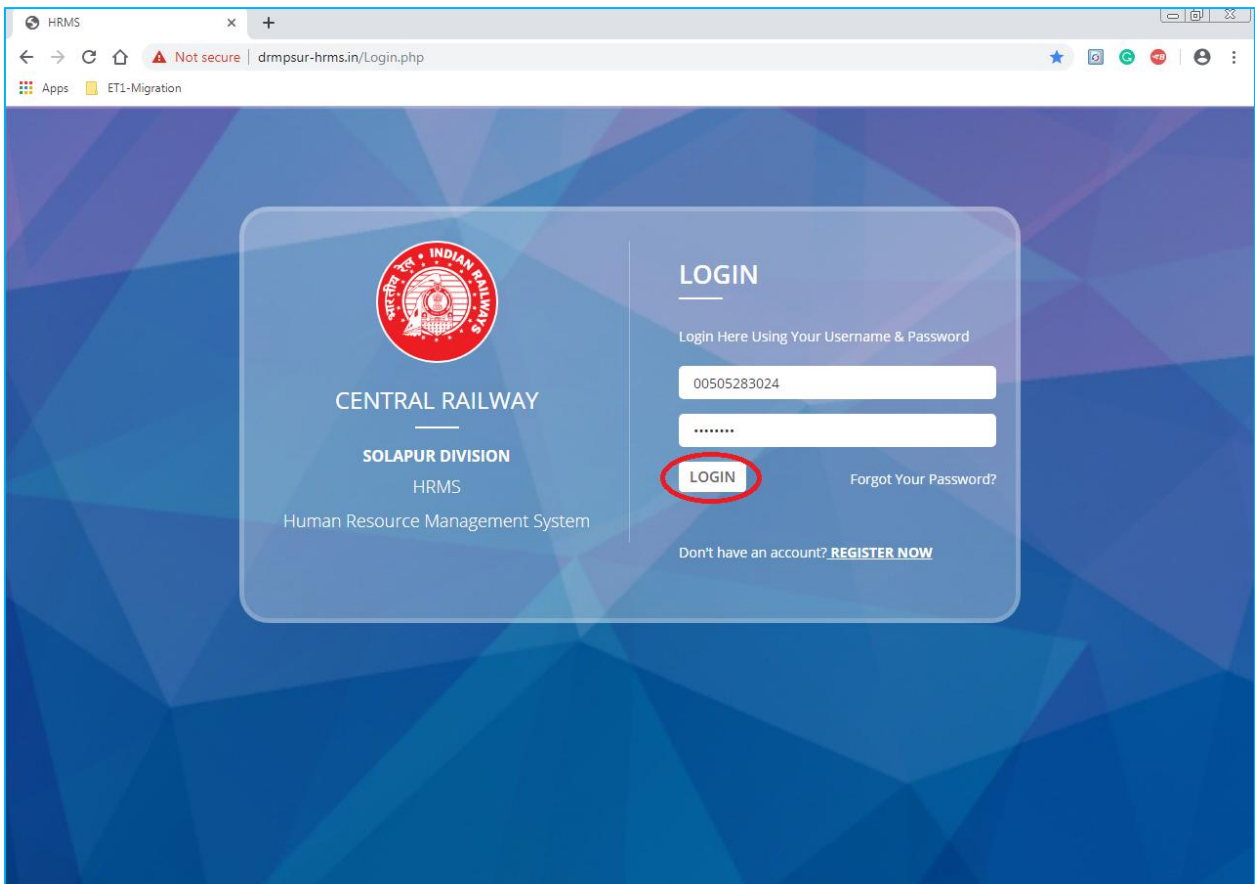
On visiting the site **drmpsur-hrms.in** the user will see the login page of HRMS. ↓



How to login to HRMS?

