

LPO - User Manual for Administration

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1.0 Administration Login of LPO:

As shown in the left side of the screen, select Language as ENGLISH from the dropdown list. Enter administrator User-Id, and Password then click on the Login Button.



Fig (1)

Administrator menu allows the administrator to reset a user's password, add and manage employee's official details, and to create super admin.

1.1 Reset Password

This module allows resetting a user's password. To do it go to administrator menu select reset password in the newly opened page enter user ID, new password (password should be minimum of 6 characters) in the user ID and password fields and re-enter the new password in the confirm new password field then click on Change, it creates a new password for the user (Fig 2).



Fig (2)

1.2 Administration

This module allows administrator's to add a department's details with its fragments. To do this go to administrator-select administration in the newly opened page (Fig 3) enter administrator password in the enter password field then click on Submit.

Fig (3)

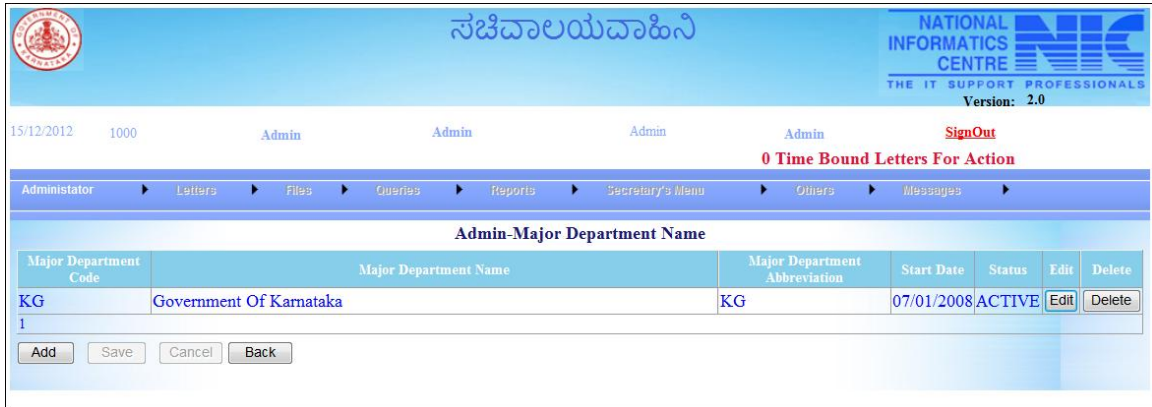
In the administration page administrator has to add all the necessary details for a department. The necessary detail that has to be added is given in (Fig 4).

Major Department	Letter Category Standard
	Letter Category
Minor Department	File Category Standard
Division	File Category
Sub-Division	Subject
Section	
Cadre	File TriIndex SeqNo
Designation	
Post	
Pay Scale	Error Description
Remarks	Transfer Of TriIndex
File TriIndex	Court Case Data Entry
Initialization For New Year	Initialization of MstDepartment Name
	Field Department

Fig (4)

1.2.1 Major department

To add a Major Department, click on Major Department in the Administration Page. A new page opens in it click on Add (Fig 5).

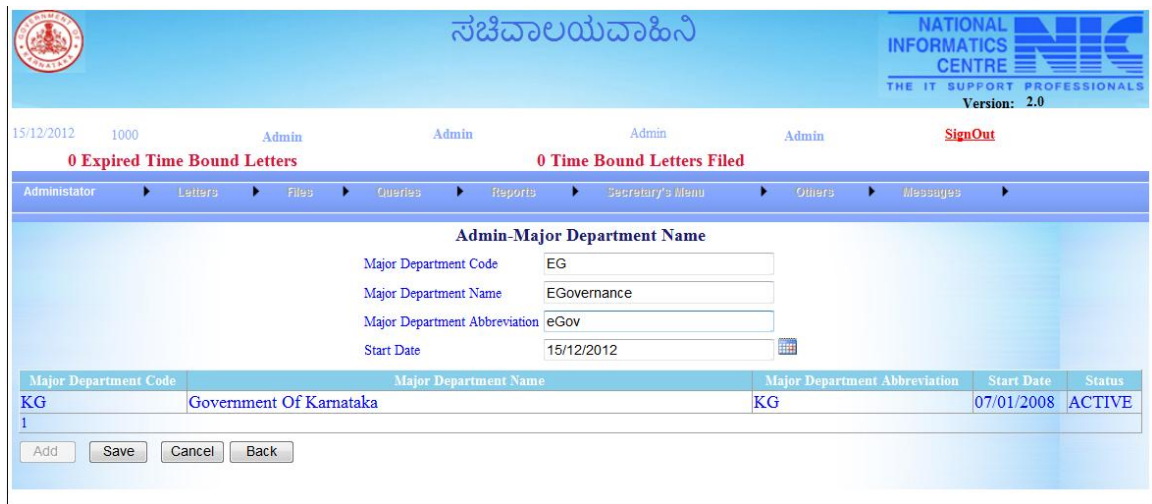


The screenshot shows the NIC-KSU Administration interface. At the top, there is a header with the Karnataka state emblem and the text 'ಸಚಿವಾಲಯವಾಹಿನಿ' (Sachivalaya Bahini) and 'NATIONAL INFORMATICS CENTRE NIC THE IT SUPPORT PROFESSIONALS Version: 2.0'. Below the header, there is a navigation menu with options like 'Administrator', 'Letters', 'Files', 'Queries', 'Reports', 'Secretary's Menu', 'Others', and 'Messages'. The main content area is titled 'Admin-Major Department Name'. It contains a form with the following fields: 'Major Department Code' (KG), 'Major Department Name' (Government Of Karnataka), 'Major Department Abbreviation' (KG), 'Start Date' (07/01/2008), 'Status' (ACTIVE), 'Edit', and 'Delete'. Below the form, there are buttons for 'Add', 'Save', 'Cancel', and 'Back'. A table below the form shows the existing entry for 'Government Of Karnataka'.

Major Department Code	Major Department Name	Major Department Abbreviation	Start Date	Status	Edit	Delete
KG	Government Of Karnataka	KG	07/01/2008	ACTIVE	Edit	Delete

Fig (5)

Then add major department code (2 character), Name, Abbreviation, select start date and click on save (Fig 6). Now the major department is added.





The screenshot shows the NIC-KSU Administration interface. The 'Admin-Major Department Name' form is now filled with the following data: 'Major Department Code' (EG), 'Major Department Name' (EGovernance), 'Major Department Abbreviation' (eGov), and 'Start Date' (15/12/2012). Below the form, there are buttons for 'Add', 'Save', 'Cancel', and 'Back'. The table below the form now shows two entries: 'Government Of Karnataka' and 'EGovernance'.

