

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



COMPASSIONATE GROUND APPOINTMENT

(CGA)

DAK Clerk User Manual (1.0)

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What is CGA?

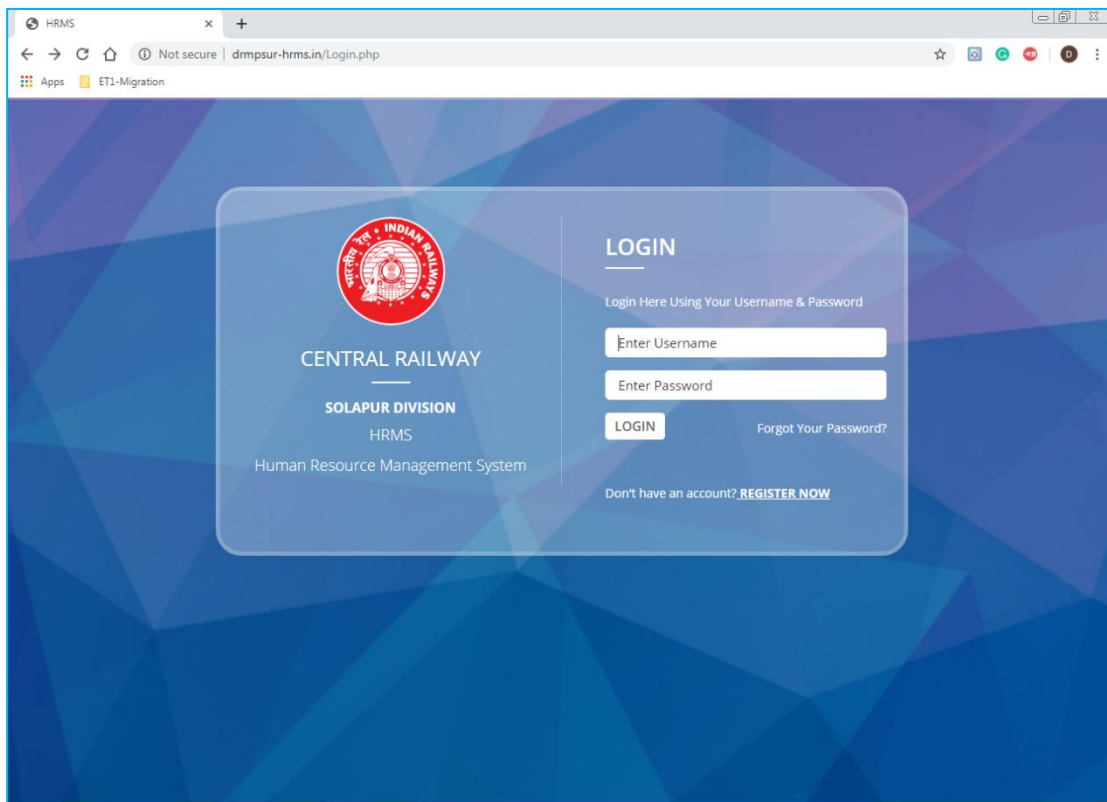
CGA: Compassionate Ground Appointment Module. It is Web based application to claim CGA for a Railway Employees.

Links:

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

Website Home Page:

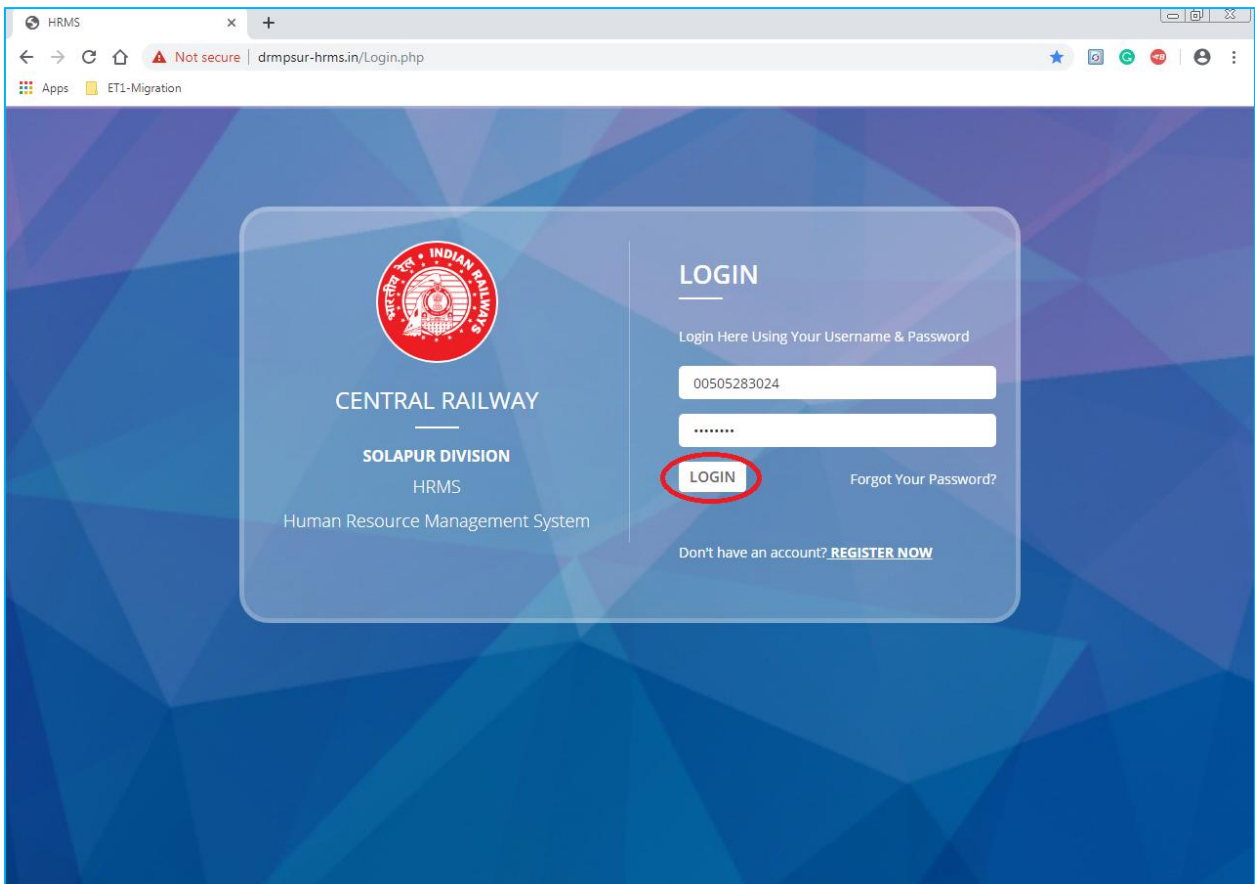
On visiting the site **drmps-sur-hrms.in** the user will see the login page of  HRMS.



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.

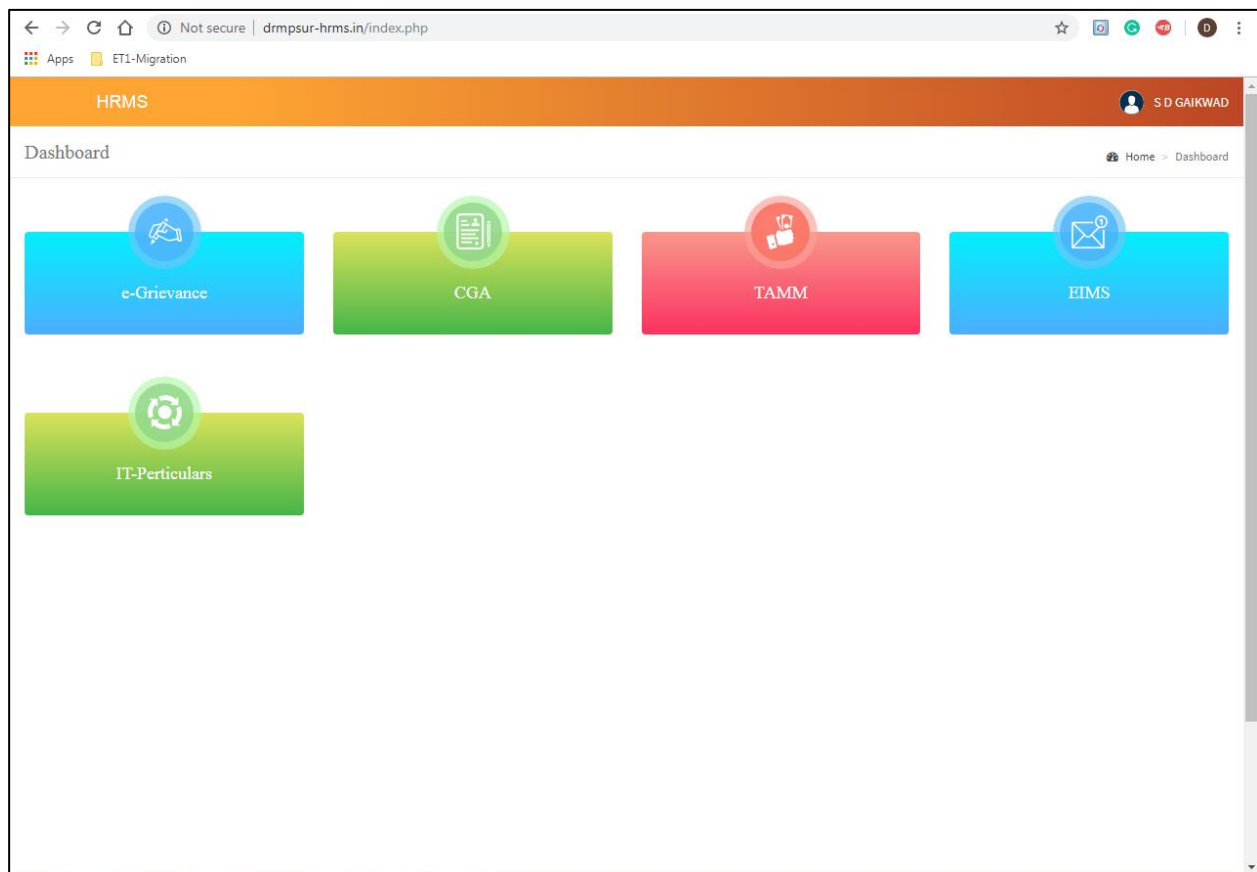
(Fig-1.1)