1. On visiting **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.

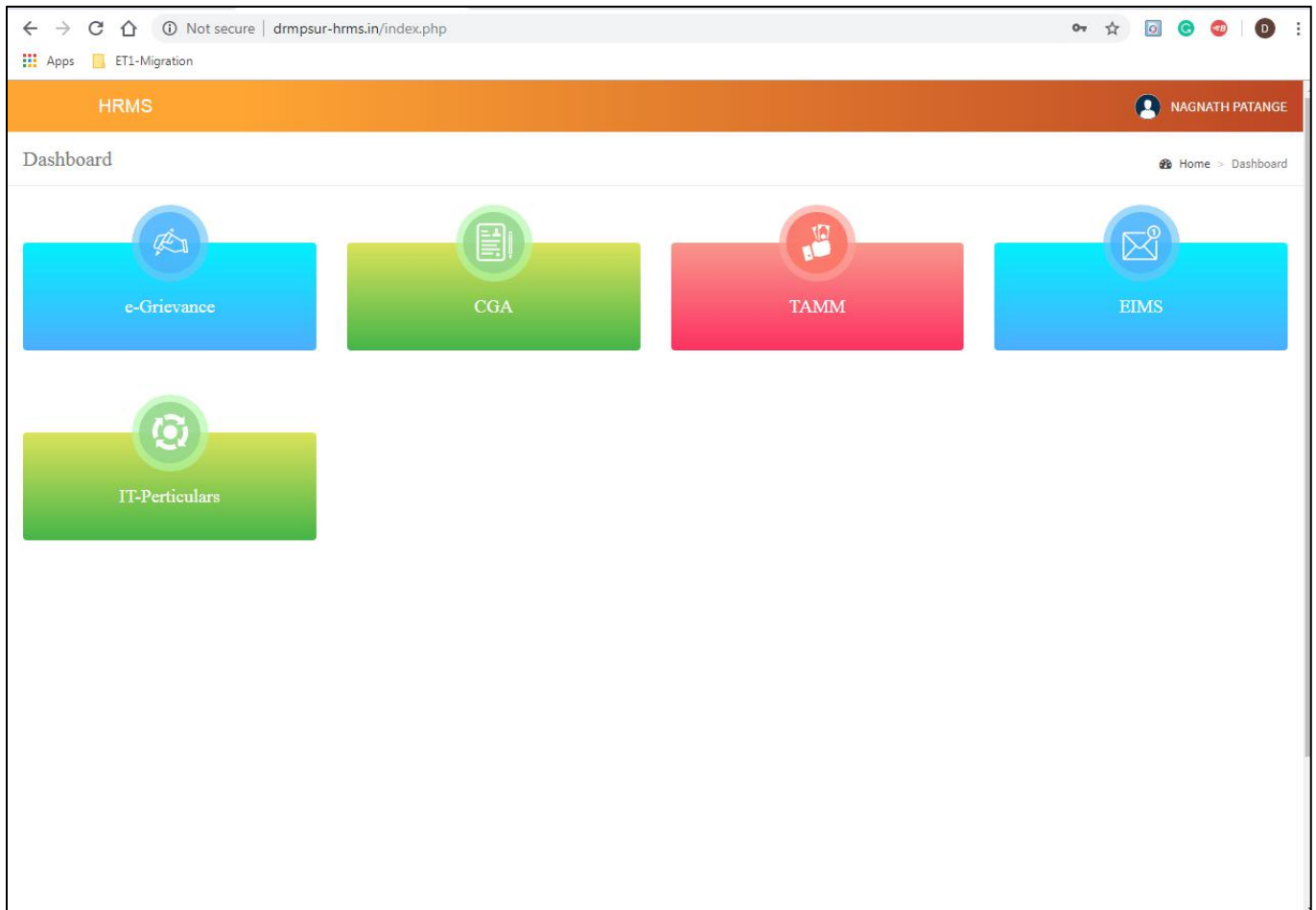
(Fig-1.1)



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)

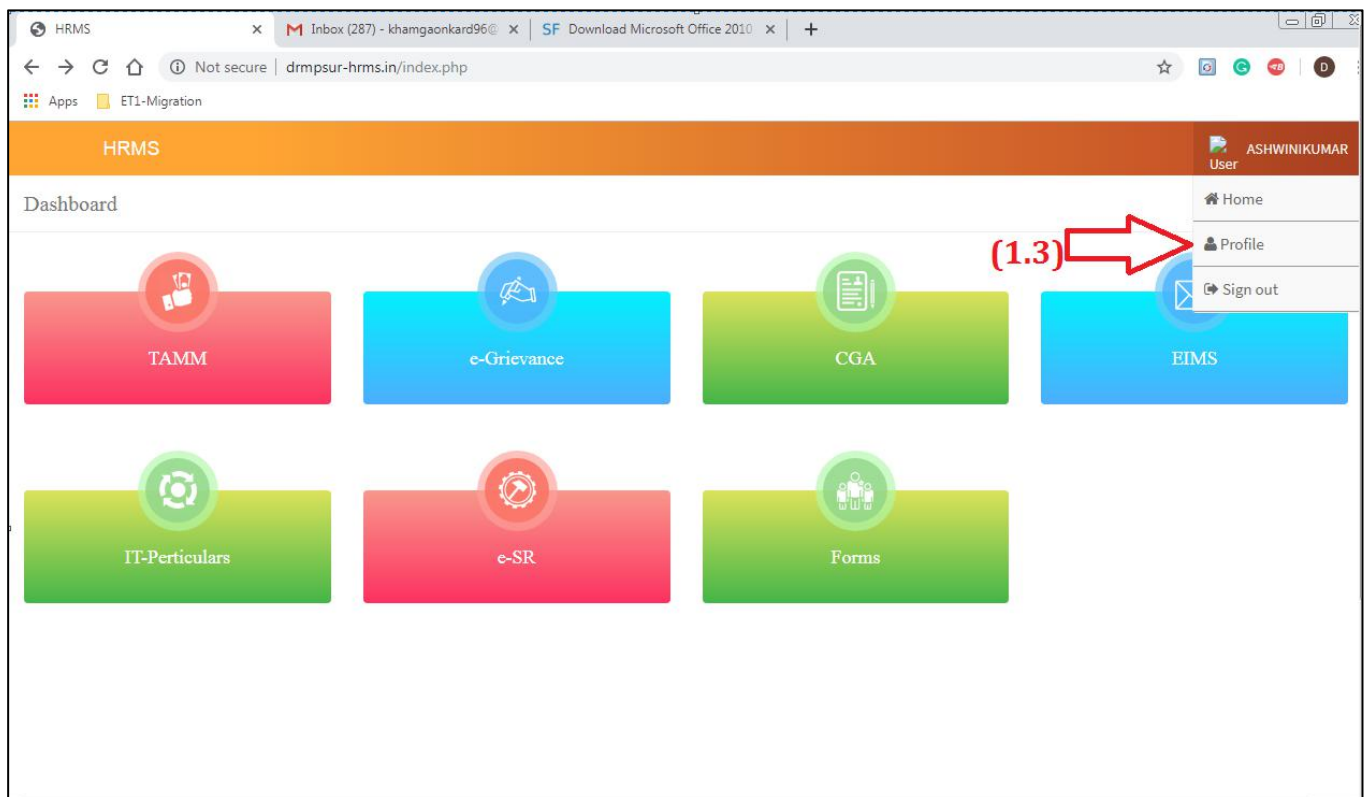
(Fig-1.2)