Major Department Code	Major Department Name	Major Department Abbreviation	Start Date	Status
KG	Government Of Karnataka	KG	07/01/2008	ACTIVE
EG	EGovernance	eGov	15/12/2012	

Fig (6)

1.2.2 Minor Department

To add a Minor Department, click on Minor Department in the Administration Page. A new page opens in it click on Add (Fig 7), then select a Major Department Name, enter Minor Department Code, Minor Department Name, Minor Department Abbreviation, Date and click on Add. The entered Minor Department is now added to the Major Department, which can be seen in the grid (Fig 8).

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Admin-Minor Department Name

Major Department Code	Minor Department Code	Minor Department Name	Minor Department Abbreviation	Start Date	Status	Edit	Delete
KG	AC	Additional Chief Secretary	ACS	06/02/2010	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AD	ACS and Development Commissioner	AD	06/02/2010	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AG	Agriculture	AGD		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AH	Animal Husbandry and Fisheries	AHF		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AO	Advocate General	ADG	14/12/2010	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AR	AR-DPAR	DPAR		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	CI	Commerce and Industries	CI		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	CM	Chief Ministers Office	CMO	25/11/2009	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	CO	Co-Operation	CO		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	CS	Chief Secretary Office	CS		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	DP	DPAR	DPAR		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	EG	eGovernance	DPAR	19/11/2009	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	EH	Education-Higher	ED		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	EN	Energy	EN		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	EP	Education-Primary and Secondary	ED		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>

Fig (7)

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Admin-Minor Department Name

Major Department Code	Minor Department Code	Minor Department Name	Minor Department Abbreviation	Start Date	Status	Edit	Delete
KG	AC	Additional Chief Secretary	ACS	06/02/2010	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AD	ACS and Development Commissioner	AD	06/02/2010	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AG	Agriculture	AGD		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AH	Animal Husbandry and Fisheries	AHF		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AO	Advocate General	ADG	14/12/2010	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	AR	AR-DPAR	DPAR		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	CI	Commerce and Industries	CI		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	CM	Chief Ministers Office	CMO	25/11/2009	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	CO	Co-Operation	CO		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	CS	Chief Secretary Office	CS		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	DP	DPAR	DPAR		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	EG	eGovernance	DPAR	19/11/2009	ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	EH	Education-Higher	ED		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	EN	Energy	EN		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>
KG	EP	Education-Primary and Secondary	ED		ACTIVE	<input type="button" value="edit"/>	<input type="button" value="delete"/>

Fig (8)

1.2.3 Division

To add Division click on Division in the Administration Page. A new page opens in it click on Add (Fig 9), select Major, Minor Department Name, the division code will be automatically added in the division code field then enter Division name and Abbreviation in the appropriate fields, select Date and click on Save. The Division is successfully created now (Fig 10).



Fig (9)

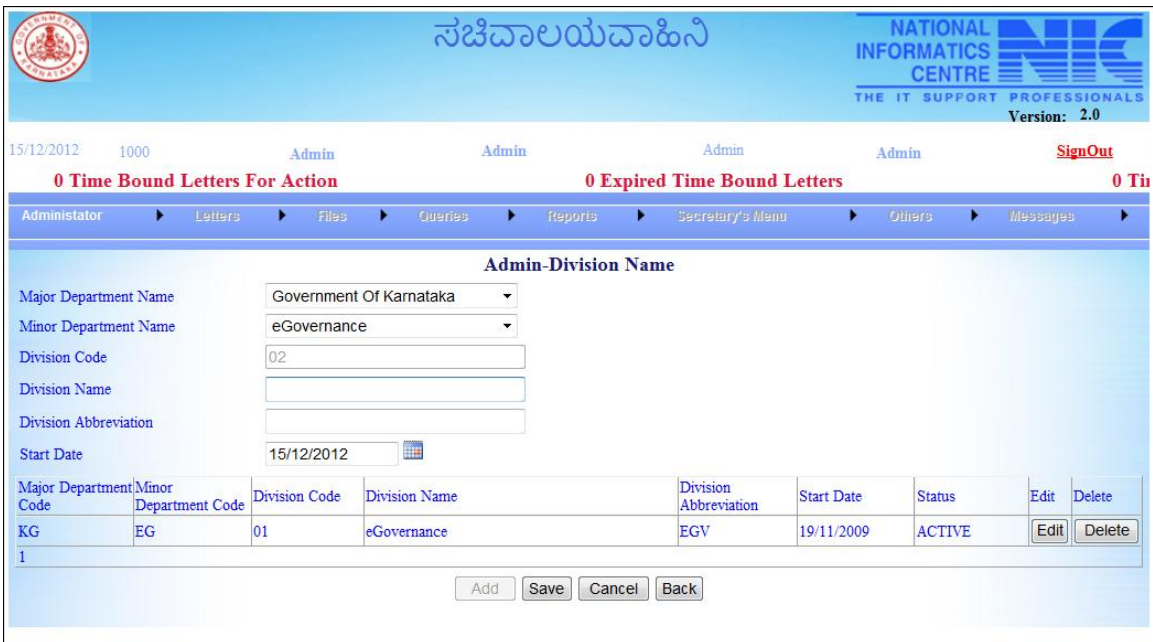


Fig (10)

1.2.4 Sub Division

To add a sub division click on Subdivision in the administration page, in the newly opened page click on Add. Select Major, Minor Department Name's, enter Subdivision Code, Name, abbreviation and select start date then click on Save. The Sub Division is now successfully created (Fig 11).

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0 Todays Meetings

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Admin-Sub Division Name

Major Department Name: Government Of Karnataka

Minor Department Name: eGovernance

Division Name: eGovernance

Sub Division Code: 02

Sub Division Name: Field

Sub Division Abbreviation:

Start Date: 15/12/2012

Major Department Code	Minor Department Code	Division Code	Sub Division Code	Sub Division Name	Sub Division Abbreviation	Start Date	Status	Edit	Delete
KG	EG	01	01	eGovernance	EGV	19/11/2009	ACTIVE	Edit	Delete

[Add](#) [Save](#) [Cancel](#) [Back](#)

Fig (11)

1.2.5 Section

To add a Section click on Section in the administration page, in the newly opened page click on Add. Select Major, Minor Department, Division, Sub-Division and enter Section Code, Name, abbreviation, Room No, Phone No and select start date then click on Save. Now the Section is created successfully (Fig 12).



