# **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.

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List Of Consultants	Search Files & Letters	LoginPage	Language English	Version 2.0

**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).

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							Fig	g (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.

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PIMS Super Admin		Enter Password : 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).

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#### 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).

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**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.

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KG		Govern	nment Of	Karn	ataka					KC	Ì		07/01/2008	ACTIVE
Add	Save	Cancel	Back											

**Fig** (6)

## **1.2.2** Minor Department

To add a Major 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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KG	AD	ACS and Development Co	mmissioner			AD	06/02/2010	ACTIVE	edit	delete
KG	AG	Agriculture				AGD		ACTIVE	edit	delete
KG	AH	Animal Husbandry and Fis	heries			AHF		ACTIVE	edit	delete
KG	AO	Advocate General				ADG	14/12/2010	ACTIVE	edit	delete
KG	AR	AR-DPAR				DPAR		ACTIVE	edit	delete
KG	CI	Commerce and Industries				CI		ACTIVE	edit	delete
KG	CM	Chief Ministers Office				СМО	25/11/2009	ACTIVE	edit	delete
KG	СО	Co-Operation				CO		ACTIVE	edit	delete
KG	CS	Chief Secretary Office				CS		ACTIVE	edit	delete
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**Fig (7)** 

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KG	AO	Advocate	General									ADG	14/12/2010	ACTIVE	edit	delete
KG	AR	AR-DPAR	ł									DPAR		ACTIVE	edit	delete
KG	CI	Commerce	e and In	dustrie	es							CI		ACTIVE	edit	delete
KG	СМ	Chief Min	isters O	ffice								СМО	25/11/2009	ACTIVE	edit	delete
KG	СО	Co-Operat	tion									со		ACTIVE	edit	delete
KG	CS	Chief Sect	etary O	ffice								CS		ACTIVE	edit	delete
KG	DP	DPAR										DPAR		ACTIVE	edit	delete
KG	EG	eGoverna	nce									DPAR	19/11/2009	ACTIVE	edit	delete
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KG	EN	Energy										EN		ACTIVE	edit	delete
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**Fig (8)** 

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#### 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).

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**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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KG EG	01 01	eGovernance	EGV	19/11/2009 A	CTIVE 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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Start Date Major Department	15/12/20 Minor Department	Division	Sub Division	Section	Section Name		Section	Section	Edit	
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KG	EG	01	01	010184	ADMIN/EG		ADEG	15	Edit	Delete
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**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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Fig (13)

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**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).

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Designation	Choose One	-	Post Name					
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Prev Next Add Save Cancel E	hack							

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 Adminpay 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.