HRMS Dashboard:

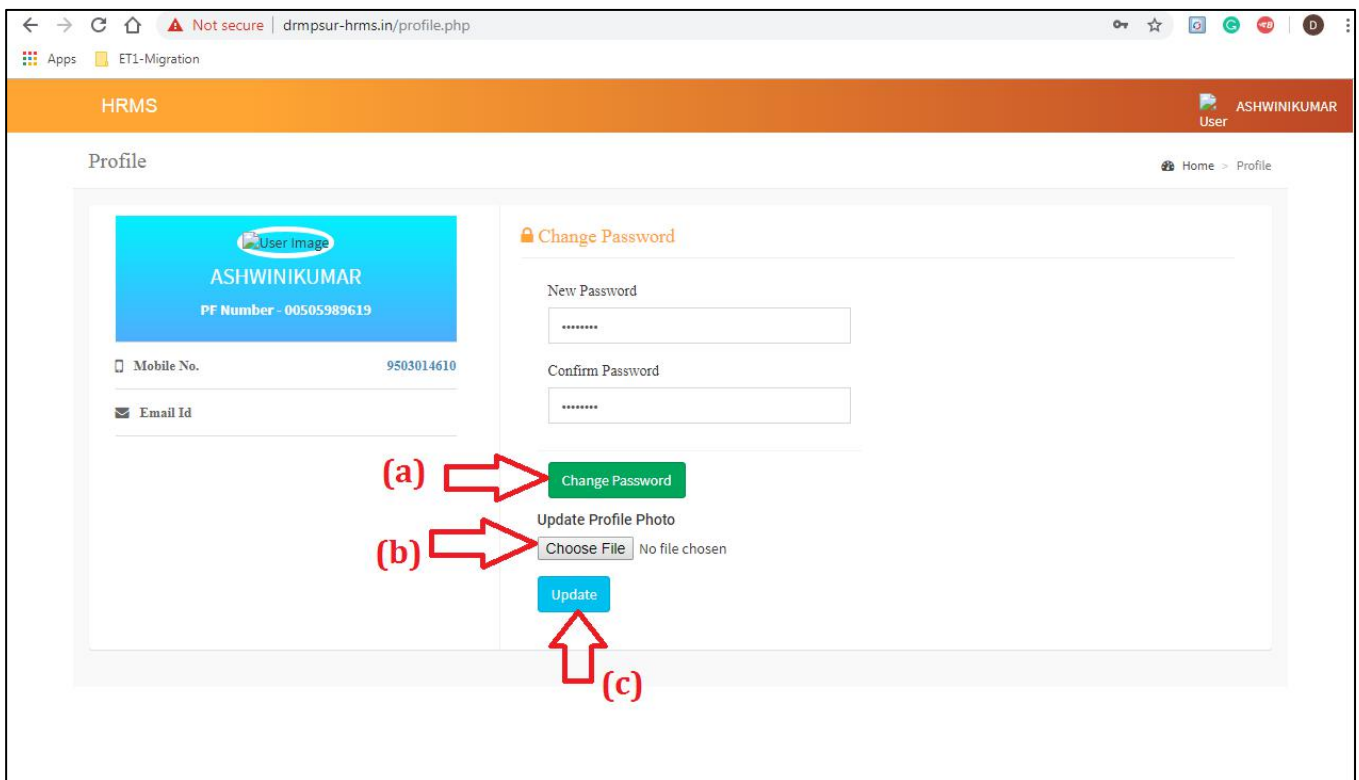
1. After logging in to HRMS website, you will see HRMS dashboard on screen .HRMS modules are given on the dashboard. (See the above fig.)
2. User can change their password from HRMS dashboard.
3. To change the password, click on your name given at the top right corner of the dashboard.
4. Popup will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