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Admin-Section Name

Major Department Code	Government Of Karnataka	Minor Department Code	eGovernance
Division Code	eGovernance	Sub Division Code	eGovernance
Section Code	89	Section Name	
Section Abbreviation			
Start Date	15/12/2012		

Major Department Code	Minor Department Code	Division Code	Sub Division Code	Section Code	Section Name	Section Abbreviation	Section Order	Edit	Delete
KG	EG	01	01	010184	Additional secretary	AS	17	Edit	Delete
KG	EG	01	01	010181	ADMIN/EG	ADEG	15	Edit	Delete
KG	EG	01	01	010117	Deputy Secretary (E-Governance)		1	Edit	Delete
KG	EG	01	01	010132	Desk Officer 1- E Governance		9	Edit	Delete
KG	EG	01	01	010133	Desk Officer 2 - E Governance		10	Edit	Delete
KG	EG	01	01	010185	IFAA	IFA	18	Edit	Delete
KG	EG	01	01	010186	IFAB	IFA	19	Edit	Delete
KG	EG	01	01	010187	IFADS	IFA	20	Edit	Delete
KG	EG	01	01	010131	JR-PROG1		8	Edit	Delete
KG	EG	01	01	010180	JR-PROG2		14	Edit	Delete

Fig (12)

1.2.6 Designation

To add a Section click on Designation in the administration page, in the newly opened page click on Add. In the designation page Select Cadre CD, enter Designation Name, Abbreviation, Name in Kannada, Abbreviation in Kannada and select Start Date click on Save. Designation code will be added automatically. Now the Designation is created successfully (Fig 13). The designation details can be editable once added, to do that click on the Edit button (Fig 14) and do the necessary correction in the appropriate text boxes then click on Update.

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0 Time Bound Letters For

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Admin-Designation Name

Cardre ACCOUNTS OFFICER

Designation Code 128

Designation Name

Designation Abbreviation

Designation Name in Kannada

Designation Abbreviation in Kannada

Start Date 15/12/2012

CadreCD	Designation Code	Designation Name	Designation Name Language	Designation Abbreviation	Designation Abbreviation Language	Designation Order	Start Date	Status	Edit	Delete
---	127	aa	aa	aa	aa	127	Jun 21 2012 12:00AM	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
MUSIC TEACHER, GRADE-1	123	ABC	ABC	abc		123	Jul 28 2011 12:00AM	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
---	117	Account Supdt Audit	Account Supdt Audit	ASA	ASA	117	Sep 26 2012 12:00AM	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
COMMISSIONER	13	Additional Chief Secretary		AC		3	Nov 27 2009 12:00AM	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

1 2 3 4 5 6 7 8 9 10 ...

Fig (13)

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Admin-Designation Name

CadreCD	Designation Code	Designation Name	Designation Name Language	Designation Abbreviation	Designation Abbreviation Language	Designation Order	Start Date	Status	Edit	Delete
SYSTEM MANAGER	7	Additional Secretary		AS		6		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
MANAGERS IN DDPI OFFICE	36	Advisor To Governor		AG		36		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
PRINCIPAL, GOVT. COLLEGE OF EDUCATION	18	ASO/PA to Sec., Prin. Sec./Tech. Asst.		ASO		11		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
SENIOR PROGRAMMER	16	Assistant Director		AD		10		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
SYSTEM ANALYST	119	ASSISTANT ENGINEER	ASSISTANT ENGINEER	AE	AE	119	Feb 3 2011 12:00AM	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

1 2 3 4 5 6 7 8 9 10 ...

Fig (14)

1.2.7 Post

To add a Post click on Post in the administration page, in the newly opened page click on Add. In the Post page Select Major, Minor Department, Division, Sub Division, Section, Designation, and Pay Scale and enter Post Name, Post Code then select Start Date and click on Save. The Post is created successfully (Fig 15).

Major Department Code	Minor Department Code	Section Code	Post Code	Post name	Post Email ID	Start Date	Duration	Status	Edit	Delete
KG	EG	010117	1	Deputy Secretary (E-Governance)		09/07/2009	0	ACTIVE	Edit	Delete

Fig (15)

1.2.8 Pay Scale

To add a Pay Scale click on Pay Scale in the administration page, in the newly opened page click on Add. Enter Pay Scale Description then click on Save in the Admin-pay Scale page, pay scale code will be generated and added automatically. A New Pay Scale is created successfully (Fig 16). To edit a pay scale click on Edit button of the pay scale that has to be modified, once the correction has been done click on Update.

Pay Scale Code	Pay Scale Description	Edit	Delete
0	---	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1	2500-50-2700-75-3450-100-3850	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	2600-50-2700-75-3450-100-4350	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	2775-75-3450-100-4450-125-4950	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	3000-75-3450-100-4450-125-5450	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5	3300-75-3450-100-4450-125-5700-150-6300	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
6	3850-100-4450-125-5700-150-7050	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
7	4150-100-4450-125-5700-150-7200-200-7800	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
8	4575-125-5700-150-7200-200-8400	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
9	5200-125-5700-150-7200-200-8400	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Fig (16)

1.2.9 Remarks

To add a Remarks click on Remarks in the administration page, in the newly opened page click on Add. Enter Remarks Description, Remarks Description language, select Start Date then click on Save in the Admin-Remarks page, Remarks Code will be generated and added automatically. A new Remark is created successfully (Fig 17). To modify a remarks click on the edit button of the remarks that has to be edited then do the corrections and click on Update.

Remark Code	Remark Description	Remarks Description Language	Start Date	Status	Edit	Delete
105	Addendum		3/11/2010	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
106	Corrigendum		3/11/2010	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
15	Draft for Approval	ಕರಡು ಅನುಮೋದನೆಗಾಗಿ		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
17	Fair Copy for Signature	ಶುದ್ಧಪ್ರತಿ ಸಹಿಗಾಗಿ		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
108	File awaited		3/29/2010	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	For Immediate Action	ತುರ್ತು ಕ್ರಮಕ್ಕಾಗಿ		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
1	For Necessary Action	ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
19	For Orders	ಆದೇಶಕ್ಕಾಗಿ		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
107	For persual		3/29/2010	ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
14	For Reference	ಮಾಹಿತಿಗಾಗಿ		ACTIVE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Fig (17)

1.2.10 File TriIndex

To Create a TriIndex click on TriIndex in the administration page, select Major, Minor Department, Section, then enter Tri Index in English and Kannada then click on Save in the File TriIndex Page (Fig 18). Tri Index code will be added automatically. To Edit the added TriIndex click on edit, do the modification then click on Update.