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)

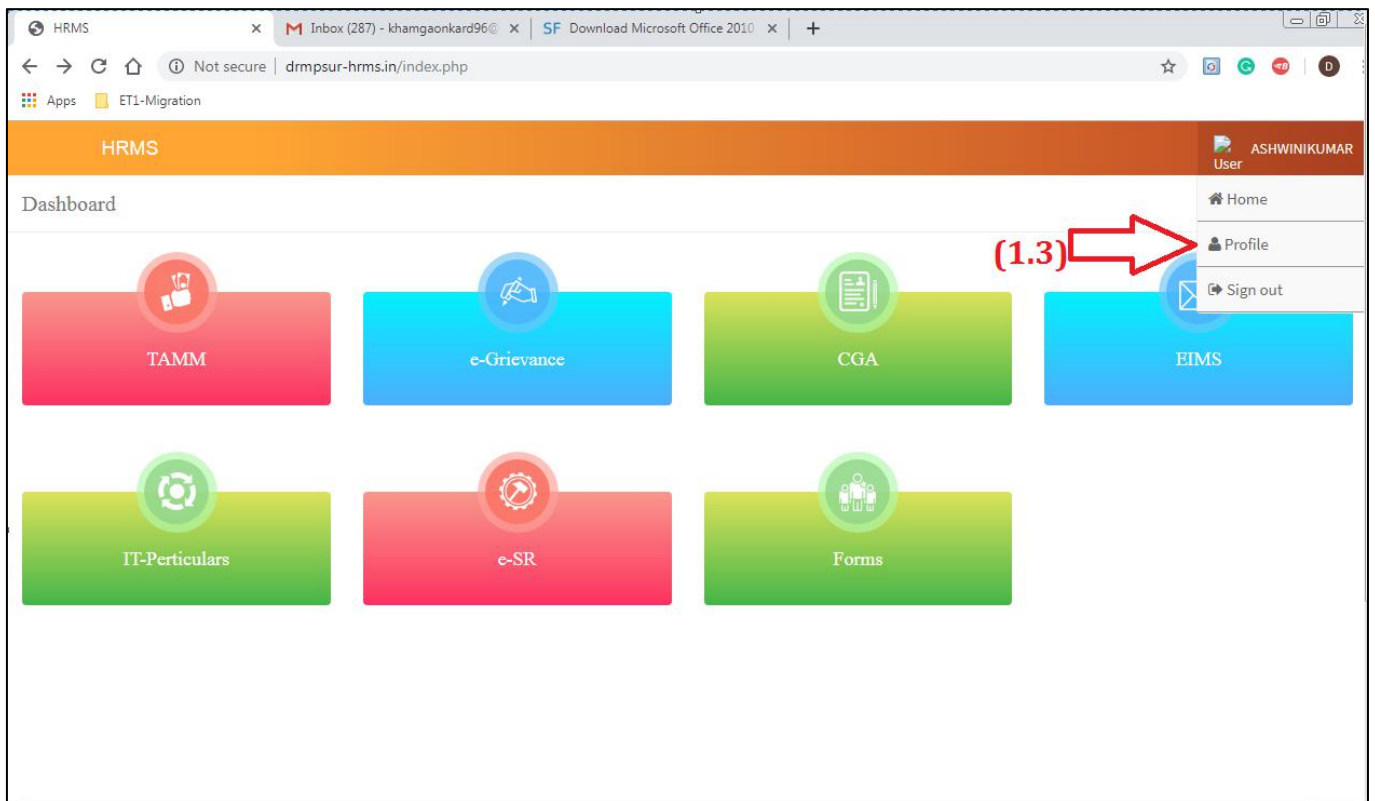
(Fig-1.2)



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. 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).