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1         2500-50-2700-75-3450-100-3850         Edit         Delete           2         2600-50-2700-75-3450-100-4350         Edit         Delete           3         2775-75-3450-100-4350         Edit         Delete           4         3000-75-3450-100-4450-125-4950         Edit         Delete           5         3300-75-3450-100-4450-125-5700-150-6300         Edit         Delete           6         3850-100-4450-125-5700-150-6300         Edit         Delete           7         4150-100-4450-125-5700-150-7300         Edit         Delete           8         4575-125-5700-150-7200-200-7800         Edit         Delete           9         5200-125-5700-150-7200-200-8400         Edit         Delete					_	Delete							n	cale Descript	de Pay S	Pay Scale Co					
2600-50-2700-75-3450-100-4350         Edit         Delete           3         2775-75-3450-100-4450-125-4950         Edit         Delete           4         3000-75-3450-100-4450-125-5450         Edit         Delete           5         3300-75-3450-100-4450-125-5700-150-6300         Edit         Delete           6         3850-100-4450-125-5700-150-6300         Edit         Delete           7         4150-100-4450-125-5700-150-7200-200-7800         Edit         Delete           8         4575-125-5700-150-7200-200-8400         Edit         Delete           9         5200-125-5700-150-7200-200-8400         Edit         Delete						Delete				Ed						0					
33       2775-75-3450-100-4450-125-4950       Edit       Delete         4       3000-75-3450-100-4450-125-5450       Edit       Delete         5       3300-75-3450-100-4450-125-5700-150-6300       Edit       Delete         6       3850-100-4450-125-5700-150-6300       Edit       Delete         7       4150-100-4450-125-5700-150-7200       Edit       Delete         8       4575-125-5700-150-7200-200-8400       Edit       Delete         9       5200-125-5700-150-7200-200-8400       Edit       Delete						Delete				Ed		3850	5-3450-100	)-50-2700-7	250	1					
4       3000-75-3450-100-4450-125-5450       Edit       Delete         5       3300-75-3450-100-4450-125-5700-150-6300       Edit       Delete         6       3850-100-4450-125-5700-150-6300       Edit       Delete         7       4150-100-4450-125-5700-150-7200       Edit       Delete         8       4575-125-5700-150-7200-200-8400       Edit       Delete         9       5200-125-5700-150-7200-200-8400       Edit       Delete						Delete				Ed		4350	5-3450-100	-50-2700-7	260	2					
5       3300-75-3450-100-4450-125-5700-150-6300       Edit       Delete         6       3850-100-4450-125-5700-150-7050       Edit       Delete         7       4150-100-4450-125-5700-150-7200-200-7800       Edit       Delete         8       4575-125-5700-150-7200-200-8400       Edit       Delete         9       5200-125-5700-150-7200-200-8400       Edit       Delete						Delete				Ed		-4950	00-4450-12	5-75-3450-1	277:	3					
66         3850-100-4450-125-5700-150-7050         Edit         Delete           7         4150-100-4450-125-5700-150-7200-200-7800         Edit         Delete           8         4575-125-5700-150-7200-200-8400         Edit         Delete           9         5200-125-5700-150-7200-200-8400         Edit         Delete					]	Delete			1	Ed		-5450	00-4450-12	-75-3450-1	300	4					
A150-100-4450-125-5700-150-7200-200-7800         Edit         Delete           8         4575-125-5700-150-7200-200-8400         Edit         Delete           9         5200-125-5700-150-7200-200-8400         Edit         Delete					]	Delete			1	Ed	6300	-5700-150-	00-4450-12	-75-3450-1	330	5					
8         4575-125-5700-150-7200-200-8400         Edit         Delete           9         5200-125-5700-150-7200-200-8400         Edit         Delete					1	Delete			]	Ed		0-7050	25-5700-1	)-100-4450-	385	6					
9 5200-125-5700-150-7200-200-8400 Edit Delete					1	Delete			1	) Ed	-780	0-7200-200	25-5700-1	-100-4450-	415	7					
9 5200-125-5700-150-7200-200-8400 Edit Delete					1	Delete			1	Ed		0-8400	150-7200-2	5-125-5700-	457:	8					
123					1	Delete			1	Ed		0-8400	150-7200-2	-125-5700-	520	9					
					9	<u></u>										1 <u>2 3</u>					
Add Save Cancel Back							Back	Cance	Save	Ad											

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           05         Addendum           06         Corrigendum           5         Draft for Approval           7         Fair Copy for Signature           08         File awaited           4         For Immediate Action           5         For Necessary Action	Admin on Queries Reports	Admin 0 Expired Time Bour Secretary's Menu	Admin nd Letters	Sig	nOut	
Administator Estters Files Remark Code Remark Description 105 Addendum 106 Corrigendum 15 Draft for Approval 17 Fair Copy for Signature 108 File awaited 14 For Immediate Action 14 For Necessary Action			ad Letters		nout	
Remark Code         Remark Description           105         Addendum           106         Corrigendum           15         Draft for Approval           17         Fair Copy for Signature           108         File avaited           4         For Immediate Action           1         For Necessary Action	Queries Reports	Saerajarde Monu			_	
105     Addendum       106     Corrigendum       15     Draft for Approval       17     Fair Copy for Signature       108     File avaited       4     For Immediate Action       1     For Necessary Action		<ul> <li>becreasily o menti</li> </ul>	Others	Messages	•	
105     Addendum       106     Corrigendum       15     Draft for Approval       17     Fair Copy for Signature       108     File awaited       14     For Immediate Action       1     For Necessary Action	Adm	in Remarks				
106     Corrigendum       15     Draft for Approval       17     Fair Copy for Signature       108     File awaited       4     For Immediate Action       1     For Necessary Action	Remarks Description	Language	Start Date	Status	Edit	Delete
55 Draft for Approval 77 Fair Copy for Signature 08 File awaited For Immediate Action For Necessary Action			3/11/2010	ACTIVE	Edit	Delete
17     Fair Copy for Signature       108     File awaited       4     For Immediate Action       1     For Necessary Action			3/11/2010	ACTIVE	Edit	Delete
108 File awaited For Immediate Action For Necessary Action	ಕರಡು ಅನುಮೋದನೆಗಾಗಿ			ACTIVE	Edit	Delete
For Immediate Action For Necessary Action	ಶುದ್ಧಪ್ರತಿ ಸಹಿಗಾಗಿ			ACTIVE	Edit	Delete
For Necessary Action			3/29/2010	ACTIVE	Edit	Delete
	ತುರ್ತು ಕ್ರಮಕ್ಕಾಗಿ			ACTIVE	Edit	Delete
	ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ			ACTIVE	Edit	Delete
9 For Orders	ಆದೇಶಕ್ಕಾಗಿ			ACTIVE	Edit	Delete
07 For persual			3/29/2010	ACTIVE	Edit	Delete
4 For Reference	ಮಾಹಿತಿಗಾಗಿ			ACTIVE	Edit	Delete
<u>234</u>						

