



Geological Survey of India

Government of India

CIRCULAR

HRMS – Update Personal Details

As per VAQ Theme 1 recommendation, additional screens have been provided in HRMS to update the degree details, FSP allocation details, professional membership details, software proficiency and work experience before / after joining GSI. A manual detailing the steps and functionality of these screens is attached.

All GSI employees are requested to update their personal details using these screens available under the menu eGov > HRMS > Update Personal Details.

[P. K. Sinha]

Deputy Director General

Mission IIIA

5th February 2019

MANUAL – UPDATE PERSONAL DETAILS VERSION 1

February 2019

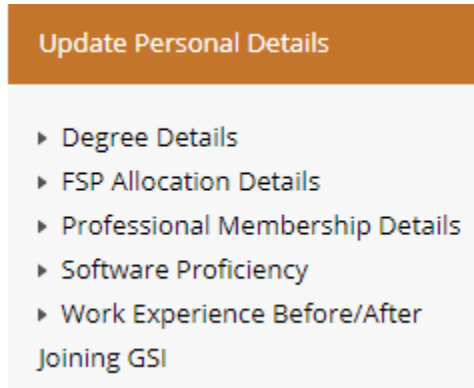
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1 Update Personal Details

This document details the functionality of the screens which can be used by GSI employees to update following personal details, as recommended by the Theme 1 of VAQ. In due course, this section will also provide additional screens using which users will be able to update their publication, award, training and other details.

Menu Navigation: On logging in to the portal with user credentials, user can navigate to the following: eGov > HRMS > Update Personal Details



1.1 Degree Details

In this process, user can fill in the details of his/her qualifications such as degree Name, institute information, year, marks, etc. All these details would be accessible in HRMS Executive Summary Report, in the form of a table in PDF format.

1.1.1 Landing Page

The Degree Details information represent educational records as per database.



| SLNo | Degree Name | Institution Name | Year | Marks | Action |
|------|-------------|------------------|------|---------------|---|
| 1 | 10 | ACS | 2009 | 87 Percentage |  |

1.1.2 Add Degree Details Record

Form: The Degree Details form under Degree details of Employee menu will appear on clicking

(Create New) Button.

Degree Details X

Create New

| SL.No | Degree Name | Institution Name | Year | Marks | Action |
|-------|-------------|------------------|------|---------------|--------|
| 1 | 10 | ACS | 2009 | 87 Percentage | |

Degree Details X

Before joining GSI

* Degree Name: 10+2

Marks: 84 Unit: Select

Thesis Subject: Maths

Thesis Title:

* Institution Name:

* Passout Year: 1964

Caption:

Attachment: No file chosen

Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen.

employee.gsi.gov.in says
Passout Year should not be greater than year of joining to GSI.

OK

Degree Details X

Before joining GSI

* Degree Name

Marks

Thesis Subject

Thesis Title


* Institution Name

* Passout Year

Unit

Attachment no file chosen

Caption

 Add Elective Name

Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen.

1.1.3 Edit existing Degree Details Record

Update existing Degree details records by clicking on Degree Name.

Degree Details X

Create New

| SLNo | Degree Name | Institution Name | Year | Marks | Action |
|------|-------------|------------------|------|---------------|--------|
| 1 | 10 | ACS | 2009 | 87 Percentage | |

Update the changes made by employee.

Degree Details X

Before joining GSI

* Degree Name:

Marks: Unit:

Thesis Subject:

Thesis Title:

* Institution Name:

* Passout Year:

Caption:

Attachment: No file chosen

Add Elective Name: _____

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1.1.4 Delete existing Degree Details Record

Delete existing Degree details records by clicking on (X) icon under Action tab.



| SLNo | Degree Name | Institution Name | Year | Marks | Action |
|------|-------------|------------------|------|---------------|--------|
| 1 | 10 | ACS | 2009 | 87 Percentage | X |

1.1.5 HRMS Executive Summary

In the existing HRMS Executive Summary PDF report, the relevant section (Section B) would be reflecting the current records as per the Degree details screen.

