

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



COMPASSIONATE GROUND APPOINTMENT

(CGA)

WI User Manual (1.0)

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What is CGA?

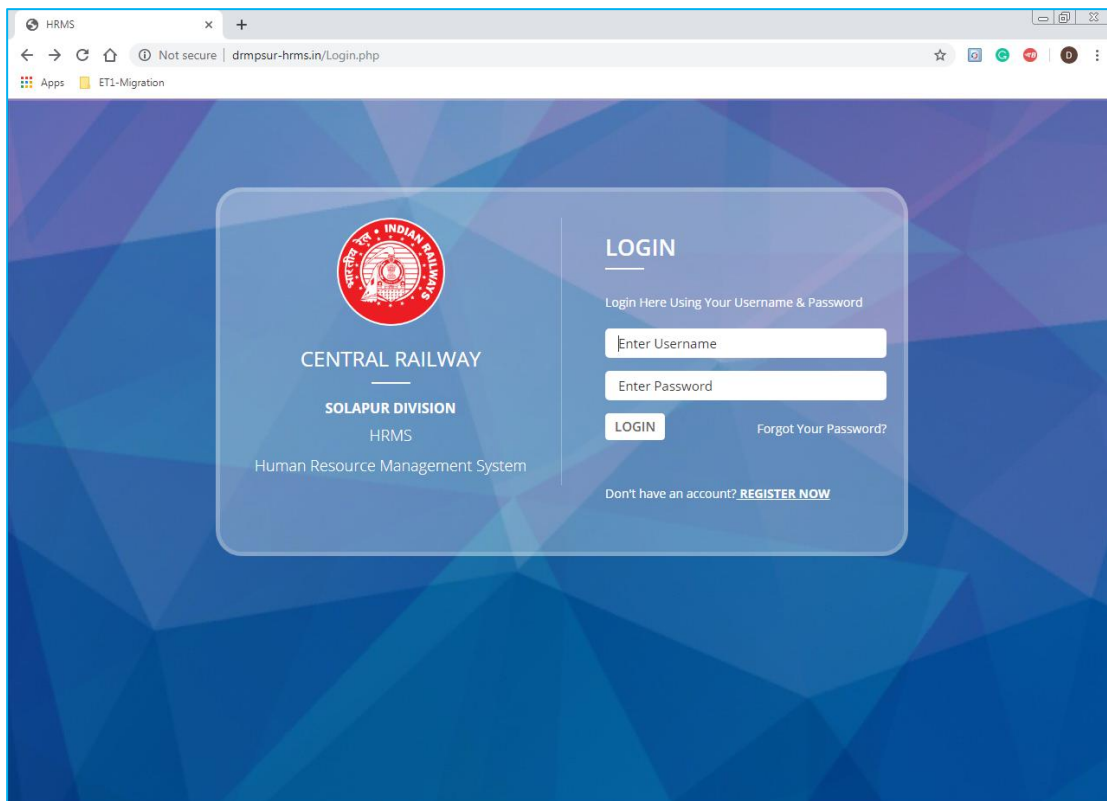
CGA: Compassionate Ground Appointment Module. It is Web based application to claim CGA for a Railway Employees.

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?