**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 TriIdex 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.

			<b>డి</b> ని	INFORMATICS CENTRE THE IT SUPPOR	
15/12/2012 1000	Admin 0 Toda	Admin ays Meetings	Admin	Admin	<u>SignOut</u>
Administator Eletters	▶ Files ▶ Queries	🕨 Reports 🕨		► Oliners ►	Messages 🕨 🕨
	MajDept MinorDept Division SubDivision Section Tri Index Code Tri Index in English Tri Index in Kannada	Master File TriIndex B Government Of Ka eGovernance eGovernance choose One 1885 test	constant.		

**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).

				7	ಕಟಿದಾ	ಲಯ	ವಾರ	ಹಿನಿ	IN	NATIONAL FORMATICS CENTRE	
									1 H	E II SUPPORT	Version: 2.0
15/12/2012	1000		Admin		Admin			Admin		Admin	SignOut
_		0 Time	Bound Lett	ers For Ac	tion			0 Expired	Time 1	Bound Letters	
Administator	•		► Files	<ul> <li>Queri</li> </ul>	eo 🕨		•		•	Others 🕨	Messages 🕨 🕨
		_		3	Initializa	tion Fo	r New	Year			
			Major Departs	ment Name	Gove	rnment Of		ka	•		
			Major Departi Minor Departi			rnment Of ernance		ka	•		

**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).

						ಸ	ಚಿವಾಳ	JOJ	ುವಾಹಿನಿ			NATIONAL INFORMATICS CENTRE THE IT SUPPORT PROFESSIONALS Version: 2.0
15/12/2012	1000	Time	Adr Bound Le	nin tters Filed		Admin			Admin		Admin	SignOut
Administate		Leiten		Filles 🕨	Quertes	۲	Reports	۲	Secretory's Menu	۲	Othere	🕨 Messages 🕨
				Minor	r Department r Department n Name Divion Name on		eGov eGov Depu	ernan ernan ernan ity Sec	t Of Karnataka ce ce	>)	• • •	
				Single	Permission 1	Remove			O Bulk Permission Ren	nove		]
Major Department Code	Minor Departmen Code	t Section Code	Post Code	Post Name						Section Head		
KG	EG	010117	1	Deputy Sect	retary (E-Gove	mance)				2	Remove	Permission
							CI	ear	Back	1		

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).

				2	ರಚಿಂ	ವಾಲಯವಾಹಿ	ನಿ			NFOR	TIONAL MATICS ENTRE SUPPORT Version	PROFESSIONALS 2.0
15/12/2012	1000		Admi	n Adm	in	Admin 0 Todays Meetings		Admin			SignOut	
Administato	•	Letters	► FI	les 🕨 Quertes I	Re	sorts • Secretary's	Menu 🕨	Others	•	Messa	geo 🕨	
						Posts						
						2 0000						
				Major Department Nan	ie	Government Of Karnata	a	-				
				Minor Department Nam	ne	eGovernance		•				
				Divion Name		eGovernance		-				
				Sub Divion Name		eGovernance		•				
				Section		Desk Officer 1- E Govern	nance	-				
				Single Permission		🗢 Bulk Permi	ission	1				
	Minor Department Code	Section Code	Post Code	Post Name				Select				
	EG	010132	2	ASST1D01	0			Permiss	sion			
KG	EG	010132	3	ASST2-DO1	0			Permiss	sion			
	EG	010132	4	JRASST1	0			Permiss				
120eo	EG	010132	5	JRASST2	0			Permiss				
KG	EG	010132	6	JRASST3	0			Permiss	sion			
1 2									_			
						Permitted Posts						
				Single Permission Rem	ove	Bulk Perm	ission Remove		Ī			
	Minor Department Code	Section Code	Post Code	Post Name	Section Head				-			
-	EG	010132	1	Desk Officer 1- E Governance	2	Remove Permission						
				1	1	Back						