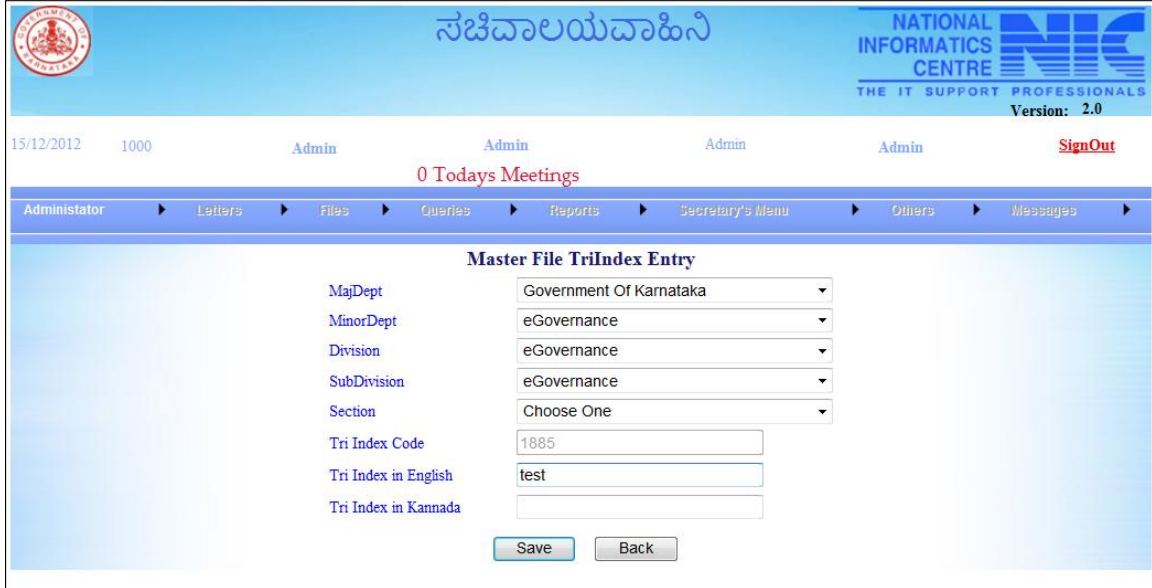


Fig (18)

1.2.11 Initialization For New Year

To Initialize for New Year click on Initialization For New Year in the administration page, select Major, Minor Departments in the appropriate field. If Tri Index need to be reset then click on Reset Tri Index, for Letter Id click on Reset Letter Id, and for Letter Computer No click on Reset Letter Computer No (Fig 20).

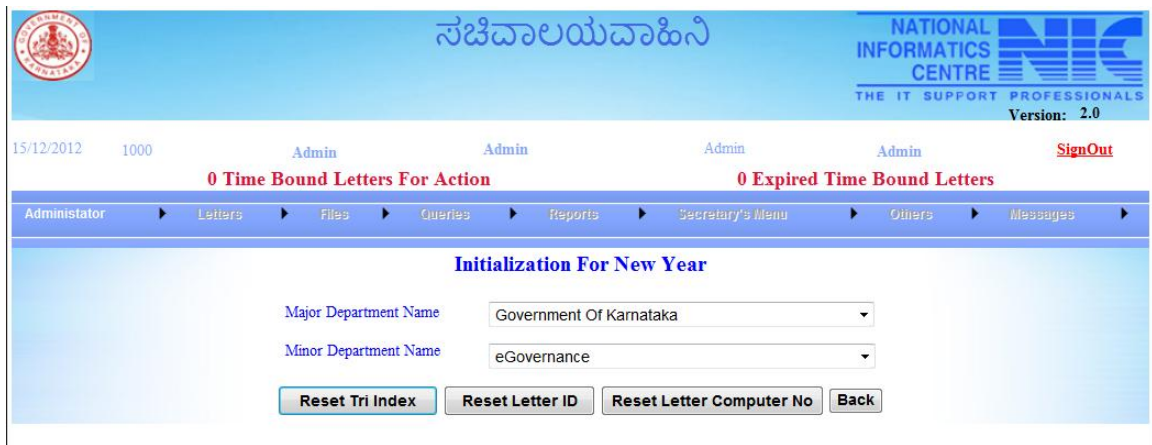


Fig (20)

1.2.12 Permission to Create a File

To give permission for, to Create a File click on Permission to Create a File in the administration page, select Major Department, Minor Department and Section, once the section is selected a new table will be added in it all the post name which has to be given the permission to create a file will be displayed. If all the post has to be given file create permission click on Bulk permission option, then click on Check button in the table and click on Give permission. (Fig 22).

The screenshot shows the NIC web application interface. At the top, there is a header with the NIC logo and the text 'ಸಚಿವಾಲಯವಾಹಿನಿ' (Sachivalaya Bahini). Below the header, there is a navigation menu with options like 'Letters', 'Files', 'Queries', 'Reports', 'Secretary's Menu', 'Others', and 'Messages'. The main content area is titled 'Posts' and contains a form for selecting department and section. The form has the following fields:

- Major Department Name: Government Of Karnataka
- Minor Department Name: eGovernance
- Divion Name: eGovernance
- Sub Divion Name: eGovernance
- Section: Deputy Secretary (E-Governance)

Below the form, there is a section titled 'Permitted Posts' with two radio buttons: 'Single Permission Remove' (selected) and 'Bulk Permission Remove'. Below this is a table with the following data:

Major Department Code	Minor Department Code	Section Code	Post Code	Post Name	Section Head	Select
KG	EG	010117	1	Deputy Secretary (E-Governance)	2	Remove Permission

At the bottom of the table, there are 'Clear' and 'Back' buttons.

Fig (22)

If only selective post has to be given the permission click on the permission button of the respective post. To withdraw the permission click on the Remove Permission button of the respective post name in the permitted posts section (Fig 23).

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0 Today's Meetings

Administrator > Letters > Files > Queries > Reports > Secretary's Menu > Others > Messages >

Posts

Major Department Name: Government Of Karnataka
 Minor Department Name: eGovernance
 Divion Name: eGovernance
 Sub Divion Name: eGovernance
 Section: Desk Officer 1- E Governance

Single Permission Bulk Permission

Major Department Code	Minor Department Code	Section Code	Post Code	Post Name	Section Head	Select
KG	EG	010132	2	ASSTIDO1	0	<input type="button" value="Permission"/>
KG	EG	010132	3	ASST2-DO1	0	<input type="button" value="Permission"/>
KG	EG	010132	4	JRASST1	0	<input type="button" value="Permission"/>
KG	EG	010132	5	JRASST2	0	<input type="button" value="Permission"/>
KG	EG	010132	6	JRASST3	0	<input type="button" value="Permission"/>

1 2

Permitted Posts

Single Permission Remove Bulk Permission Remove

Major Department Code	Minor Department Code	Section Code	Post Code	Post Name	Section Head	Select
KG	EG	010132	1	Desk Officer 1- E Governance	2	<input type="button" value="Remove Permission"/>

Fig (23)

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Administrator > Letters > Files > Queries > Reports > Secretary's Menu > Others > Messages >

Posts

Major Department Name: Government Of Karnataka
 Minor Department Name: eGovernance
 Divion Name: eGovernance
 Sub Divion Name: eGovernance
 Section: Desk Officer 1- E Governance