B. Educational Qualifications

| SNo. | Qualification | Institute | Technical Code | Marks | Passout Year |
|------|---------------|-----------|----------------|---------------|--------------|
| 1 | 10 | ACS | | 87 Percentage | 2009 |

1.2 FSP Allocation Details

In this process, user can search existing FSP by FSP ID, FSP Title and FSP year. User can also fill the details of his/her FSP. All these details would be accessible in HRMS Executive Summary Report, in the form of a table in PDF format

1.2.1 Landing Page

User can search existing FSP by FSP ID, FSP Title and FSP year

FSP Allocation Details

Search
Match: 0 / 00 / 00 / Any

FSP ID: FSP Title: FSP Year:

Search

View

| FSP Year | FSP ID | FSP Title | Personnel Type | Work Type | Year of Induction | Year of Completion | Allocation Start Date | Allocation End Date | Action |
|-----------|--------|-----------|----------------|-----------|-------------------|--------------------|-----------------------|---------------------|---|
| 2010-2011 | | Test | Personnel | Full time | 2010 | 2012 | 05-May-2010 | 02-Feb-2011 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

1.2.2 Add FSP Allocation Details

User can fill the details of his/her FSP by clicking ADD FSP button.

The screenshot shows the 'FSP Allocation Details' page. At the top, there is a search bar with fields for 'FSP ID', 'FSP Title', and 'FSP Year'. Below the search bar, there are buttons for 'View', 'Detach', and 'Add FSP'. The 'Add FSP' button is highlighted with a red box. Below the buttons is a table with columns: 'FSP Year', 'FSP ID', 'FSP Title', 'Personal Type', 'Work Type', 'Year of Initiation', 'Year of Completion', 'Allocation Start Date', 'Allocation End Date', and 'Action'. The table currently shows 'No data to display'.

Following Form will appear.

The screenshot shows the 'Add FSP Allocation Details' form. It contains several input fields: 'FSP Year' (dropdown), 'FSP Title' (text), 'Year of Initiation' (dropdown), 'Allocation Start Date' (calendar), 'Personal Type' (dropdown), 'Accession Number' (dropdown), 'FSP ID' (text), 'Background Info' (text), 'Year of Completion' (dropdown), 'Allocation End Date' (calendar), and 'Work Type' (dropdown). There are 'Submit' and 'Back' buttons at the bottom. A disclaimer is visible at the bottom of the form.

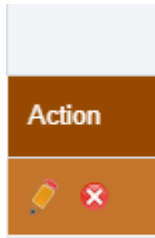
After save all necessary details a popup message will appear.

The screenshot shows the 'FSP Allocation Details' page with a successful submission popup message. The popup message says 'Your information has been submitted successfully' and has an 'OK' button. Below the popup, the table shows one record:

| FSP Year | FSP ID | FSP Title | Personal Type | Work Type | Year of Initiation | Year of Completion | Allocation Start Date | Allocation End Date | Action |
|-----------|--------|-----------|---------------|-----------|--------------------|--------------------|-----------------------|---------------------|--------|
| 2010-2011 | | Test | Personal | Full time | 2010 | 2012 | 05-May-2010 | 02-Feb-2011 | |

1.2.3 Edit FSP Allocation Details

Edit existing FSP Allocation records by clicking on Pencil icon under Action tab.





FSP Allocation Details

Search
Match: 0 of 00 Any

FSP ID: FSP Title: FSP Year:

Search

View:

| FSP Year | FSP ID | FSP Title | Personnel Type | Work Type | Year of Initiation | Year of Completion | Allocation Start Date | Allocation End Date | Action |
|-----------|--------|-----------|----------------|-----------|--------------------|--------------------|-----------------------|---------------------|---|
| 2010-2011 | | Test | Personnel | Full time | 2010 | 2012 | 05 May 2010 | 02 Feb 2011 |   |

Add FSP Allocation Details:

* FSP Year:

* FSP Title:

Year of Initiation:

Allocation Start Date:

* Personnel Type:

Accession Number:

FSP ID:

* Backgrounded Info:

* Year of Completion:

Allocation End Date:

* Work Type:

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1.2.4 Delete FSP Allocation Details

Delete FSP Allocation details records by clicking on (X) icon under Action tab.