# **Fig** (23)

15/12/2012	1000 <b>0 Ti</b> i	me Bound	Admin	For Action		min		Admin 0 Expired Time Boun		<u>SignOut</u>
Administator	•	Letters	► File	88 🕨 (	Queries	<ul> <li>Rep</li> </ul>	orte 🕨	Secretary's Menu	Others 🕨 Messag	68 🕨
							Post	s		
				Major D	epartment Na	me	Governmen	t Of Karnataka	-	
				Minor D	epartment Na	me	eGovernand	e	<b>•</b>	
				Divion N	Name		eGovernand	e	-	
					ion Name		eGovernand	e	-	
				Section			Desk Office	r 1- E Governance	•	
				Single I	Permission			Bulk Permission		
Check				Major Department Code	Minor Department Code	Section Code	Post Code	Post Name		
				KG	EG	010132	1	Desk Officer 1- E Governance	0	
				KG	EG	010132	2	ASST1D01	0	
				KG	EG	010132	3	ASST2-DO1	0	
				KG	EG	010132	4	JRASST1	0	
				KG	EG	010132	5	JRASST2	0	
1 2										
<u>* ±</u>						G	ve Permission Permitted Baci	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).

							ಸ	ಚಿವಾೕ	Jod	ವಾಹಿನಿ					CS RE	ROFESSIONALS 2.0
15/12/2012	1000		Adı	min			Admin 0 '	Todays M	leeting	Admin		Admin		Sign	<u>Dut</u>	
Administate	or 🕨	Letter	6 <b>)</b>	Filep	•	Queries	•	Reports	•	Secretary's Menu	•	Others	•	Messages	•	
					Minor	Department Department n Name bivion Name n		eGov eGov Depu	vernand vernand vernand	re retary (E-Governanc S	e)	•				
				0	Single	Permission 1	Remove			Bulk Permission Res	nove		]			
Major Department Code	Minor Departmen Code		Post Code	Post							Section Head					
KG	EG	010117	1	Depu	ity Secre	etary (E-Gove	emance)				3	Remove I	Permiss	sion		
									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.

							ડા	ಚಿವಾಂ	ಲಯ	ಬವಾಹಿನಿ					RE	PROFESSIONALS 2.0
15/12/2012	1000		Adr	nin			Admin			Admin		Admin		SignO	ut	
		0 Expire	d Time	Bour	id Lei	tters				0 Time Bou	nd Let	ters Filed				
Administator	•		•				•		•		•		•		•	
							Sata	ndand I	tton	Category Entry						
									atter	Category Entry						
LetterCateg	oryCd						tterCate	goryDesc								Edit
110							M Offic									Edit
2							Ms Ref									Edit
<sup>2</sup> 116							ommB									Edit
4								t against o	fficial							Edit
+								se Referen		Y						Edit
1115						1.1		Reference	12 (20 M							Edit
115							eputatio		6							Edit
3								Reference								Edit
13							Govern		-							Edit
12345							Govern	anec								Luit
		T attack						121			-					
			r Categ scriptio	ory					ave	Cancel Back						