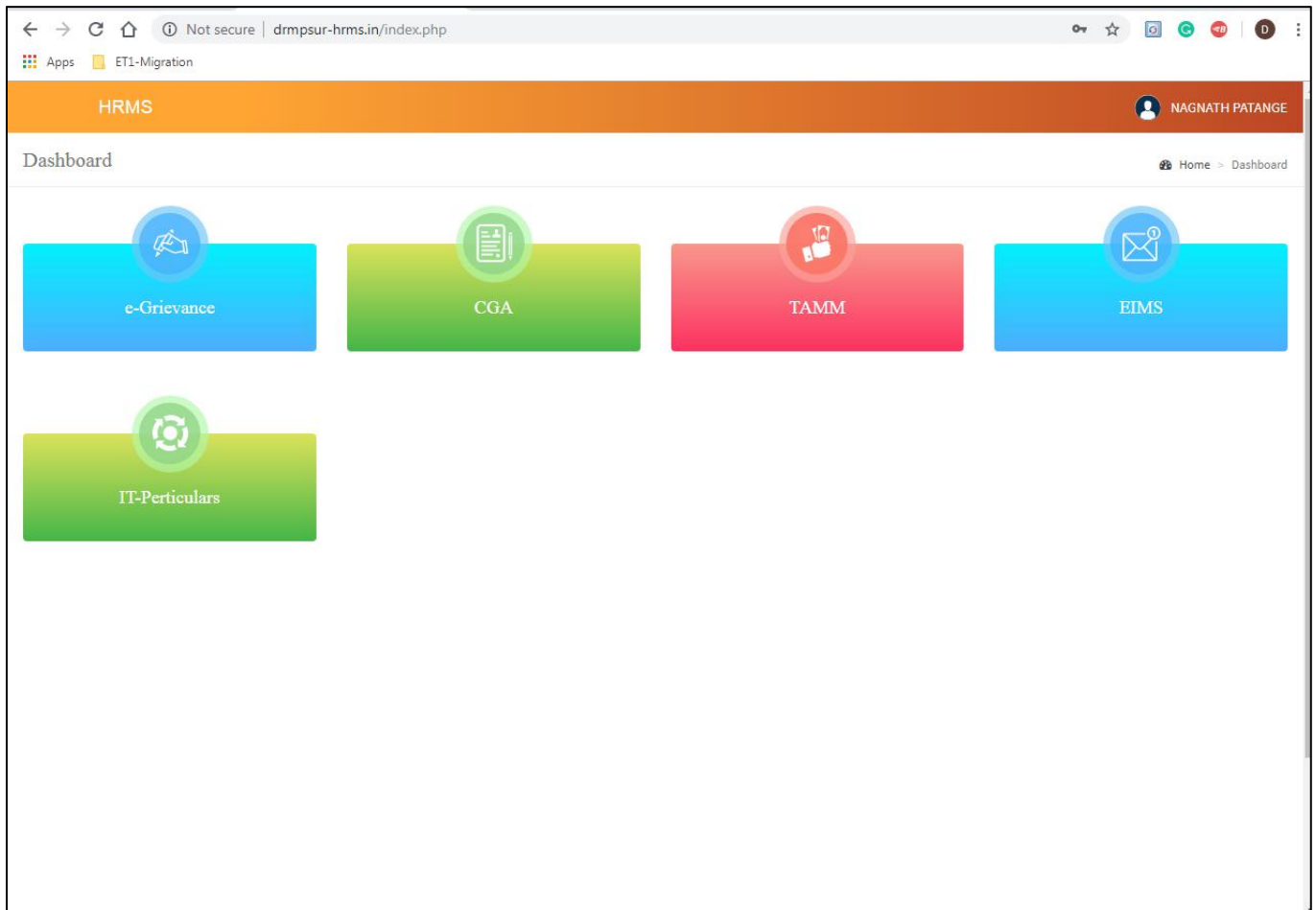
1. On visiting **drmps-sur-hrms.in** the user will see the login page of HRMS. To login user have to enter his/her PF No. as a Username and password will be Date of Birth of that employee by default (see fig-1.1).
E.g. Username: 00505283024, Password: DDMMYYYY
2. Click on login button.

(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)