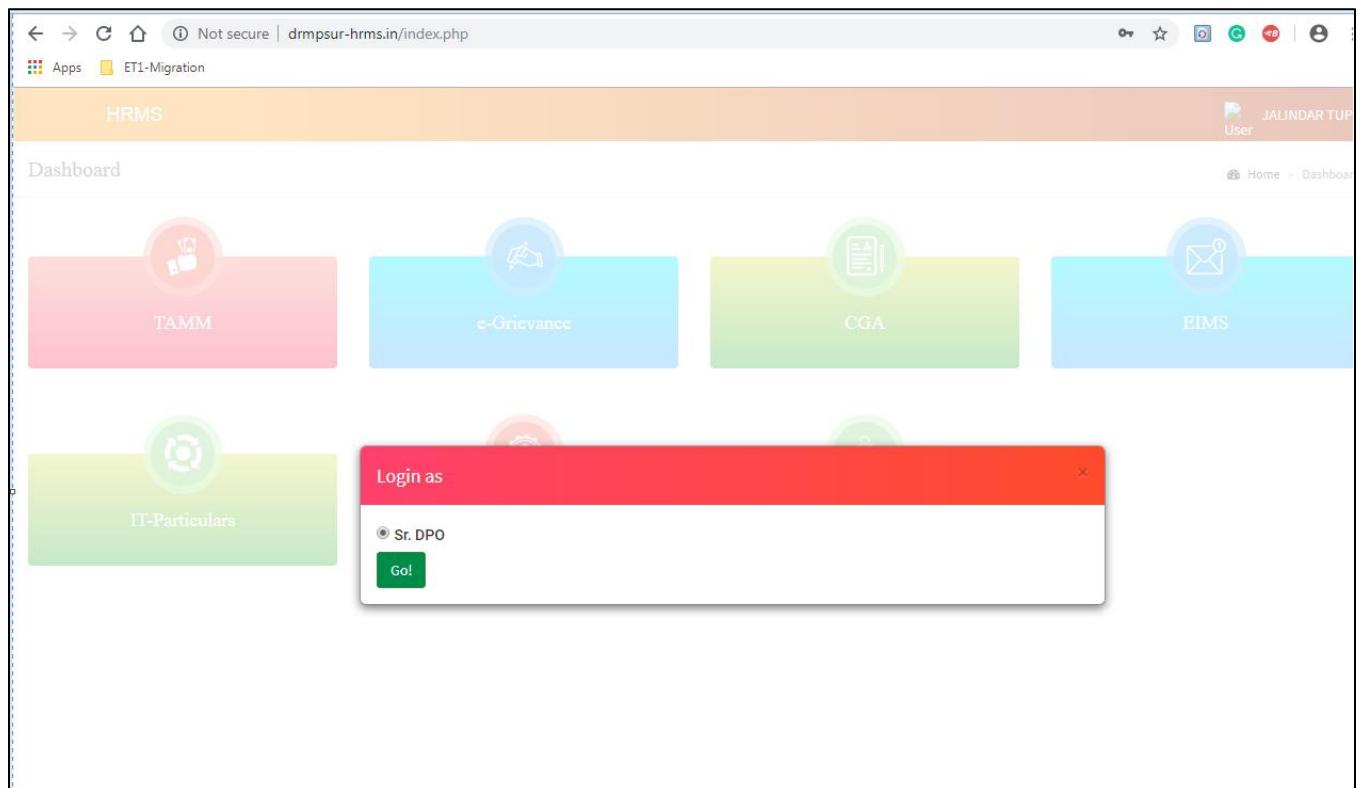
(Fig-1.4)



How to login to CGA?

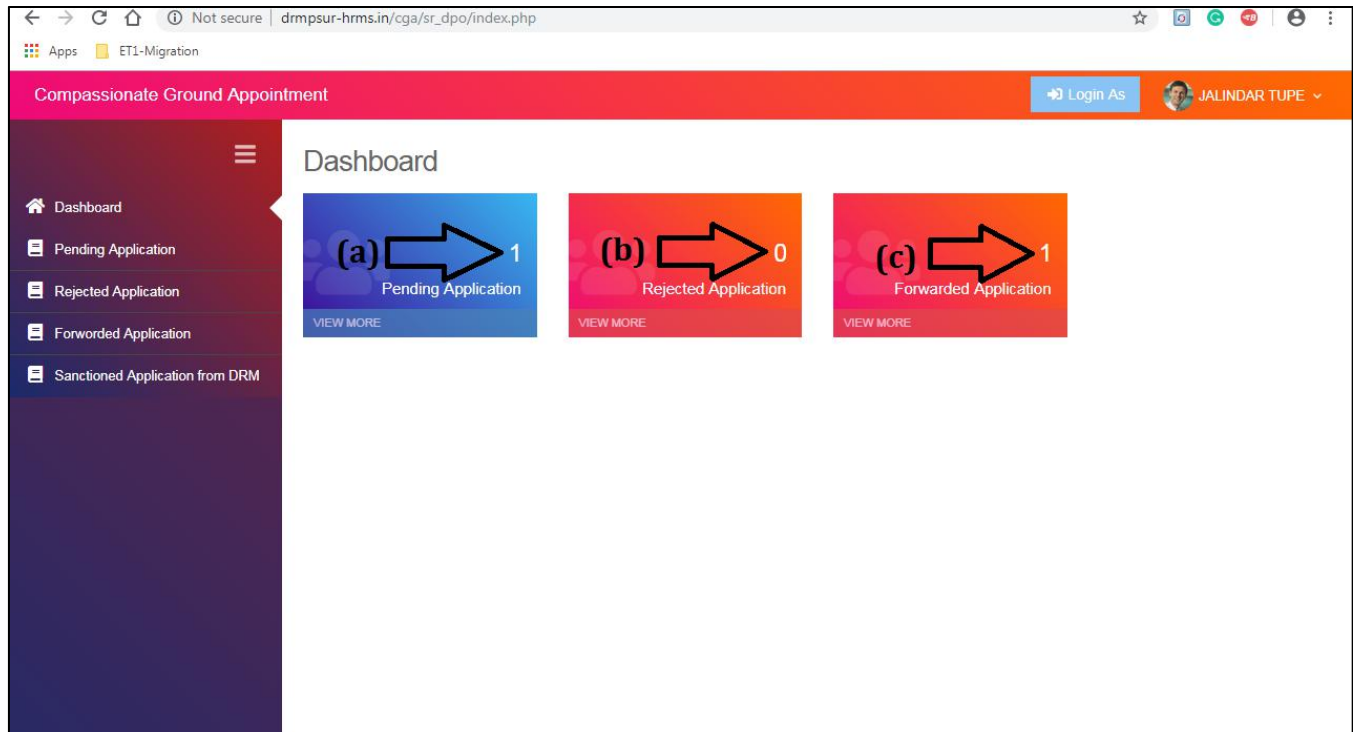
1. After logging in to HRMS website, from the dashboard click on CGA.
2. Popup will appear on screen. On that popup select your role (Sr.DPO) to login to CGA.
3. Click on 'Go'. (Fig-1.5)