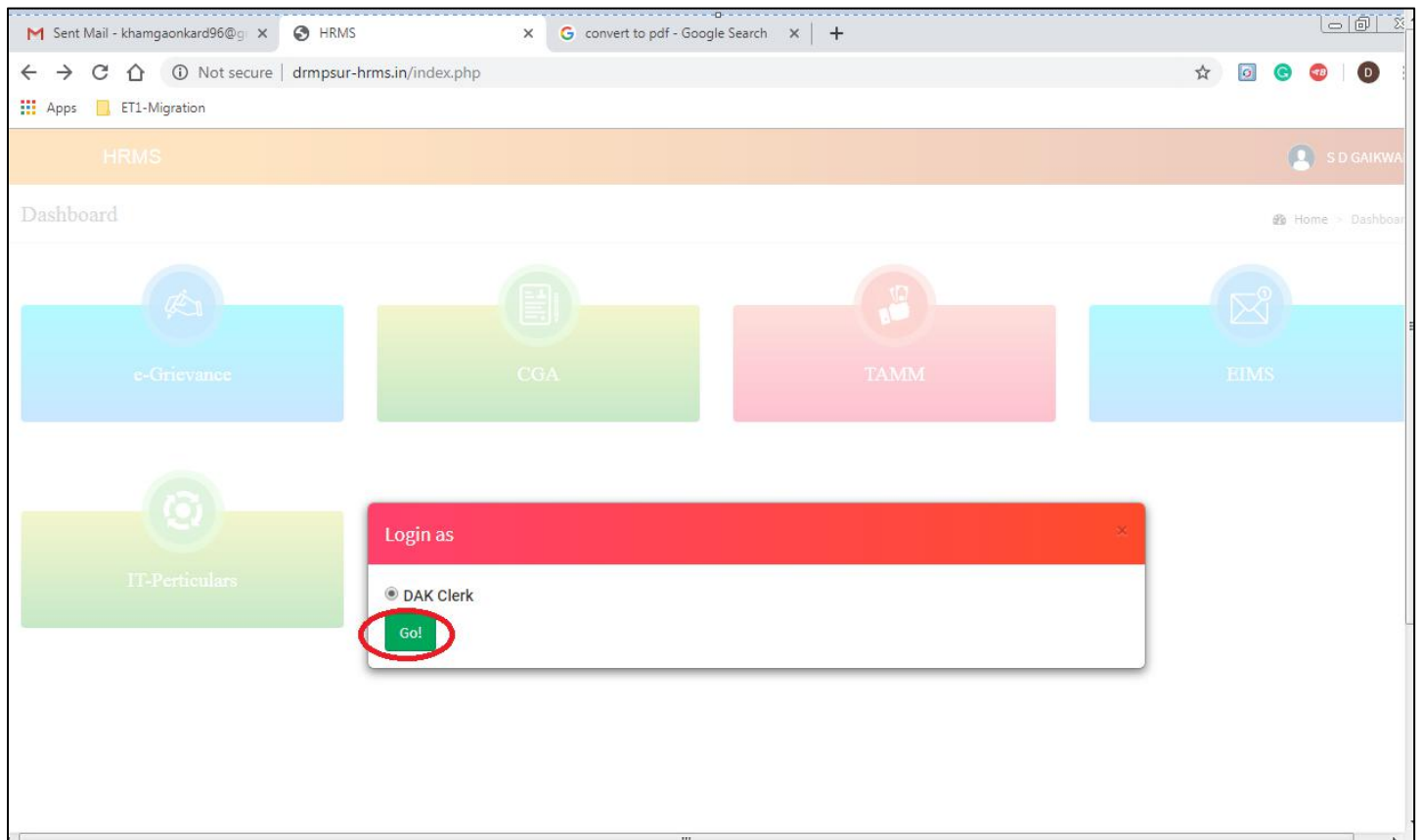
(Fig-1.4)

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 a user profile "ASHWINIKUMAR" on the right. The main content area is titled "Profile" and contains two sections. The left section displays the user's profile information, including a blue box with "User Image" and "ASHWINIKUMAR", and fields for "Mobile No." (9503014610) and "Email Id". The right section is titled "Change Password" and contains two password input fields labeled "New Password" and "Confirm Password". Below these fields are three buttons: a green "Change Password" button, a "Choose File" button (labeled "No file chosen"), and a blue "Update" button. Red arrows with labels (a), (b), and (c) point to these buttons respectively. (a) points to the "Change Password" button, (b) points to the "Choose File" button, and (c) points to the "Update" button.