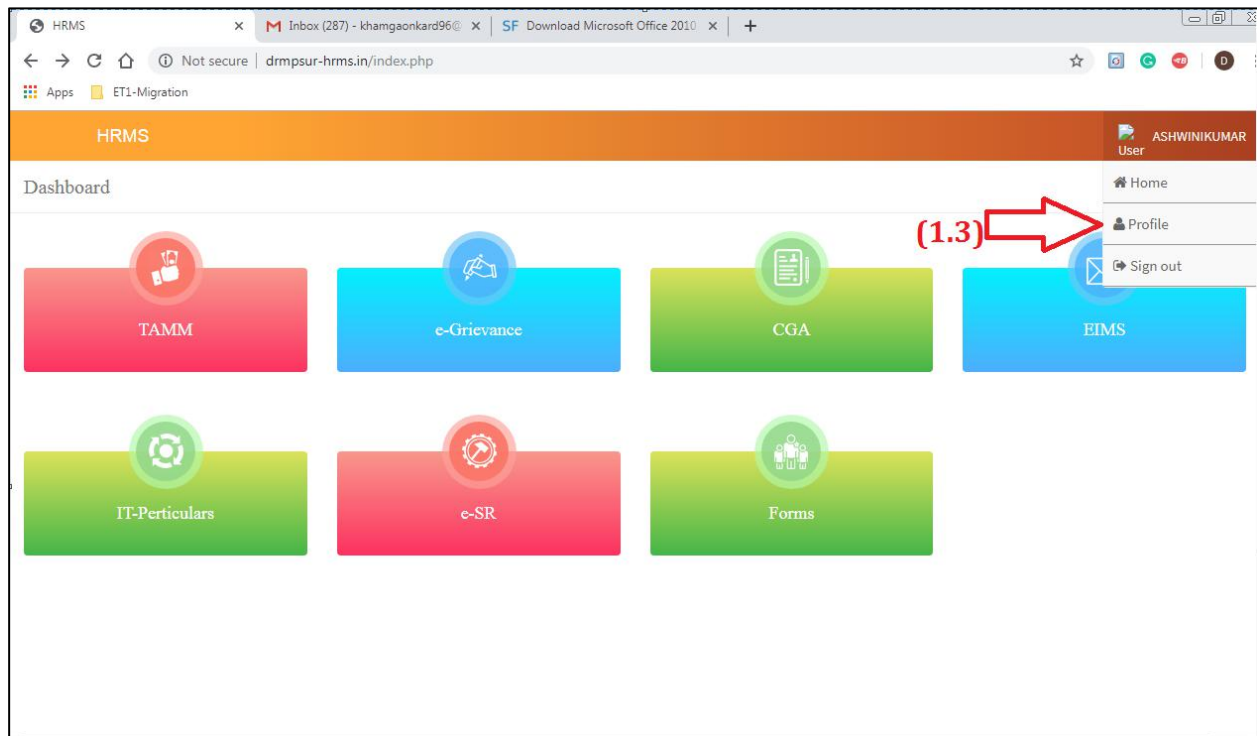
(Fig-1.2)



HRMS Dashboard:

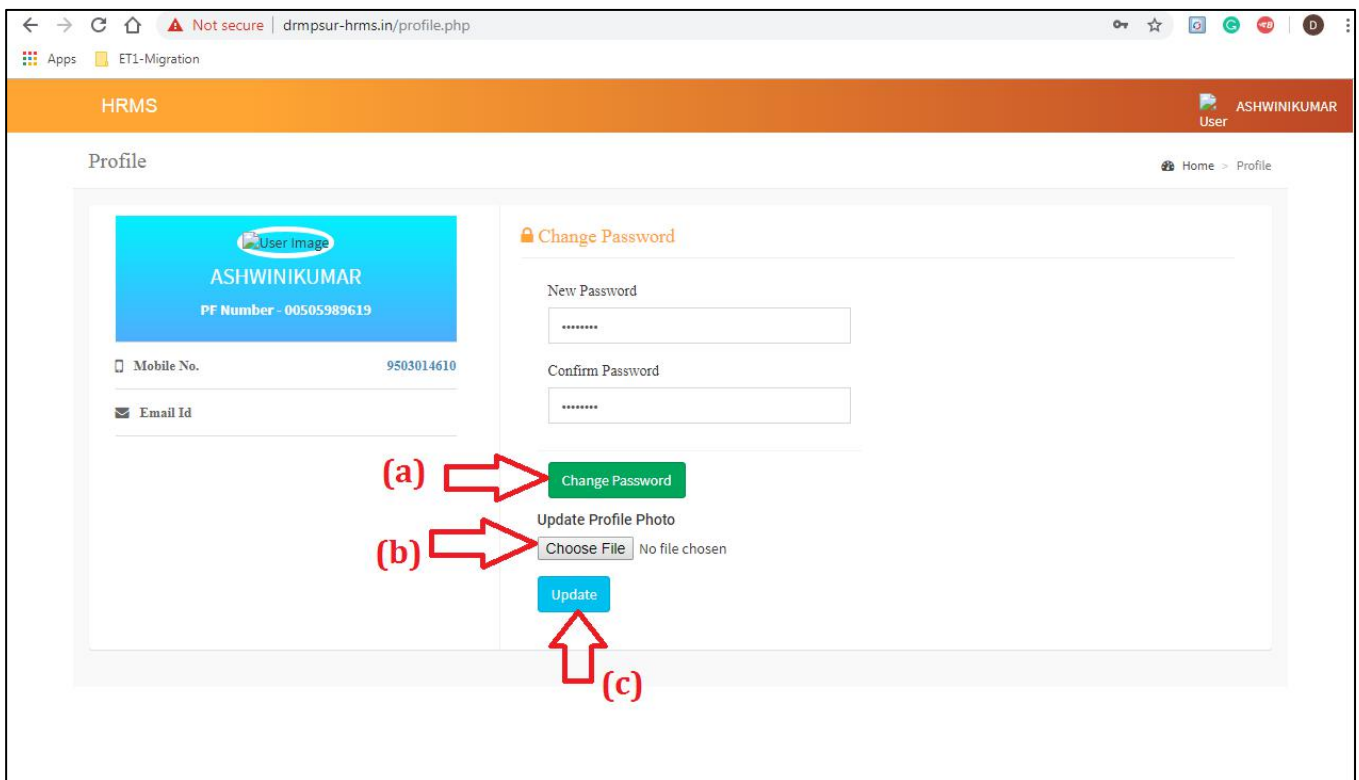
1. After logging in to HRMS website, you will see HRMS dashboard on screen .HRMS modules are given on the dashboard. (See the above fig.)
2. User can change their password from HRMS dashboard.
3. To change the password, click on your name given at the top right corner of the dashboard.
4. Popup will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