Single Permission Bulk Permission

Check	Major Department Code	Minor Department Code	Section Code	Post Code	Post Name	Section Head
<input checked="" type="checkbox"/>	KG	EG	010132	1	Desk Officer 1- E Governance	0
<input checked="" type="checkbox"/>	KG	EG	010132	2	ASSTIDO1	0
<input checked="" type="checkbox"/>	KG	EG	010132	3	ASST2-DO1	0
<input checked="" type="checkbox"/>	KG	EG	010132	4	JRASST1	0
<input checked="" type="checkbox"/>	KG	EG	010132	5	JRASST2	0

1 2

Permitted Posts

1.2.13 Permission to Create Super Admin

To Create Super Admin click on Permission to Create Super Admin in the administration page, select Major Department, Minor Department and Section in the Permission to Create Super Admin Page, once the section is selected a new table will

display with all the post name which has to be given the permission to create Super Admin. If all the post has to be given permission click on Bulk permission option, then click on Check button in the table and click on Give permission. (Fig 24).

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0 Today's Meetings

Administrators Letters Files Queries Reports Secretary's Menu Others Messages

Major Department Name: Government Of Karnataka
 Minor Department Name: eGovernance
 Division Name: eGovernance
 Sub Division Name: eGovernance
 Section: Deputy Secretary (E-Governance)

Posts

Permitted Posts

Single Permission Remove Bulk Permission Remove

Major Department Code	Minor Department Code	Section Code	Post Code	Post Name	Section Head	Select
KG	EG	010117	1	Deputy Secretary (E-Governance)	3	Remove Permission


[Back](#)


Fig (24)

If only selective post has to be given the permission click on the permission button of the respective post. To withdraw the permission click on the Remove Permission button of the respective post name in the permitted posts section (Fig 25)

1.2.14 Letter Category

To add a letter category go to Administration page click on Letter Category. In the letter category page click on Add then enter a letter category description, the description code will be provided by the system and click on Save.





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0 Expired Time Bound Letters **0 Time Bound Letters Filed**

Administrator > Letters > Files > Queries > Reports > Secretary's Menu > Others > Messages >


Satandard Letter Category Entry


LetterCategoryCd	LetterCategoryDesc	
0	Choose One	Edit
110	CM Office	Edit
2	CMs Reference	Edit
116	Comm.,BBMP	Edit
4	Complaint against official	Edit
1	Court Case Reference	Edit
115	DC/CEO Reference	Edit
17	Deputations	Edit
3	Dy. CMs Reference	Edit
13	e-Governance	Edit

[1](#) [2](#) [3](#) [4](#) [5](#)

Letter Category Code
 Letter Category Description

Administrator can Edit / Delete a Letter category by clicking on the respective Edit / Delete Button respectively.





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0 Time Bound Letters Filed **0**

Administrator > Letters > Files > Queries > Reports > Secretary's Menu > Others > Messages >

Admin LetterCategory

Major Dept Code Government Of Karnataka
 Minor Dept Code eGovernance

Category Select Option Single Option Bulk Option

Major Department Code	Minor Department Code	Letter Category Code	Letter Category Description	Duration	Edit	Delete
KG	EG	0	Choose One	0	Edit	Delete
KG	EG	1	Court Case Reference	0	Edit	Delete
KG	EG	2	CMs Reference	0	Edit	Delete
KG	EG	3	Dy. CMs Reference	0	Edit	Delete
KG	EG	4	Complaint against official	0	Edit	Delete
KG	EG	5	Ministers Letter	0	Edit	Delete
KG	EG	6	MPs Letter	0	Edit	Delete
KG	EG	7	MLAs Letter	0	Edit	Delete
KG	EG	9	Public Grievance/Petition	0	Edit	Delete
KG	EG	10	Transfer matter	0	Edit	Delete

[1](#) [2](#) [3](#)

Fig (26)

1.2.15 File Category Standard

This is as same as explained in section 1.2.17. The only difference is it is File.

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0 Today's Meetings

Administrator Letters Files Queries Reports Secretary's Menu Others Messages

Satandard File Category Entry

FileCategory Description

FileCategory Code

FileCategory	FileCategoryDesc	
105	aa	Edit
110	Advances	Edit
111	Allowances	Edit
103	Assets Liabilities	Edit
128	CC KAT	Edit
125	CCC bangalore	Edit
124	CCC Dharwad	Edit
131	Charge Allowance	Edit
109	committe	Edit
104	Complaint against official/officer	Edit

1 | 2 | 3 | 4 | 5

Add Save Cancel Back Clear

Fig (27)

1.2.16 File Category

To add a File category to a section go to administration Page click on File category. In the newly opened page click on Add and select Major, Minor Department, Section and File category description and click on Save it will add the file category to the selected section. To delete a category which belongs to a section, click on Delete button of that particular File Category in the table (Fig 28).

15/12/2012 1000 Admin Admin Admin Admin **SignOut**

0 Time Bound Letters Filed

Administrator Letters Files Queries Reports Secretary's Menu Others Messages

Select File Category to Section from standard List

Major Dept Code: Government Of Karnataka
 Minor Dept Code: eGovernance
 Division Code: eGovernance
 Sub Division Code: eGovernance
 Section Code: Desk Officer 1- E Governance
 FileCategory Description: LALC
 Duration:

Major Department Code	Minor Department Code	File Category Description	Duration	Edit	Delete
KG	EG	Test category	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
KG	EG	Transfer Case	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

1 2

Fig (28)

1.2.17 Subject

To add a Subject click on Subject in the administration page, select Major, Minor Department, enter Subject Description, subject description language in Kannada, subject abbreviation in the respective fields in the Subject Page. Subject code will be added by the system. Administrator can edit / delete a subject by clicking on the respective subjects edit/ delete button respectively (Fig 29).

18/12/2012 1000 Admin Admin Admin Admin SignOut

0 Time Bound Letters For Action **0 Expired Time Bound Letters**

Administrator Letters Files Queries Reports Secretary's Menu Others Messages

Admin Subject

Major Dept Code: Government Of Karnataka
 Minor Dept Code: eGovernance
 Subject Code: 2
 Subject Description: Test
 Subject Desc Lang in Kannada:
 Subject Abbreviation: TST
 StartDate: 18/12/2012

Subject Code	Subject Description	Subject Description in Language	Subject Abbreviation	Subject Category Code	Start Date	Status	Major	Minor	Edit	Delete
1	Others	Others	OT	0	10/02/2010	ACTIVE	KG	EG	edit	delete
99	MISC					ACTIVE	KG	EG	edit	delete

Add Save Cancel Back

Fig (29)

1.2.18 Error Description

This module allows the administrator to view an error description and it. To view an error description enter an error code in the Error No field and click on Show Error, the error description which belongs to the entered code will be displayed in the description Box. To delete an error enter the error code and click on Delete. To delete more than one error code select the error in the Dropdown list and click on Select like wise add as many error as to be deleted and click on Delete. To remove an added error from the remove list click on Discard (Fig 30).