How to login to CGA?

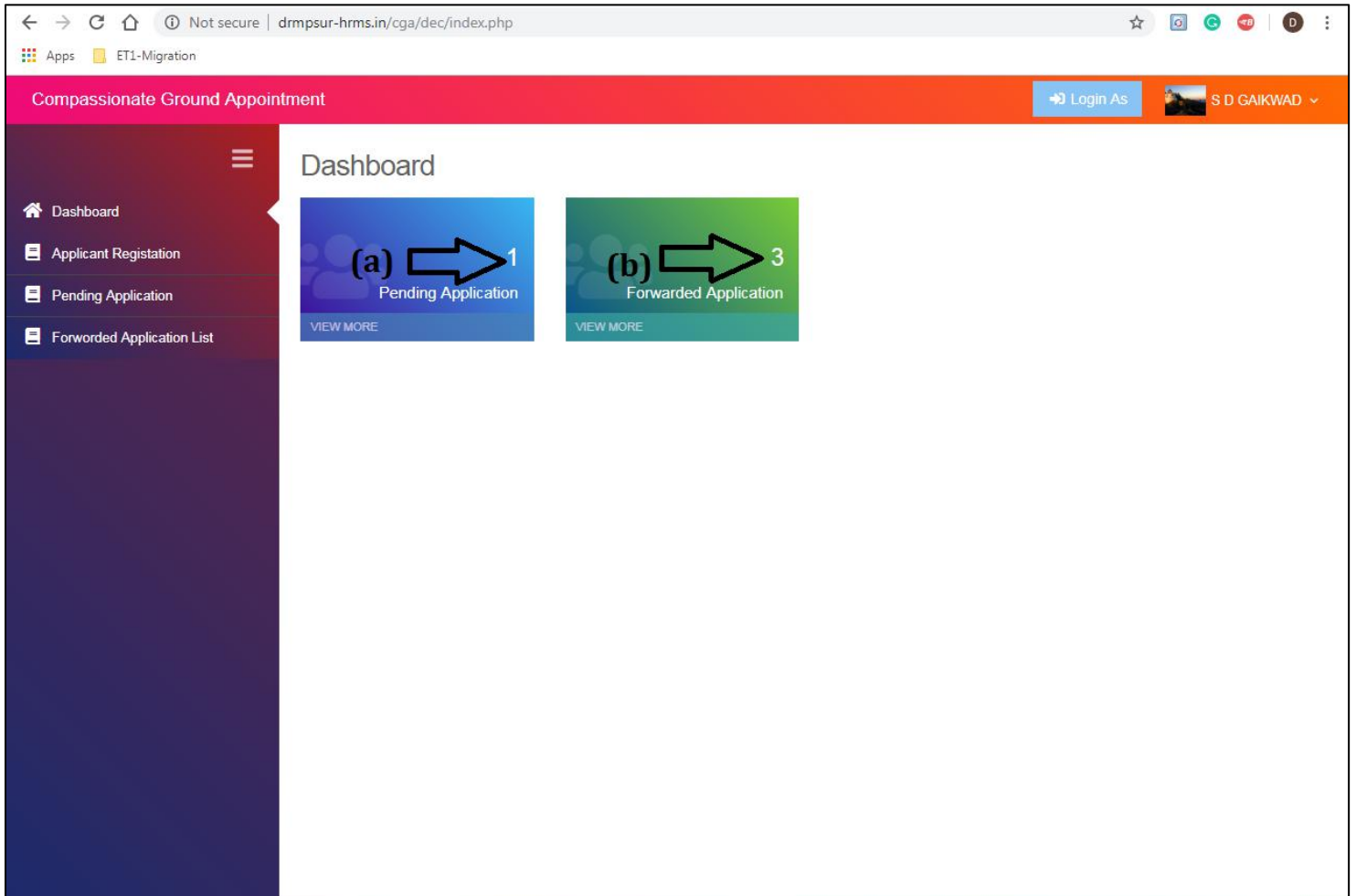
1. After logging in to HRMS website, from the dashboard click on CGA.
2. Popup will appear on screen. On that popup select your role (DAK Clerk) to login to CGA.
3. Click on 'Go'. (Fig-1.5)