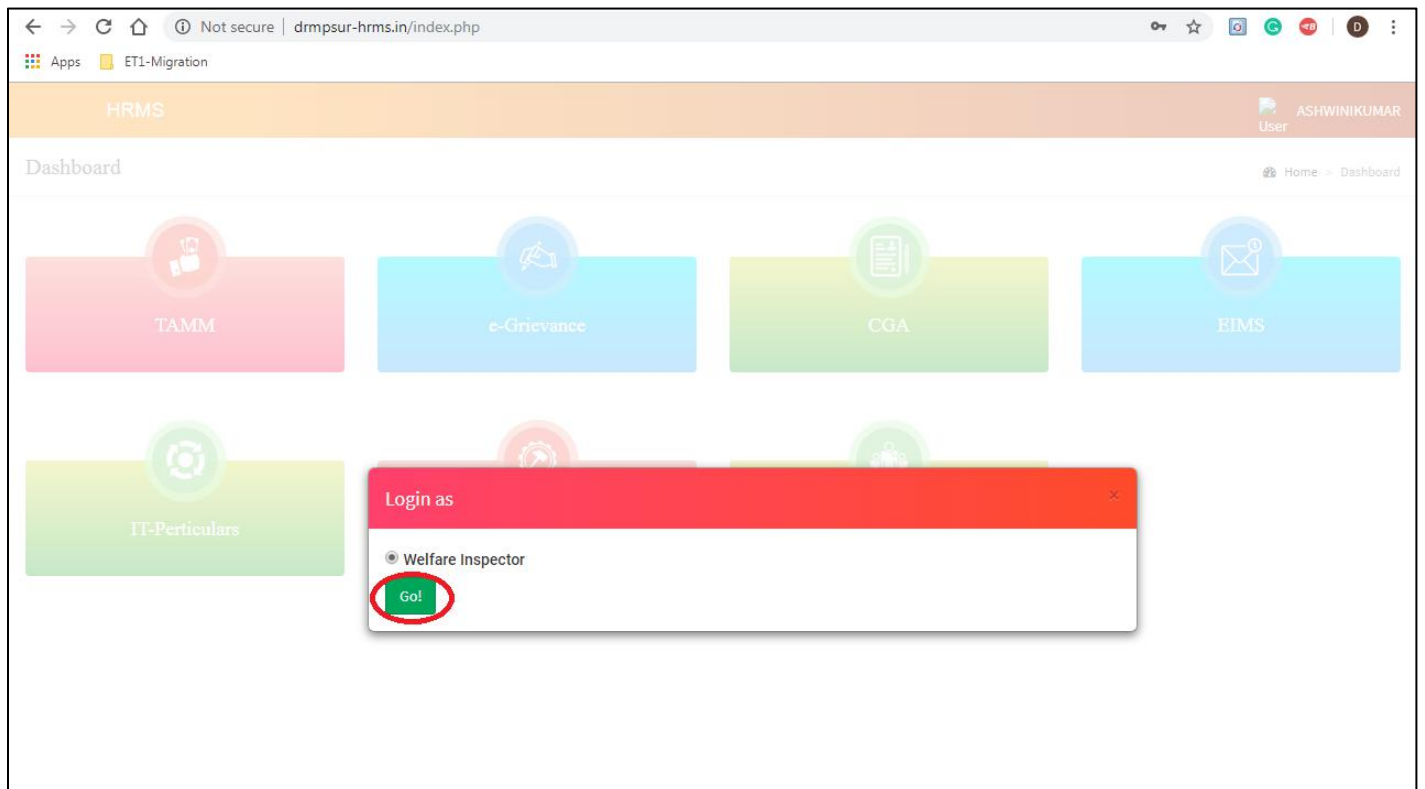
(Fig-1.4)