18/12/2012 1000 Admin Admin Admin Admin SignOut

0 Time Bound Letters For Action **0 Expired Time Bound L**

Administrator Letters Files Queries Reports Secretary's Menu Others Messages

Error Description

Error No : 438353

Error Description : Show Error Clear Delete 1

Select Disguard

Error List

Fig (30)

1.2.19 Transfer of TriIndex

To transfer a TriIndex to another section, go to the administration page click on Transfer of TriIndex. In the Master File TriIndex Transfer select from and to major, Minor Department, division, subdivision, section and TriIndex language and click on Transfer. The TriIndex code will be transferred to the section selected in the To Section.

The screenshot shows the 'Master File Tri Index Transfer' form. The interface includes a header with the Government of Karnataka logo, the text 'ಸಚಿವಾಲಯವಾಹಿನಿ', and the 'NATIONAL INFORMATICS CENTRE' logo with 'Version: 2.0'. Below the header, there is a navigation bar with 'Administrator', 'Letters', 'Files', 'Queries', 'Reports', 'Secretary's Menu', 'Others', and 'Messages'. The main content area contains the following fields:

Field	Value	Field	Value
MajDeptName	Government Of Karnataka	ToMajDeptName	Government Of Karnataka
MinDeptName	eGovernance	ToMinDeptName	eGovernance
Division	eGovernance	ToDivision	eGovernance
SubDivision	eGovernance	ToSubDivision	eGovernance
From Section	Desk Officer 1- E Governance	To Section	Desk Officer 2 - E Governance
Tri Index Lang	rit		

At the bottom of the form, there are two buttons: 'Transfer' and 'Back'.

Fig (31)

1.2.20 Court Case Data Entry

Court Case related data are added through this module. Administrator can add case-type, court, and common respondent details entry using this module (Fig 32).

The screenshot shows the 'Basic Data Entry' module. The interface includes the same header and navigation bar as Fig 31. The main content area contains the following links:

Link
Case-Type Details
Court Details
Common Respondent Details Entry
Department / Private Respondent-Details

Fig (32)

1.2.20.1 Case-Type Details

To add a case type, go to Administration page click on Court Case Data Entry. In newly opened page click on Case-Type details. Enter Case type Abbreviation and Case type description in the respective text boxes and click on Ok (Fig 33). To edit any added case types click on Edit button of the respective case types do the modification then click on Update.

Case Code	Abbreviation	Description	
1	WP	Writ Petition corrected	Edit
2	WA	Writ Appeal	Edit
3	MFA	Miscellaneous First Appeal	Edit
4	MSA	Miscellaneous Second Appeal	Edit
5	RFA	Regular First Appeal	Edit
6	RSA	Regular Second Appeal	Edit
7	SLP	Special Leave Petition	Edit
8	CA	Civil Appeal	Edit
9	CCC	Contempt Case	Edit
10	OS	Original Suit	Edit
11	KAT	KAT Application	Edit
12	CAV	Caveat	Edit
13	STRP	Sales Tax Revision Petition	Edit
14	STA	Sales Tax Appeal	Edit
15	CAT	Central Administrative Tribunal	Edit

1 2 3 4

Casetype Abbreviation Casetype Description

Fig (33)

1.2.20.2 Court Details

To add a Court Details go to the Administration page click on Court Case Data Entry. In the newly opened page click on Court Details. Enter Court Name and click on Ok (Fig 34). To edit any added Court Type click on Edit button of the respective Court Names do the modification then click on Update.

Court Code	Court Name	
1	High Court of Karnataka	Edit
2	District & Sessions Court	Edit
3	KAT	Edit
4	Civil Judge (Junior Division) Court	Edit
5	Supreme Court	Edit
6	Special Court	Edit
7	CAT	Edit
8	Civil Judge (Senior Division)	Edit
9	Chief Judicial Magistrate	Edit
10	Metropolitan Magistrate Court	Edit
11	J.M.F.C Court	Edit
12	Karnataka Revenue Appellate Tribunal	Edit
13	Labour Court	Edit
14	Industrial Tribunal	Edit
15	Consumer Forum	Edit

1 2

Court Name

Back Add Clear Save

Fig (34)

1.2.20.3 Common Respondent Details Entry

To add a Respondent, go to the Administration page click on Court Case Data Entry. In the newly opened page click on Common Respondent Details Entry. Select Major, Minor Departments, Respondent Category then enter a respondent and click on Save (Fig 35).

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0 Time Bound Letters For Action

Common Respondent Details Entry	
Major Department	Government Of Karnataka
Minor Department	eGovernance
Respondent Category	Other Departments
Respondent	<input type="text" value="pwd"/>

Back Add Clear Save

Fig (35)

1.2.21 Initialization of Master Department Name

Initialization of Master Department Will display a User defined Title for the LPO Software. To change the Title, go to Administration page click on Initialization of Master Department Name. In the newly opened page click on Add and enter a Name in the MstDepartmentName filed and click on Update. The newly added name will be assigned as the Title of the Software, once a new page will be loaded.

Fig (36)

1.2.22 Field Department

To create a Non-LAN sections go to the Administration Page click on Field Department. In the Field Department page select major, Minor Department, division, Sub-Division and enter Non-LAN Section name then click on Save. The Section code will be added automatically.

Major Department Code	Minor Department Code	Division Code	Sub Division Code	Section Code	Section Name	Start Date	Edit / Update	Delete
KG	EG	01	01	010188	FCS	11/04/2012	Edit	Delete

Fig (37)

1.2.23 Permission to Recall Closed Files

This option allows the administrator to give / remove permission to recall closed files. To do this, go to the administration page click on Permission to Recall Closed Files. In the newly opened page select Major, Minor departments, and section once the section is selected a table will be displayed with all the post and another table with post which are all having the permission. Click on select button of those respective post names for which the permission has to be given and click on Give Permission. To withdraw the permission click on select, of the post names on which the permission has to be removed and click on Remove Permission.