(Fig-1.5)



CGA Dashboard:

(Fig-1.6)



Dashboard contents :(Fig-1.6)

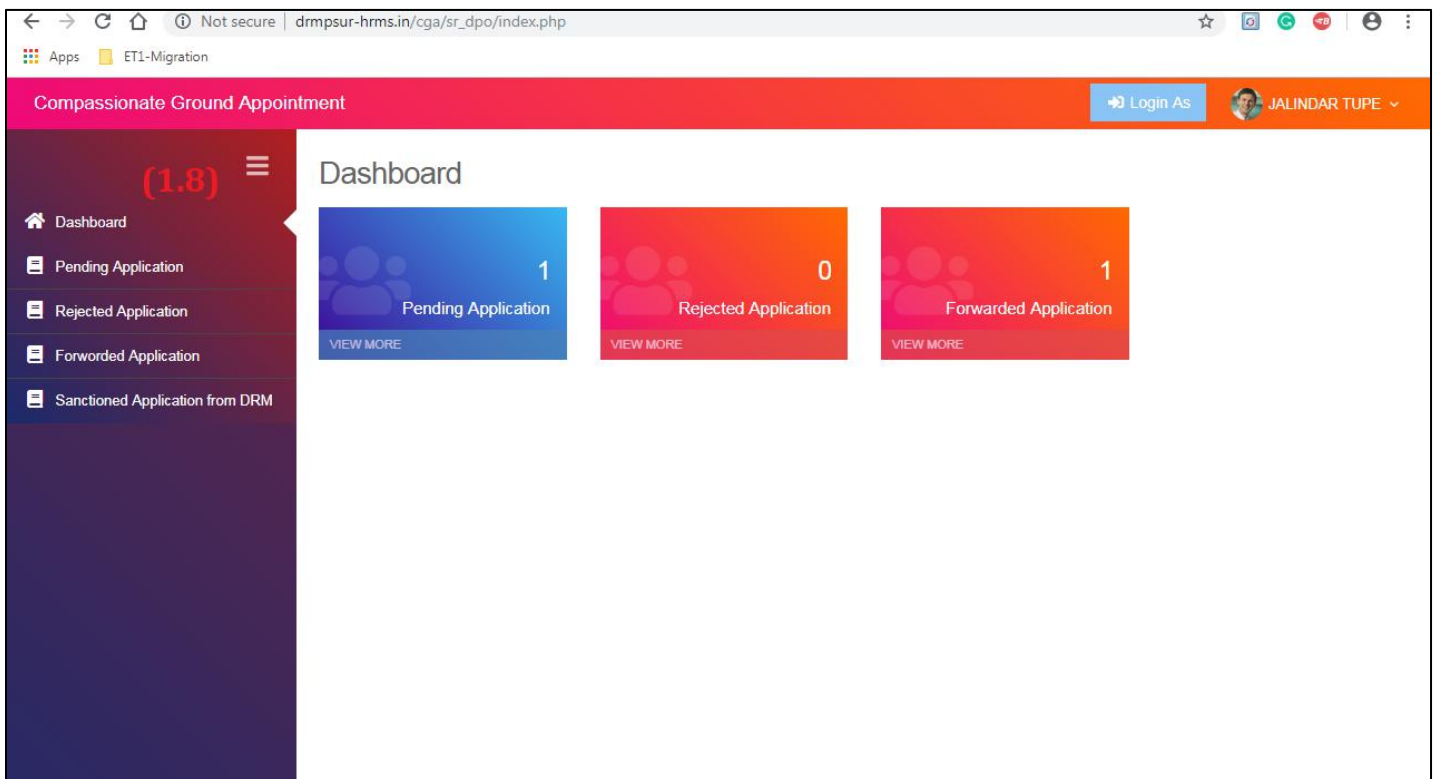
1. Pending Applications (a)
2. Rejected Application (b)
3. Forwarded Application (c)

Sidebar: (fig 1.8)

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

1. Pending Applications
2. Returned Application
3. Forwarded Application List

(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 JALINDAR TUPE

Pending Application List

Copy CSV Excel PDF Print

Search:

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

Showing 1 to 1 of 1 entries

Previous 1 Next

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

(Fig-1.9.1)

Compassionate Ground Appointment

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 DECALLY / UNFIT / MISSING EMPLOYEE.