How to login to CGA?

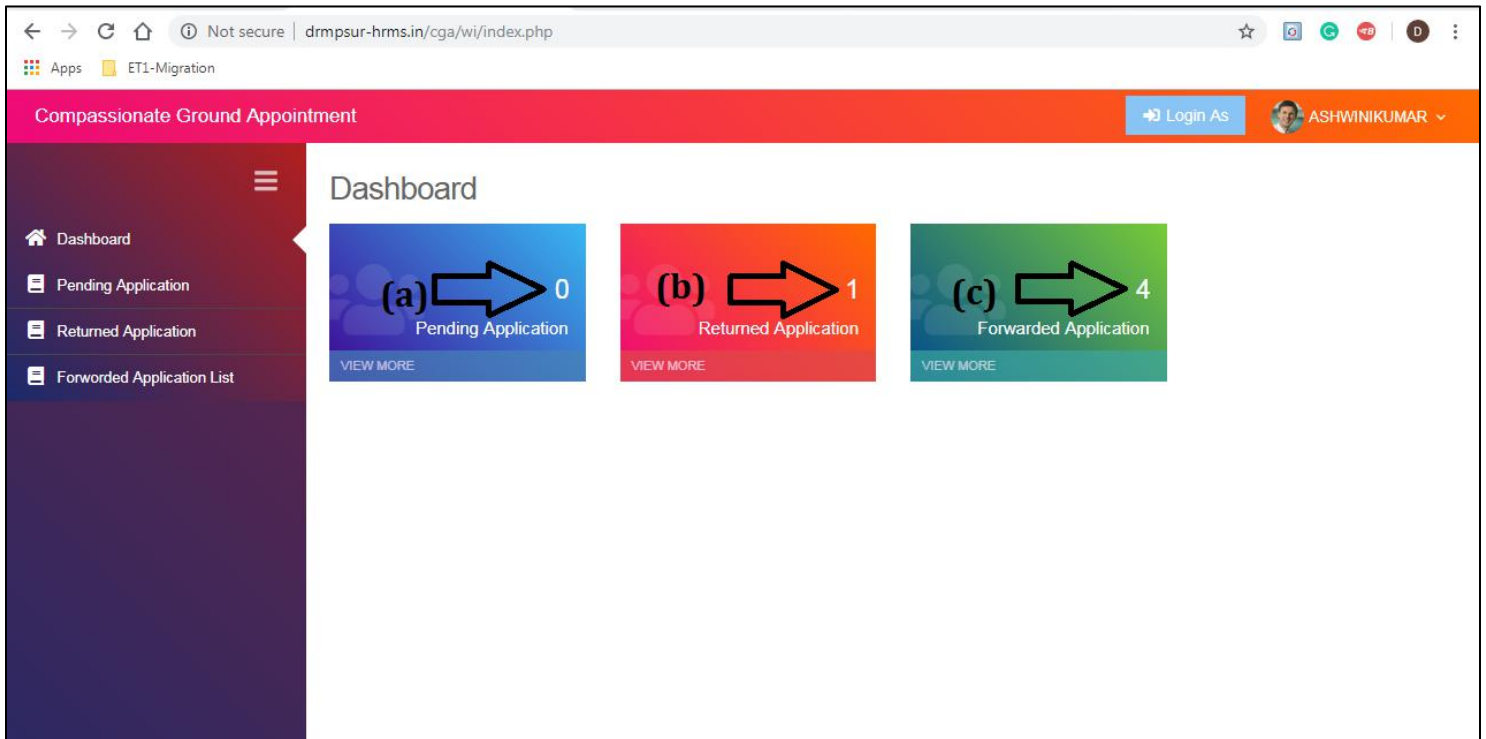
1. After logging in to HRMS website, from the dashboard click on CGA.
2. Popup will appear on screen. On that popup select your role (Welfare Inspector) to login to CGA.
3. Click on 'Go'. (Fig-1.5)