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

					ಸಚಿವಾಳ	ರಿಯವಾಹಿನಿ			
15/12/2012	1000		Admin		Admin	Admin	Admin	SignOu	201
0	Time Bour	nd Letters	Filed						0
Administator	•		<ul> <li>Files</li> </ul>		Reports	<ul> <li>Secretary's Menu</li> </ul>	<ul> <li>Others</li> </ul>	<ul> <li>Messages</li> </ul>	•
					Admin	LetterCategory			
				Ma	jor Dept Code	Government Of Karnat	aka 🔻		
Major	Minor				nor Dept Code	eGovernance	• tion		
Major Department Code	Code	Letter Ca Code		Cate egory Descr	nor Dept Code gory Select Option		tion Edit	Delete	
Department Code KG	Department Code EG		Choose C	Cate egory Descr Dne	nor Dept Code gory Select Option iption	© Single Option © Bulk Op Duration 0	tion Edit Edit	Delete	
Department Code KG KG	Department Code EG EG	Code 0 1	Choose C Court Ca	Cate egory Descr One ise Referen	nor Dept Code gory Select Option iption	Single Option Bulk Op Duration 0 0	tion Edit Edit Edit	Delete	
Department Code KG KG KG	Department Code EG EG EG	Code 0 1 2	Choose C Court Ca CMs Ref	Cate egory Descr One ise Referen Ference	anor Dept Code gory Select Option iption	Single Option Bulk Op           Duration           0           0           0           0	tion Edit Edit Edit Edit	Delete Delete Delete	
Department Code KG KG KG KG	Department Code EG EG EG EG EG	Code 0 1 2 3	Choose C Court Ca CMs Ref Dy. CMs	Cate egory Descr One use Referen Ference a Reference	e	© Single Option © Bulk Op Duration 0 0 0 0	tion Edit Edit Edit Edit Edit	Delete Delete Delete Delete	
Department Code KG KG KG KG KG	Department Code EG EG EG EG EG	Code 0 1 2 3 4	Choose C Court Ca CMs Ref Dy. CMs Complair	Cate egory Descr One se Reference Reference tagainst of	e	Single Option  Bulk Op           Duration         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	tion Edit Edit Edit Edit Edit Edit	Delete Delete Delete Delete Delete	
Department Code KG KG KG KG KG KG	Department Code EG EG EG EG EG EG EG	Code 0 1 2 3 4 5	Choose C Court Ca CMs Ref Dy. CMs Complair Ministers	Cate egory Descr One ise Reference a Reference the against of a Letter	e	Single Option  Bulk Op           Duration         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	tion Edit Edit Edit Edit Edit Edit Edit	Delete Delete Delete Delete Delete Delete	
Department Code KG KG KG KG KG KG KG	Department Code EG EG EG EG EG EG EG EG	Code           0           1           2           3           4           5           6	Choose C Court Ca CMs Ref Dy. CMs Complair Ministers MPs Lett	Cate egory Descr One isse Reference is Reference it against of Letter ter	e	Single Option  Bulk Op  Duration  0  0  0  0  0  0  0  0  0  0  0  0  0	Edit Edit Edit Edit Edit Edit Edit Edit	Delete Delete Delete Delete Delete Delete	
Department Code KG KG KG KG KG KG KG KG	Department Code EG EG EG EG EG EG EG EG EG	Code           0           1           2           3           4           5           6           7	Choose C Court Ca CMs Ref Dy. CMs Complair Ministers MPs Lett MLAs Lo	Cate egory Descr One se Reference e Reference a Reference tagainst o Letter ter etter	anor Dept Code gory Select Option iption nee e official	Single Option  Bulk Op  Duration  0  0  0  0  0  0  0  0  0  0  0  0  0	tion Edit Edit Edit Edit Edit Edit Edit Edit	Delete Delete Delete Delete Delete Delete Delete	
Department Code KG KG KG KG KG KG KG	Department Code EG EG EG EG EG EG EG EG	Code           0           1           2           3           4           5           6	Choose C Court Ca CMs Ref Dy. CMs Complair Ministers MPs Lett MLAs Lo	Cate egory Descr One se Reference a Reference a Reference t against of Letter ter ter ter ter ter ter ter ter te	anor Dept Code gory Select Option iption nee e official	Single Option  Bulk Op  Duration  0  0  0  0  0  0  0  0  0  0  0  0  0	Edit Edit Edit Edit Edit Edit Edit Edit	Delete Delete Delete Delete Delete Delete	

**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.

							ಸ	ಚಿದಾ	ಲಯ	ುವಾಹಿನಿ				THE IT SU	TICS	PROFESSIONALS 2.0
15/12/2012	1000	0 T		min Meeti	ngs	A	dmin			Admin		Admin		Sig	<u>1Out</u>	
Administator	•		•		•		•		•		•		•		•	
							Sat	andard	File C	ategory Entry						
					F	ileCategor	y Des	cription	test							
						FileCat	egory	Code	138							
FileCategory						FileCatego	ryDesc	:								
105						aa										Edit
110						Advances										Edit
111						Allowances										Edit
103						Assets Liabil	ities									Edit
128						CC KAT										Edit
125						CCC bangalo	re									Edit
124						CCC Dharwa										Edit
131						Charge Allow	ance									Edit
109						committe										Edit
104						Complaint ag	ainst off	icial/officer								Edit
1   <u>2</u>   <u>3</u>	4   5															
						Add	Save	Cance	Bac	k 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).