1	Name of the Employee	:DINESH KUMAR
2	Whether belongs to SC/ST/OBC	:
3	Design & place of last working	:STATION MASTER & (BTW)
4	Scale & rate of pay	:46200
5	Date of Birth	:04/02/1980
6	Date of Appointment (Note: copy of the service certificate has to be enclosed in support of the information against item 1 to 6)	:11/06/2007

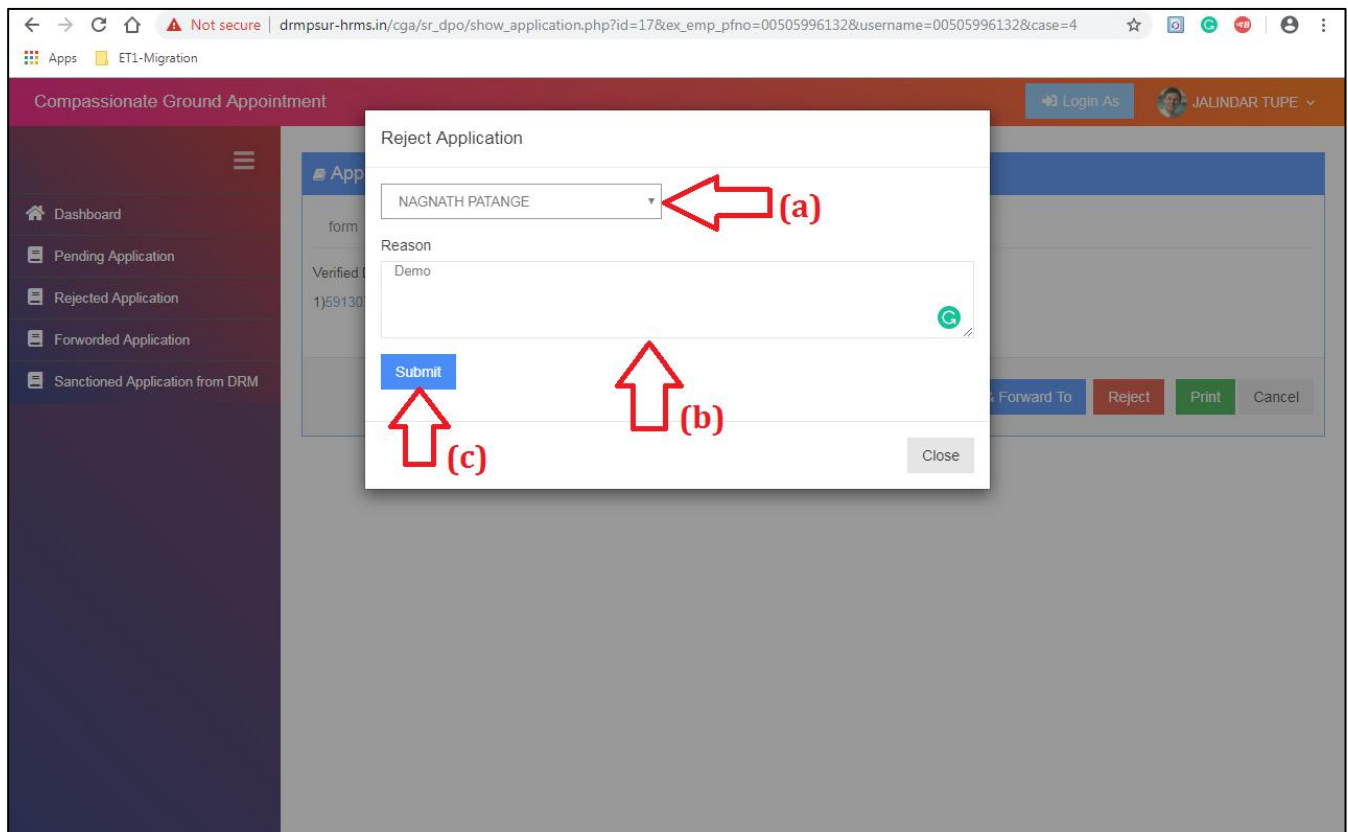
4. Check the form, document and note. You approve and forward (a) or reject (b) the application. (Fig-1.9.2)

(Fig-1.9.2)

The screenshot displays a web application interface for HRMS. The top navigation bar is orange and contains the text 'Compassionate Ground Appointment', a 'Login As' button, and a user profile for 'JALINDAR TUPE'. A dark blue sidebar on the left lists navigation options: Dashboard, Pending Application, Rejected Application, Forwarded Application, and Sanctioned Application from DRM. The main content area is titled 'Application Form' and has three tabs: 'form', 'Verified Documents' (which is active), and 'note'. Under the 'Verified Documents' tab, there is a list of documents, including '1)591307_New User Manual HRMS-converted.pdf'. At the bottom right of the document list, there are four buttons: 'Approve & Forward To' (blue), 'Reject' (red), 'Print' (green), and 'Cancel' (grey). Two red arrows, labeled (a) and (b), point to the 'Approve & Forward To' and 'Reject' buttons respectively.