20/12/2012 1000 Admin Admin Admin Admin [SignOut](#)

Administrator Letters Files Queries Reports Secretary's Menu Others Messages

Major Department Name: Government Of Karnataka
 Minor Department Name: eGovernance
 Division Name: eGovernance
 Sub Division Name: eGovernance
 Section: Deputy Secretary (E-Governance)

Posts
 Single Permission Bulk Permission

Major Department Code	Minor Department Code	Section Code	Post Code	Post Name	Section Head	Select
KG	EG	010117	1	Deputy Secretary (E-Governance)	1	<input type="button" value="Permission"/>

Permitted Posts
 Single Permission Remove Bulk Permission Remove

Major Department Code	Minor Department Code	Section Code	Post Code	Post Name	Section Head	Select
KG	EG	010117	1	Deputy Secretary (E-Governance)	1	<input type="button" value="Remove Permission"/>

Fig (38)

1.2.24 Reporting Details

This option allows an Administrator to assign reporting officer to a Post. To do these go to the administration page click on Reporting Details. In the reporting details page select Major, Minor Departments, Section, Post for Post and Reporting To fields then click on Add.

20/12/2012 1000 Admin Admin Admin Admin SignOut

0 Expired Time Bound Letters **0 Time Bound Letters Filed**

Administrator Letters Files Queries Reports Secretary's Menu Others Messages

POST

Major Dept: Government Of Karnataka

Minor Dept: eGovernance

Section: Deputy Secretary (E-Governance)

Post: Deputy Secretary (E-Governance)

REPORTING TO

Reporting Major Dept: Government Of Karnataka

Reporting Minor Dept: Health

Reporting Section: Principal Secretary

Reporting Post: Principal Secretary

Add Back

Post Name	Reporting To
Principal Secretary	Under Secretary-1
Principal Secretary	SECTION OFFICER-A

Fig (39)

1.3 PIMS

PIMS module allows an administrator to add employee details in the LPO database. The options provided in this module are as given below (Fig 40).

1. New Employee
2. Employee History
3. Map Employee to Post
4. Post History
5. Relieve Employee from Post

20/12/2012 Admin Mr./Mrs. Admin (1000) SignOut Version:2.0

Administrator Letters Files Queries Reports Dash Board Others CS Dash Board ODGC

Employee Information

New Employee Employee History

Map Employee To Post Post History

Relieve Employee from Post

Employee Login Details

Fig (40)

1.3.1 New Employee

To add a new employee to a department go to Administrator, select PIMS, in the PIMS page click on New Employee. In the New Employee page select and enter all the details then click on Save (Fig 41).

The screenshot shows the 'Employee Personal Information' form. The header includes the Government of Karnataka logo and the National Informatics Centre logo. The user is logged in as 'Admin' on '20/12/2012'. The form fields are: Employee Code (text), Service Type (KGID dropdown), First Name (text), Middle Name (text), Last Name (text), Initials (text), Type of Joining Govt. (Direct Recruitment dropdown), Designation when Appointed (aa dropdown), Permanent Address (text), Personal Email-Id (text), Physically Handicapped (radio buttons for Yes and No, with No selected), Nature of Disability (text), Gender (radio buttons for Male and Female, with Female selected), and Ex-Servicemen (radio buttons for Yes and No, with No selected). Buttons for Back, Clear, and Save are at the bottom.

Fig (41)

1.3.2 Employee History

To know an employee history go to Administrator, select PIMS, in the PIMS page click on Employee History. In the Employee History page enter employee code and select an item from the dropdown list. Once the selection is made the history of the employee will be displayed in a table (Fig 42).

20/12/2012 Admin Mr./Mrs. Admin (1000) **SignOut** **Version:2.0**

Administrator ▶ Letters ▶ Files ▶ Queries ▶ Reports ▶ Dash Board ▶ Others ▶ CS Dash Board ▶ ODGC ▶

Employee Service History

Employee Code: 1000 ಕೆ.ಜಿ.ಐ.ಡಿ

Employee Name: ADMIN

ServNo	MajorDeptName	MinorDeptName	SectionName	PostName	Designation	FromDt	FromOrderNo	ToOrderNo	Tol
1	Choose One	Choose One	Choose One	Choose One	Principal Secretary	01/01/2001	ord/2001	Neword/2006	28/0

Fig (42)

1.3.3 Map Employee to Post

To map an employee to a post go to Administrator, select PIMS, in the PIMS page click on Map Employee to Post. In the Map Employee to Post page select Major, Minor departments, division, sub division, section, post and enter employee code, cadre, on which date the employee promoted / recruited to the post, Order No, Order Date, present basic pay then select mode of posting and click on Save (Fig 43). The employee is now mapped to the selected post.

20/12/2012 Admin Mr./Mrs. Admin (1000) **SignOut** **Version:2.0**

Administrator ▶ Letters ▶ Files ▶ Queries ▶ Reports ▶ Dash Board ▶ Others ▶ CS Dash Board ▶ ODGC ▶

Map Employee To Post

Major Department: Government Of Karnataka Employee Code: KGID 1000

Minor Department: eGovernance Employee Name: ADMIN

Division: eGovernance Employee Service No.: 2

SubDivision: eGovernance From Date: 20/12/2012

Section: JR-PROG1 From Order No.:

Post Name: JR-PROG1 From Order Date: 20/12/2012

Payscale: --- Present Basic Pay:

Designation: Mode Of Posting: Direct Recruitment

Deputed Major Department: Choose One

Deputed Minor Department:

Fig (43)

1.3.4 Post History

To view the history of a post, go to Administrator, select PIMS, in the PIMS page click on Post History. In the Post History page select Major, Minor departments, and section once the selection has been made a table will display the history of the entered post (Fig 44).

EmpCd	ServType	PostNm	EmpName	FromDt	FromOrderNo	ToDt	ToOrderNo	RelieveRelocate
24100	K	Pr. Secretary e Governance	Vidya Shankar M N	12/12/2006	1			N

Fig (44)

1.3.5 Relieve Employee from Post

To relieve an employee from a post, go to Administrator, select PIMS, in the PIMS page click on Relieve Employee from Post. In the Relieve Employee from Post enter employee code and his cadre then enter Date of relieving, Order No and Order Date then click on Save (Fig 45).