The screenshot shows the 'FSP Allocation Details' interface. At the top left, there is a vertical menu with an 'Action' tab highlighted. Below this, there are search filters for 'FSP ID', 'FSP Title', and 'FSP Year'. A table below the filters contains one record for the year 2010-2011. The 'Action' column for this record contains a red 'X' icon, which is highlighted with a red box. The table columns are: FSP Year, FSP ID, FSP Title, Personnel Type, Work Type, Year of Initiation, Year of Completion, Allocation Start Date, Allocation End Date, and Action.

1.2.5 HRMS Executive Summary

In the existing HRMS Executive Summary PDF report, the relevant section (Section J) would be reflecting the current records as per the FSP Allocation Details screen.

J. FSP Allocation Details

| SNo. | FSP Code | Title | FS Year | Status |
|------|----------|-------|---------|--------|
| 1 | NIL | NIL | NIL | NIL |

1.3 Professional Membership Details

Under this section user can input details of any Membership along with the date of membership and its capacity.

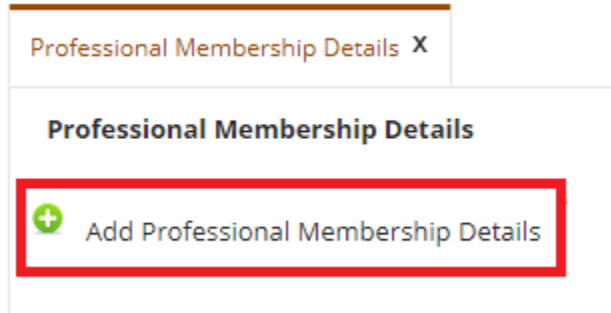
1.3.1 Landing Page

The Professional Membership Details information represent the records as per database.

The screenshot shows a web form titled "Professional Membership Details". At the top left, there is a tab labeled "Professional Membership Details" with a close icon. Below the title, there is a green plus icon and the text "Add Professional Membership Details". The form contains several input fields: "Professional Society Name/ Editorial Board*" with the value "ok"; "Capacity*" with the value "ok1"; "From Date:" with the value "02/02/2019" and a calendar icon; "To Date:" with the value "25/02/2019" and a calendar icon; "Attachment:" with the value "test"; and "Caption" with the value "test". A red error icon is visible in the top right corner of the form area.

1.3.2 Add Professional Membership Details

User can Add multiple Professional Membership Details by clicking on (+) icon and save the necessary information.



This screenshot shows the main form area for adding professional membership details. It includes the following fields and elements:

- Professional Society Name/ Editorial Board***: Text input field containing 'Test'.
- Capacity**: Text input field containing 'Test'.
- From Date:** Date input field.
- To Date:** Date input field.
- Attachment**: File upload area with a 'Choose File' button and the text 'No file chosen'.
- Caption**: Text input field.

Below the form fields, there is a disclaimer: "Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen." At the bottom center, there is a brown 'Submit' button.

employee.gsi.gov.in says
Do you want to Submit ?

OK Cancel

(India)[hi]

MRS. Somlutta Sarkar Self service Logout

वैज्ञानिक सर्वेक्षण
L SURVEY OF INDIA

MM & e-PROCUREMENT Payroll Claims

Professional Membership Details X

Professional Membership Details

+ Add Professional Membership Details

Professional Society Name/ Editorial Board* Text

Capacity Text

From Date: [] []

To Date: [] []

Attachment Choose File No file chosen

Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen.

Submit

After saving the information Success message will appear.