(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)

Compassionate Ground Appointment

Login As ASHWINKUMAR

Pending 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>Check Note (a)</div> <div>Add Data (b)</div>

Showing 1 to 1 of 1 entries

Previous 1 Next

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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)

Compassionate Ground Appointment

Login As ASHWINIKUMAR

ST

Identification Mark 1

Identification Mark 2

Add Family Member

Family Member 1

Member Name swati

Member Mobile No

Member Pan No AAAAA2345A

Member Aadhar No 564564565756

Member Relation NIECE

Marital Status MARRIED

Member DOB

Member Qualification BBA

Member Employed or Otherwise yes

Submit Cancel

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- 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)

drmps-sur-hrms.in/cga/wi/show_application1.php?id=35&ex_emp_pfn=00505996132&username=00505996132&case=4

Apps ET1-Migration

Compassionate Ground Appointment Login As ASHWINIKUMAR

7	In the case the ward is minor at the time of death of the deceased, whether the widow has applied within 2 years from the date of the candidate attained majority.	
8	Detail remarking as on the circumstances of the case warranting relaxation of time limit of 5 to 20 years.	
9	Whether relaxation in the age is required, if so to what extent (while seeking age relaxation the provision of age limit for SC/ST candidates has to be observed).	
10	Date on which proforma filled and report submitted	
11	Special or any other particulars considered relevant in the case:	

Present financial status of the family indicating land, immovable and movable property with details

Upload Verified Documents / Files* documents(in pdf format) & images(in .jpg or .png)

Choose Files CGA-DAK Clerk user manual.pdf

Submit Cancel

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)

The screenshot displays a web application interface for managing pending applications. The top navigation bar includes a 'Login As' button and the user's name 'ASHWINIKUMAR'. The left sidebar contains a menu with options: Dashboard, Pending Application, Returned Application, and Forwarded Application List. The main content area is titled 'Pending Application List' and features a table with columns: SR No, Ex. Employee PFNo, Ex. Employee Name, Applicant Name, Applicant Username, Category, and Action. A single entry is shown in the table. The 'Action' column for this entry contains two buttons: 'Show Application' and 'Update Application'. Red arrows with labels (a) and (b) point to these buttons respectively. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes pagination controls for 'Previous', '1', and 'Next'.