EmpCd	ServType	PostNm	EmpName	FromDt	FromOrderNo	ToDt	ToOrderNo	RelieveRelocate
1000	ಕೆ.ಜಿ.ಐ.ಡಿ	ADMIN						

Fig (45)

1.4.0

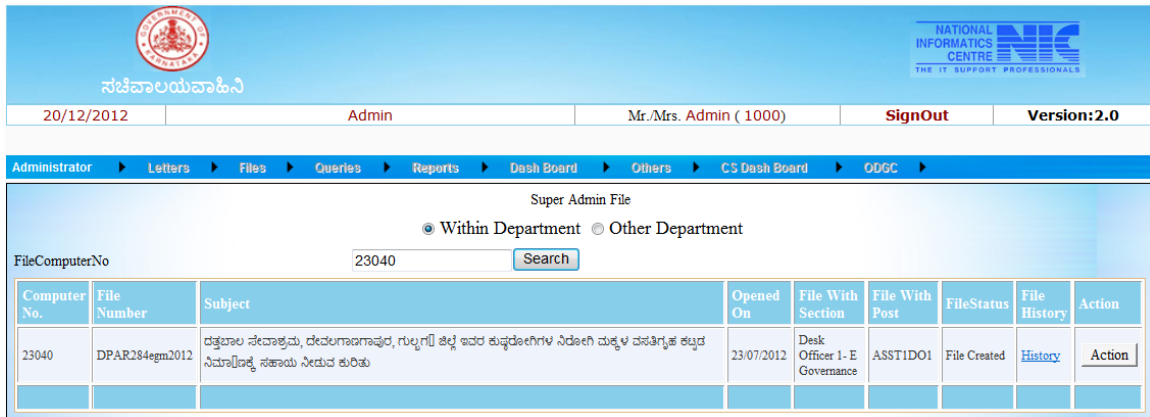
Super Admin Module is exclusively available for Principal Secretary login. To enable the Super Admin, go to administrator, select administration in the administration page click on Permission to Create Super Admin and follow the steps as given in Section 1.2.15. Super Admin Module is now enabled for Principal Secretary.

This module allows the user to send a file or letter to any department, and recall a closed file.

1.4.1 Super Admin File

This option allows the user to send a file to any department. To do this go to Super Admin in the Administrator Module select Super Admin File. In the newly opened page choose Within dept / Outside dept option, enter the file computer no and click on find. If the file exists a table will be displayed with all the details of that file. To see the history of the file click on the History link button. To send the file to any department click on Action (Fig 46).

In the Action Detail page select a Major, Minor Departments, Section name, post and click on Send (Fig 47).



The screenshot shows the 'Super Admin File' interface. At the top, there is a header with the Karnataka State Emblem and the National Informatics Centre (NIC) logo. Below the header, a navigation bar contains links for Administrator, Letters, Files, Queries, Reports, Dash Board, Others, CS Dash Board, and ODGC. The main content area has a search form with 'FileComputerNo' set to '23040' and a 'Search' button. Below the search form, there are radio buttons for 'Within Department' (selected) and 'Other Department'. A table displays the search results:

Computer No.	File Number	Subject	Opened On	File With Section	File With Post	FileStatus	File History	Action
23040	DPAR284egm2012	ದತ್ತಾತ್ರೇಯ ಸೇವಾಶ್ರಮ, ದೇವಲಗಾಣಾಘರ, ಗುಲ್ಬರ್ಗಾ ಜಿಲ್ಲೆ ಇವರ ಕುಫರದೊಳಗಿನ ನಿರೀಕ್ಷಿಸಿದ ಮಕ್ಕಳ ವಸತಿಗೃಹ ಕಟ್ಟಡ ನಿರ್ಮಾಣಕ್ಕೆ ಸಹಾಯ ನೀಡುವ ಕುರಿತು	23/07/2012	Desk Officer 1- E Governance	ASST1DO1	File Created	History	Action

Fig (46)

Super Admin File

Within Department Other Department

FileComputerNo:

Computer No.	File Number	Subject	Opened On	File With Section	File With Post	FileStatus	File History	Action
21374	DPARSEPR2012	ಮೈಸೂರಿನಲ್ಲಿ ನಡೆದ ಕಾರ್ಯಕ್ರಮದ ಬಗ್ಗೆ	20/04/2012	Desk Officer 1- E Governance	ASST1DO1	File Created	History	Action

File Computer No: **21374**
 File No: **DPARSEPR2012**
 Subject: **ಮೈಸೂರಿನಲ್ಲಿ ನಡೆದ ಕಾರ್ಯಕ್ರಮದ ಬಗ್ಗೆ**

Action Details

Major Department:

Minor Department:

Division:

SubDivCd:

Section Name:

Post:

Fig (47)

1.4.2 Super Admin Letter

This option allows the user to send a letter to any department. To do this go to Super Admin in the Administrator Module select Super Admin Letter.

In the newly opened page choose Within dept / Outside dept option, enter the Letter computer No and click on find. If the Letter exists a table will be displayed with all the details of that Letter. To see the history of the Letter click on the History link button. To send the Letter to any department click on Action (Fig 48). Choose any one of the option - Create new Computer No / Existing Computer No and again click on Action.

In the Action Details page select a Major, Minor Departments, Section name, post and click on Send (Fig 49).

Super Admin Letter

With in Department Other Department

LetterCompNo: LetterYear:

Computer No.	LetId	LetYr	Letter Number	Letter Date	Subject	Sender	TranStatus	Previous History	Action
6653/2009	6653	2009	FD/FPAC/58 (G2)/2008-09	24/08/2009	Sending information on MPIC from June 2009	P.R.Devi Prasad, IES, Director, Fiscal Analysis Cell, Fiscal Policy Institute, Finance Dept	Letter Created	History	Action

Fig (48)

Administrator > Letters > Files > Queries > Reports > Dash Board > Others > CS Dash Board > ODGC >

Super Admin Letter

With in Department Other Department

LetterCompNo: LetterYear:

Computer No.	LetId	LetYr	Letter Number	Letter Date	Subject	Sender	TranStatus	Previous History	Action
6653/2009	6653	2009	FD/FPAC/58 (G2)/2008-09	24/08/2009	Sending information on MPIC from June 2009	P.R.Devi Prasad, IES, Director, Fiscal AnalysisCell, Fiscal Policy Institute, Finance Dept	Letter Created	History	<input type="button" value="Action"/>

Letter Computer No: **6653**
 Letter Year: **2009**
 Letter No: **FD/FPAC/58G2/200809**
 Subject: **Sending information on MPIC from June 2009**



Action Details

Major Department:
 Minor Department:
 Division:
 SubDivCd:
 Section Name:
 Post:

Fig (49)

1.4.3 Recall Closed Files

By default this option is not enabled for the Principal Secretary. To enable this follow the steps as given in section 1.2.25. To Recall Closed Files sign in with Principal Secretary credentials, go to Super Admin click on Recall Closed Files. In the Recall Closed Files enter the closed File computer No that has to be recalled and click on ‘Yes’ for ‘Whether Secretariat Approval for Recall is present’ then click on Recall (Fig 50).


IT, BT and Science and Technology


ಸಚಿವಾಲಯವಾಹಿನಿ
Secretary (IT-BT)
Mr./Mrs. Secretary IT and BT (13600061)
 Version:2.0

Administrator > Letters > Files > Queries > Reports > Dash Board > Others > CS Dash Board > ODGC >

Recall Colsed File

FileCompNo: Closed Date:
 File No:
 Subject:
 Closing Category: Session Name:
 Whether Secretariat Approval for Recall is present Yes No

Fig (50)