भारतीय भूवैज्ञानिक सर्वेक्षण
GEOLOGICAL SURVEY OF INDIA

MRS. Somlutta Sarkar Self service Logout

Your request has been submitted successfully.

OK

india.gov.in

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1.3.3 Edit Professional Membership Details

User can click on OK button to update Professional Membership Details.



Change the necessary modification and click on Submit Button.

Professional Membership Details X

Professional Membership Details

+ Add Professional Membership Details

Professional Society Name/ Editorial Board*

Capacity

From Date:

To Date:

Attachment No file chosen

Caption

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1.3.4 Delete Professional Membership Details

User can Delete Profession membership details by click on (X) icon in the form and finally Submit the form.

The screenshot shows a web form titled "Professional Membership Details" with a close button (X) in the top right corner. Below the title is a green plus icon and the text "Add Professional Membership Details". The form contains several input fields: "Professional Society Name/ Editorial Board*" with a "Modification" dropdown, "From Date:" and "To Date:" with calendar icons, "Attachment:" with a "Choose File" button and "No file chosen" text, "Capacity:" with a text input containing "Test", and "Caption:" with a text input. A red box highlights a small red 'X' icon in the top right corner of the form area. Below the form is a disclaimer: "Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen." and a "Submit" button.

1.4 Software proficiency

Under this process user can fill in the details of his/her software skills including name of the software, level of experience achieved, and time worked on the particular software.

1.4.1 Landing Page

The Software Proficiency information represent the records as per database.

The screenshot displays a web interface for managing software proficiency records. At the top, there is a tab labeled "Software Proficiency" and a sub-header "Software Proficiency". Below this, a green plus icon is followed by the text "Add Software Proficiency".

The first record is shown in a bordered box with the following fields:

- Proficiency Classification: Software Skills
- Software Proficiency: RDBMS
- Software Tool: If one value is selected
- Proficiency: Beginner
- Relevant Experience: If one value is selected in software
- Caption: aa
- Attachment: aa

The second record is shown in a similar bordered box below the first:

- Proficiency Classification: Software Skills
- Software Proficiency: Other
- Other Software: bkkkkkkkk
- Software Tool: If one value is selected
- Proficiency: Beginner
- Relevant Experience: If one value is selected in software

1.4.2 Add Software proficiency

User can Add multiple software proficiency by clicking on (+) icon and save the necessary information.

The screenshot shows a web form titled "Software Proficiency" with a sub-header "Add Software Proficiency". The form contains the following fields:

- Proficiency Classification*: Software Skills (dropdown menu)
- Software Proficiency*: Desktop GIS (dropdown menu)
- Software Tool*: ARCGIS (text input)
- Relevant Experience: 2 years (text input)
- Attachment: Choose File | No file chosen (button and text)
- Proficiency*: Basic (dropdown menu)
- Caption: (empty text input)

Below the form is a disclaimer: "Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen." A "Submit" button is located at the bottom right of the form area.



This screenshot is identical to the one above, showing the "Add Software Proficiency" form with the same fields and disclaimer. The "Submit" button is visible at the bottom right.

After saving the information Success message will appear.



Your request has been submitted successfully.

OK

1.4.3 Edit Software proficiency

User can click on OK button to update Software proficiency details.



Change the necessary modification and click on Submit Button.

The screenshot displays the 'Add Software Proficiency' form. The form contains the following fields:

- Proficiency Classification*: Software Skills (dropdown menu)
- Software Proficiency*: Desktop GIS (dropdown menu)
- Software Tool*: ARCGIS (text input)
- Relevant Experience: 2 years (text input)
- Attachment: Choose File (button) No file chosen (text)
- Proficiency*: Basic (dropdown menu)
- Caption: (text input)

Below the form, there is a disclaimer: 'Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen.' and a 'Submit' button.

1.4.4 Delete Software proficiency

User can Delete Profession membership details by click on (X) icon in the form and finally Submit the form.