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

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

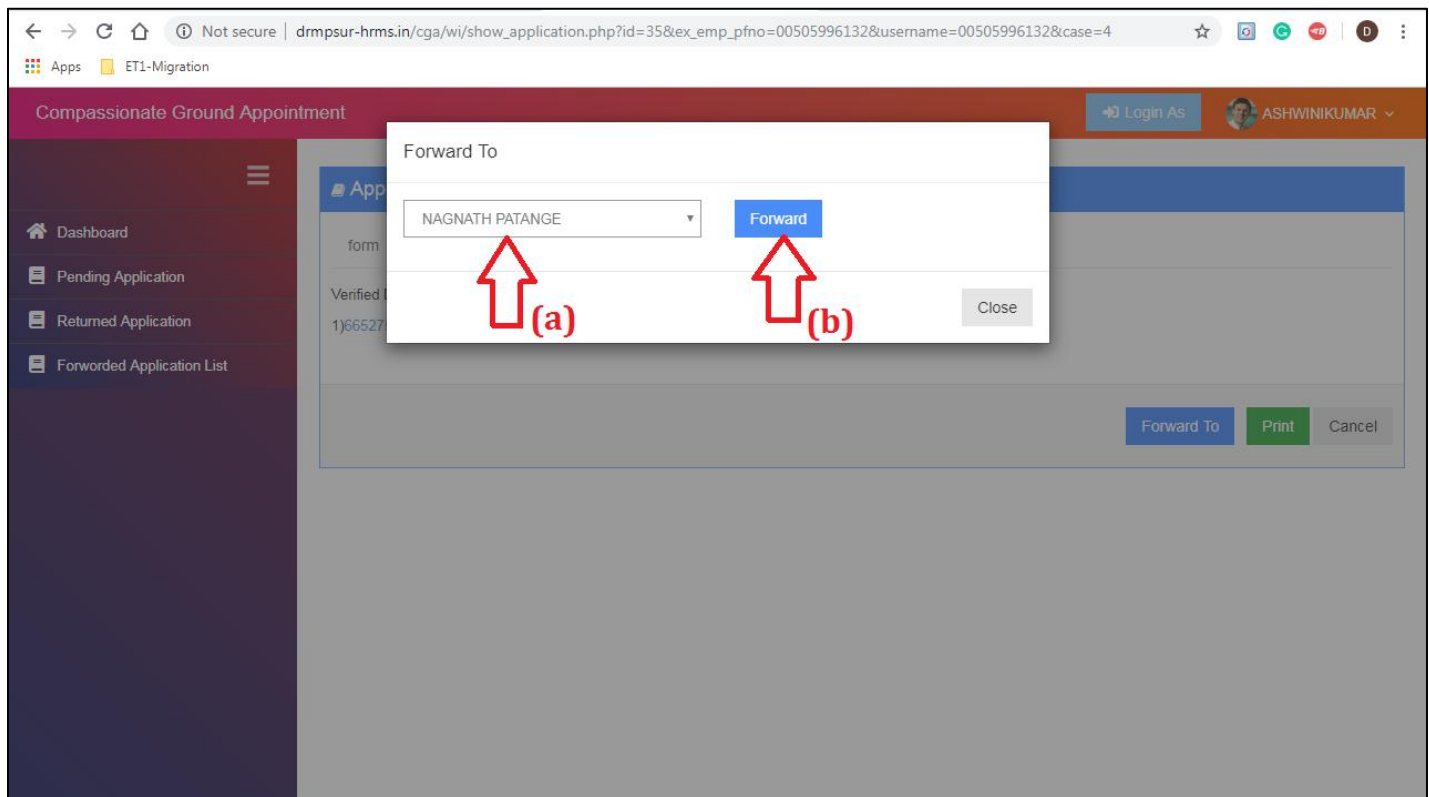
(Fig-1.8.4)

The screenshot displays a web application interface for 'Compassionate Ground Appointment'. The browser address bar shows the URL: `drmps-sur-hrms.in/cga/wi/show_application.php?id=35&ex_emp_pfn=00505996132&username=00505996132&case=4`. The page features a sidebar with navigation links: Dashboard, Pending Application, Returned Application, and Forwarded Application List. The main content area is titled 'Application Form' and contains two tabs: 'form' and 'Verified Documents'. The 'Verified Documents' tab is active, showing a list of documents with the entry '1)665275_CGA-DAK Clerk user manual.pdf'. At the bottom right of the document list, there are three buttons: 'Forward To' (highlighted with a red circle), 'Print', and 'Cancel'.

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)

The screenshot displays the 'Returned Application List' page. The table contains the following data:

SR No	Ex. Employee PFno	Ex. Employee Name	Applicant Name	Category	Reason	Rejected By	Action
1	00506011810	SHIVRAJ POPAT SHINDE	Ram	Missing Case	sadasd asasda	NAGNATH PATANGE (Recruitment Cell Clerk)	Show

Showing 1 to 1 of 1 entries

Navigation buttons: Previous, 1, Next

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)

Compassionate Ground Appointment

Login As ASHWINIKUMAR

Forwarded Application List

Copy CSV Excel PDF Print

Search:

SR No.	Ex. Employee PFNo.	Ex. Employee Name	Applicant Name	Category	Action
1	00505967703	PRADEEP K	Om	Medical Decategorized	Status Show Application
2	00506011810	SHIVRAJ POPAT SHINDE	Ram	Missing Case	Status Show Application
3	00504392309	N.B.KHARWADE	Onkar	Death Case	Status Show Application

Showing 1 to 3 of 3 entries

Previous 1 Next

Rejected Application List

Copy CSV Excel PDF Print

Search:

SR No.	Ex. Employee PFNo.	Ex. Employee Name	Applicant Name	Category	Reason	Action
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

LOGOUT:

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