(Fig-1.5)



CGA Dashboard:

(Fig-1.6)

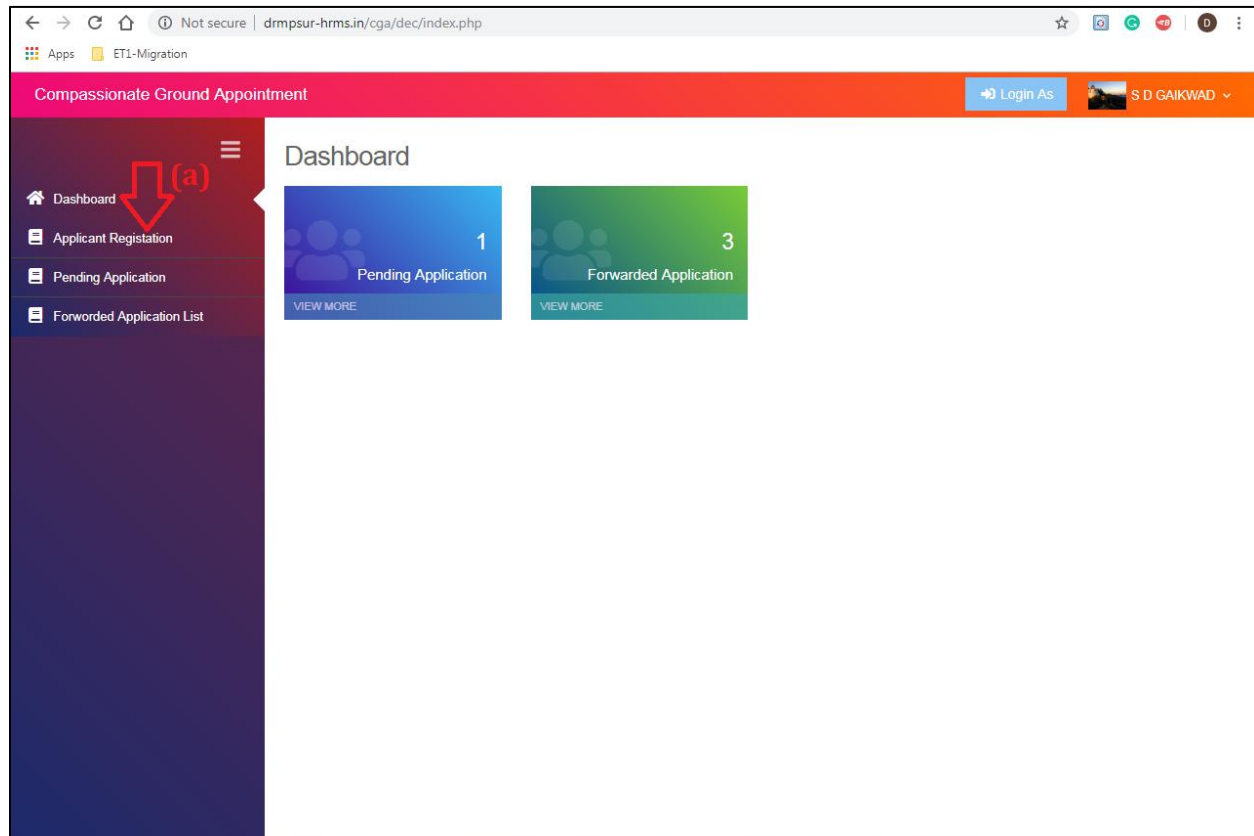


Dashboard contents :(Fig-1.6)

1. Pending Applications (a)
2. Forwarded Pending (b)

How to Register an Application? (Fig-1.7)

1. Login to HRMS and then to CGA.
2. From sidebar select Applicant Registration. (a) (Fig-1.7)



4. In the registration form enter the PF number of the employee. (Fig-1.7.1)
5. Enter the applicants details. And Click on submit button in below (Fig-1.7.1).