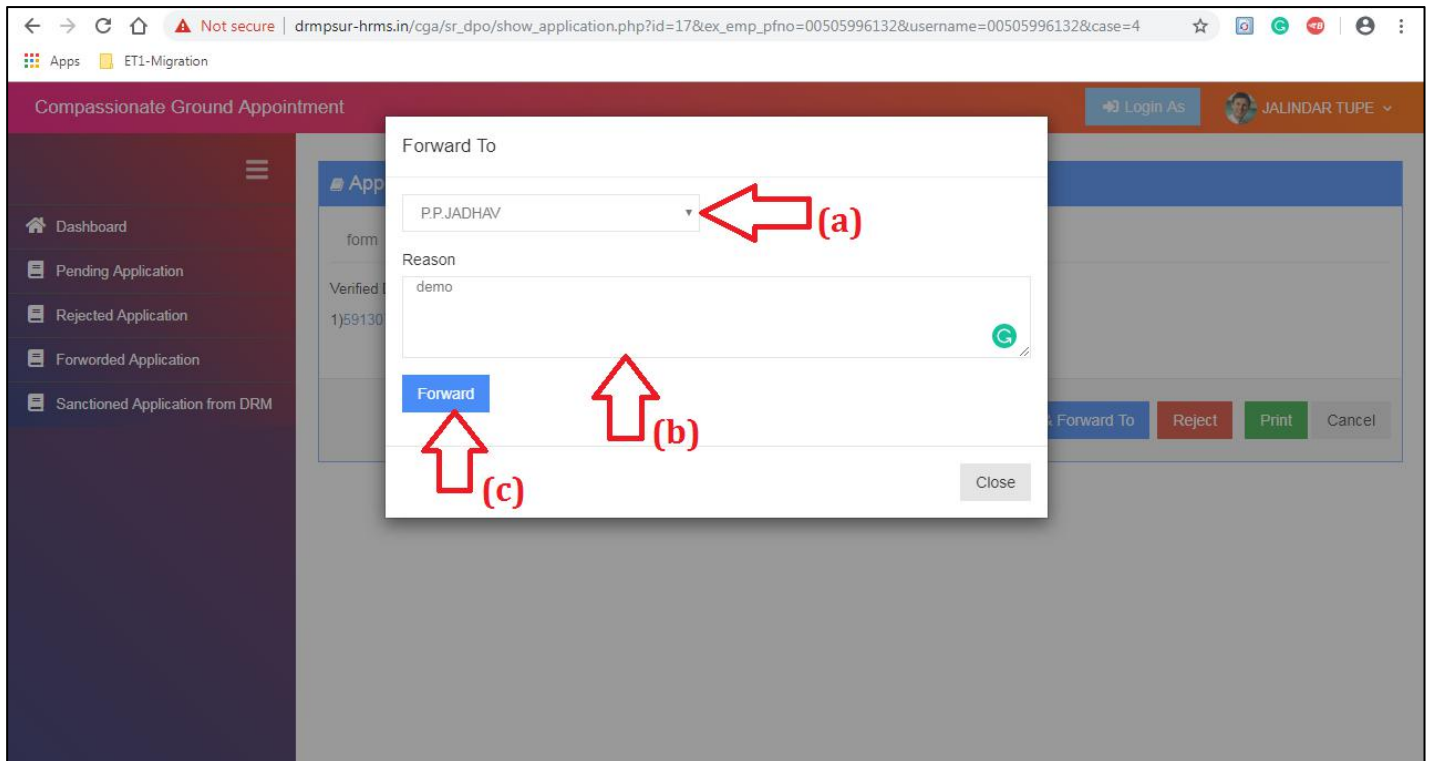
5. To reject the application click on reject button Click on submit button.
 6. New popup window will get opened. Select recruitment call (a), add the reason (b) to reject the application and click on submit button (c).
- (Fig1.9.3)

(Fig-1.9.3)



7. To approve and forward the application click on **Approve and forward To** button.
8. New popup window will get opened. (Fig-1.9.4)
9. Select DRM (a) from dropdown list and click on forward button (b).

(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 JALINDAR TUPE

Rejected Application List

Copy CSV Excel PDF Print

Search:

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category	Reason	Rejected Date	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

Forwarded Application:

Forwarded application list will be shown in Forwarded Application. (Fig-2.1)

1. Click on forwarded application from sidebar.
2. In the row of forwarded 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 JALINDAR TUPE

Forwarded & Approved Application List

Copy CSV Excel PDF Print

Search:

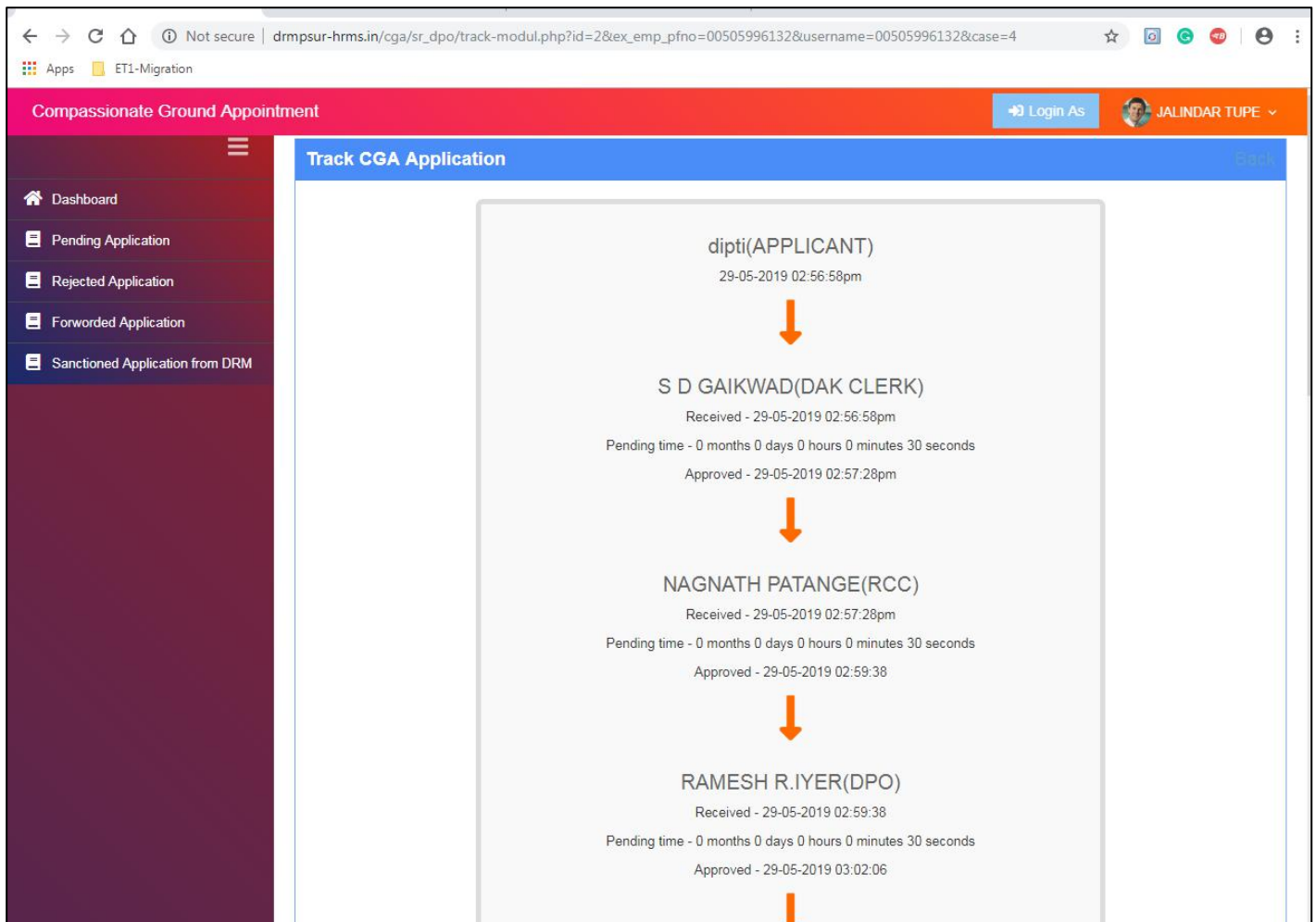
SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Applicant Username	Category	Action
1	00505996132	DINESH KUMAR	dipti	00505996132	Minor Registration	<div>Status (a)</div> <div>Show Application (b)</div>
2	00505308070	ASHISH DEOSTHALI	Venkat	00505308070	Death Case	<div>Status</div> <div>Show Application</div>

Showing 1 to 2 of 2 entries

Previous 1 Next

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

(Fig-2.1.1)



Sanctioned Application from DRM:

Applications which are sanctioned by DRM are shown here. (Fig-2.2)

1. Click on show button.
2. Application form will get opened.

(Fig-2.2)

The screenshot displays a web application interface for 'Compassionate Ground Appointment'. The left sidebar contains a menu with items: Dashboard, Pending Application, Rejected Application, Forwarded Application, and Sanctioned Application from DRM. A red arrow points to the 'Sanctioned Application from DRM' item, with the label '(2.2)' next to it. The main content area is titled 'Approved Application List' and includes a search bar and a table. The table has columns: SR No, Ex. Employee PFno, Ex. Employee Name, Applicant Name, Category, and Action. A single entry is shown with SR No 1, Ex. Employee PFno 00505996132, Ex. Employee Name DINESH KUMAR, Applicant Name dipti, and Category Minor Registration. The 'Show' button in the Action column is circled in red. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls for Previous, 1, and Next.

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category	Action
1	00505996132	DINESH KUMAR	dipti	Minor Registration	Show

3. Check the form and click on submit button. (Fig-2.2.1)

(Fig-2.2.1)

Compassionate Ground Appointment

Login As JALINDAR TUPE

Application Form

form Verified Documents note

Verified Documents

1)665275_CGA-DAK Clerk user manual.pdf

Submit Print Cancel

LOGOUT:

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