Software Proficiency X

Software Proficiency

Add Software Proficiency

Proficiency Classification*

Software Proficiency*

Software Tool*

Relevant Experience

Attachment: No file chosen

Proficiency*

Caption

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1.5 Work Experience Before/After Joining GSI

In this process the work experience of any employee prior to joining GSI is entered by the user. Employees can fill in the organization details and the duration of time they worked for a particular organization and their relevant work experience.

1.5.1 Landing Page

The Work Experience information represent the records as per database

The screenshot shows a web form titled "Work Experience" with a sub-section "Work Experience Before/After joining GSI". At the top left of the form area is a green plus icon and the text "Add Work Experience". Below this, there is a "Before joining" checkbox which is checked. The form contains several input fields: "From Date" with the value "15/01/1962", "To Date" with the value "21/02/1985", "Organisation Name" with the value "xxx", "Organisation Type" with a dropdown menu showing "Government", and "Work Experience" with the value "BB". A red error icon is visible in the top right corner of the form area.

1.5.2 Add Work Experience Before/After Joining GSI

User can Add multiple work Experience by clicking on (+) icon and save the necessary information.

The screenshot shows a web form titled "Work Experience Before/After joining GSI". At the top left, there is a tab labeled "Work Experience" with a close icon (X). Below the title, there is a green plus icon and the text "Add Work Experience". The form contains several input fields: a checked checkbox for "Before joining", "From Date" (14/02/2001), "To Date" (15/02/2005), "Organisation Name" (MAP India), "Organisation Type" (Private), and "Work Experience" (5). A red close icon (X) is in the top right corner of the form area. Below the form is a disclaimer: "Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen." At the bottom center is a "Submit" button.

This screenshot shows the same "Add Work Experience" form as above, but with a confirmation dialog box overlaid on top. The dialog box has a title bar "MM & e-PROCUREMENT" and contains the text "employee.gsi.gov.in says Do you want to Submit?". It has "OK" and "Cancel" buttons. The form behind the dialog is partially visible, showing the same fields and disclaimer as in the previous screenshot.

After saving the information Success message will appear.



Your request has been submitted successfully.

OK

1.5.3 Edit Work Experience Before/After Joining GSI

User can click on OK button to update Work Experience Before/ After Joining GSI details.



Change the necessary modification and click on Submit Button.

The screenshot shows a web form titled 'Work Experience Before/After joining GSI'. It has a tab labeled 'Work Experience' with a close icon. Below the title is a green plus icon and the text 'Add Work Experience'. The form contains several fields: a checked checkbox for 'Before joining', a 'From Date' field with the value '14/02/2001', a 'To Date' field with the value '15/02/2005', an 'Organisation Name' field with the value 'MAP India', an 'Organisation Type' dropdown menu set to 'Private', and a 'Work Experience' field with the value '5'. A red 'X' icon is in the top right corner of the form area. Below the form is a disclaimer: 'Disclaimer: The genuiness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen.' At the bottom center is a brown 'Submit' button.

1.5.4 Delete Work Experience Before/After Joining GSI

User can Delete Work experience details by click on (X) icon in the form and finally Submit the form.

The screenshot shows a web form titled "Work Experience Before/After joining GSI". At the top left, there is a tab labeled "Work Experience X". Below the title, there is a green plus icon and the text "Add Work Experience". The form contains several input fields: "Before joining" with a dropdown arrow, "From Date:" with a date picker showing "14/02/2001", "To Date:" with a date picker showing "15/02/2005", "Organisation Name:" with a text box containing "MAP India", "Organisation Type:" with a dropdown menu showing "Private", and "Work Experience:" with a text box containing "5". A red square box highlights a small "X" icon in the top right corner of the form area. Below the form, there is a disclaimer: "Disclaimer: The genuineness of the information is the sole responsibility of the employee. Geological Survey of India will not take any liability for entries made using this screen and may at any time ask for original supporting documents to verify authenticity of the entries made by the user using this screen." At the bottom center, there is a brown "Submit" button.