The screenshot displays a web application interface for 'Compassionate Ground Appointment'. The top navigation bar includes a 'Login As' button and the user name 'S D GAIKWAD'. The left sidebar contains links to 'Dashboard', 'Applicant Registration', 'Pending Application', and 'Forwarded Application List'. The main content area features the 'Applicant Registration Form' with the following fields:


- Ex-Employees (Parent) PF number: 00500250119
- Employee Name: NAGNATH PATANGE
- Department: PERSONNEL
- Designation: Ch. OFFICE SUPERINTENDENT
- Applicant Details section:
 - Applicant Name: Reshma
 - Date Of Birth: 19/08/1997
 - Gender: Female
 - Mobile Number: (empty field)
 - Category: Minor Registration

At the bottom right of the form, there is a blue 'Submit' button with a checkmark icon, which is circled in red, and a grey 'Cancel' button. Below the form is a 'Registered User List' section with buttons for 'Copy', 'Excel', 'CSV', and 'PDF', and a search bar.


6. On the same page you can see the registered user list.(Fig-1.7.2)
7. To see the registered user list just scroll down the page.
8. From this list, before forwarding the application to RCC, you can update, remove or view the application.(a) (Fig-1.7.2)

← → ↻ 🏠 ⚠ Not secure | drmpsur-hrms.in/cga/dec/registration.php ☆ 📄 📞 📧 📱

Apps ET1-Migration

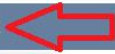
Compassionate Ground Appointment 🔑 Login As  S D GAIKWAD ▾

Gender
Female ▾


Mobile Number
 |

Category
Minor Registration ▾


✓ Submit Cancel

Registered User List  (1.7.2)

Copy Excel CSV PDF Search:

SR No. ▴ ▾	Ex. Employee PFNo ▴ ▾	Ex. Employee Name ▴ ▾	Applicant Name ▴ ▾	Category ▴ ▾	Action  (a) ▴ ▾
1	00505347843	SHANTABAI SHARNAPPA	Dishank	Missing Case	Remove Update View
2	00505967703	PRADEEP K	Om	Medical Decategorized	View
3	00506011810	SHIVRAJ POPAT SHINDE	Ram	Missing Case	View
4	00504392309	N.B.KHARWADE	Onkar	Death Case	View

Showing 1 to 4 of 4 entries Previous 1 Next

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Pending Application:

Submitted applications are given in the pending application list. From pending application list you can forward the application to RCC.

How to forward the application?

1. Select Pending Application from sidebar. (Fig-1.8)
2. Click on show application.

(Fig-1.8)

The screenshot shows a web application interface for 'Compassionate Ground Appointment'. The top navigation bar is orange and includes a 'Login As' button and the user name 'S D GAIKWAD'. The left sidebar is dark blue and contains a menu with 'Dashboard', 'Applicant Registration', 'Pending Application', and 'Forwarded Application List'. A red arrow points to 'Pending Application'. 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, 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 'Action' column for this entry contains a blue button labeled 'Show Application', which is circled in red. Above the table are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A search bar is located to the right of these buttons. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous', '1', and 'Next' pagination controls.

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

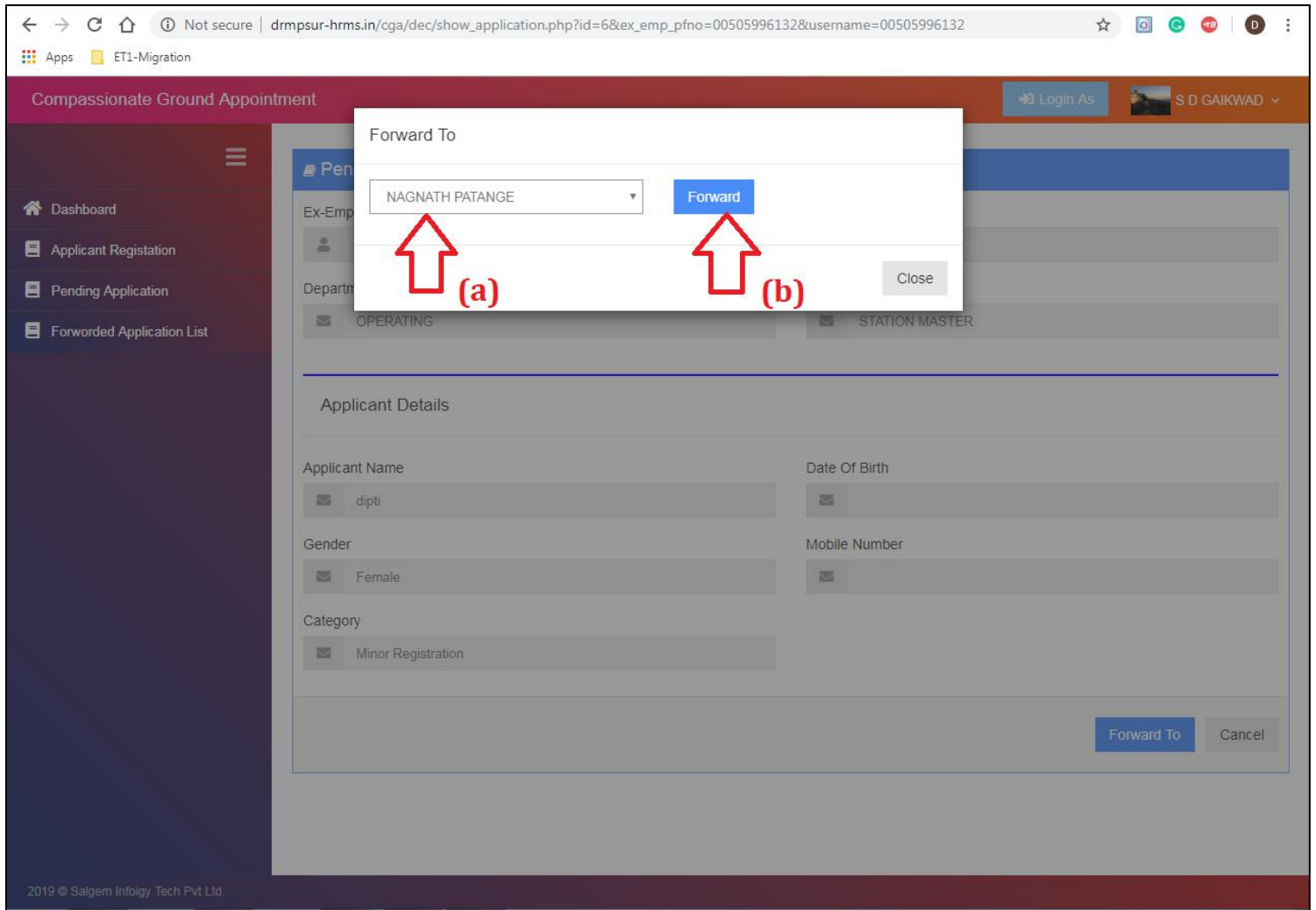
3. On the page of application form click on 'Forward To'. (Fig-1.8.1)
(Fig-1.8.1)

The screenshot displays a web application interface for a 'Compassionate Ground Appointment'. The top navigation bar is red with a 'Login As' button and the user name 'S D GAIKWAD'. A left sidebar contains a menu with 'Dashboard', 'Applicant Registration', 'Pending Application', and 'Forwarded Application List'. The main content area is titled 'Pending Application Form' and contains the following fields:

Pending Application Form	
Ex-Employees (Parent) PF number	Employee Name
00505996132	DINESH KUMAR
Department	Designation
OPERATING	STATION MASTER
Applicant Details	
Applicant Name	Date Of Birth
dipti	
Gender	Mobile Number
Female	
Category	
Minor Registration	
<div>Forward To Cancel</div>	

4. New popup window will get opened. (Fig-1.8.2)
5. Select the RCC (a) name and Click on Forward button (b).

(Fig-1.8.2)



Forwarded Application List:

1. Applications which are forwarded to RCC are shown in the forwarded application list.
2. To see the forwarded application list click on Forwarded Application from sidebar. (Fig- 1.9)
3. To check the application track, click on status from forwarded application list (a).

(Fig-1.9)

Compassionate Ground Appointment

Login As S D GAIKWAD

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
2	00506011810	SHIVRAJ POPAT SHINDE	Ram	Missing Case	Status
3	00504392309	N.B.KHARWADE	Onkar	Death Case	Status (a)

Showing 1 to 3 of 3 entries

Previous 1 Next

TRACK:

The screenshot displays a web application for tracking Compassionate Ground Appointment (CGA) applications. The interface includes a sidebar with navigation options: Dashboard, Applicant Registration, Pending Application, and Forwarded Application List. The main content area shows a workflow diagram with four steps, each connected by a downward arrow:

- Om(APPLICANT)**
22-05-2019 05:16:04pm
- S D GAIKWAD(DAK CLERK)**
Received - 22-05-2019 05:16:04pm
Pending time - 0 months 0 days 0 hours 0 minutes 18 seconds
Approved - 22-05-2019 05:16:22pm
- NAGNATH PATANGE(RCC)**
Received - 22-05-2019 05:16:22pm
Pending time - 0 months 0 days 0 hours 0 minutes 18 seconds
Approved - 22-05-2019 05:19:04
- RAMESH R.IYER(DPO)**
Received - 22-05-2019 05:19:04
Pending time - 0 months 0 days 0 hours 0 minutes 18 seconds
Approved - 22-05-2019 05:20:06

LOGOUT:

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