22012       100       Admin       Admin       Admin       Admin       Admin       SignOut         Diffee Bound Letters Filed         Imministator       •       Esters       •       Reports       •       Secretary's Menu       •       Oters       •       Admin       SignOut         Mainer Dept Code       Government Of Karmataka       •         Minor Dept Code       Governmance       •       •       SignOut       SignOut       SignOut       SignOut       SignOut       SignOut       SignOut       SignOut       Admin       SignOut       Admin       SignOut       Admin       SignOut       Admin       SignOut       Admin       SignOut       Admin       Admin       SignOut       Admin       Admin				ಸಚಿವಾಲಯ	ುವಾಹಿನಿ	NATIONAL INFORMATICS CENTRE THE IT SUPPOR	
ministator       Letters       Files       Cueries       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	2/2012	1000			Admin	Admin	SignOut
Major Dept CodeGovernment Of KarnatakaMinor Dept CodeeGovernanceMinor Dept CodeeGovernanceDivision CodeeGovernanceSub Division CodeeGovernanceSection CodeDesk Officer 1- E GovernanceSection CodeDesk Officer 1- E GovernanceDurationLALCDurationEditDeleteKGEGTest categoryKGEGTransfer Case0EditDelete	ministator	Letters			Secretary's Menu	<ul> <li>Others</li> </ul>	Messages
Minor Dept Code       eGovernance         Division Code       eGovernance         Sub Division Code       eGovernance         Section Code       Desk Officer 1- E Governance         Section Code       Desk Officer 1- E Governance         Division Code       Desk Officer 1- E Governance         Division Code       Desk Officer 1- E Governance         Division Code       Desk Officer 1- E Governance         Duration       Edit       Delete         KG       EG       Test category Description       Duration       Edit       Delete         KG       EG       Transfer Case       0       Edit       Delete			s	elect File Category to Sec	tion from standard List	t	
Section Code FileCategory Description       Desk Officer 1 - E Governance       •         Duration       •       •         Major Department Code       Minor Department Code       File Category Description       Duration       Edit       Delete         KG       EG       Test category       0       Edit       Delete         KG       EG       Transfer Case       0       Edit       Delete		Minor Dept Code	eGove	rnance	•		
Major Duration       Minor Department Code       File Category Description       Duration       Edit       Delete         KG       EG       Test category       0       Edit       Delete         KG       EG       Transfer Case       0       Edit       Delete							
Major Department CodeMinor Department CodeFile Category DescriptionDurationEditDeleteKGEGTest category0EditDeleteKGEGTransfer Case0EditDelete				officer 1- E Governance			
Department CodeDepartment CodeFile Category DescriptionDurationEditDeleteKGEGTest category0EditDeleteKGEGTransfer Case0EditDelete		Duration					
KGEGTransfer Case0EditDelete		Department	Department	File Category Description	Duration	Edit D	elete
		KG	EG	Test category	0	Edit	Delete
12		KG	EG	Transfer Case	0	Edit	Delete
		<u>1</u> 2					
				-			
		Add Save	Cancel Back				

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 Administato	1000	Letters	Adn		► Qi		Admin	For Actio	on •		dmin tany's Menu		Admin Expired Tis Others	me Boun				
Administato	or 🕨	Letters	•		► Qi		Letters		on •	Secre	tary's Menu							
Administato	or 🕨	Letters	•	Files		ueries	•		•	Secre		•	Others 🕨 🕨			•		
					Maior													
					Maior			A	lmin S	ubject								
						Dept Co	de		C	Governm	ent Of Karna	taka	-					
					Minor	- Dept Co	ode		e	Govern	ance		-					
						ect Coo			2	2								
							scription			est			_					
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99 M	IISC													ACTIVE	KG	EG	edit	delete
1																		
							[	Add Sav	e]C	ancel	Back							



## **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).

			ಸಚಿಂ	ವಾಲಯನ	ವಾಹಿನಿ		NATIO	TICS	PROFESSI Version: 2.	
18/12/2012	1000	Admin		lmin	Admin		Admin		Sign	
			A REAL PROPERTY AND A REAL	ind Letters Fo	a second of the second s				d Time Bo	4.4
Administator	<ul> <li>Letters</li> </ul>	<ul> <li>Files</li> </ul>		<ul> <li>Reports</li> </ul>	Secretary's	sillientu 🕨		•		•
			Err	or Descri	iption					
	Error No :	438353		1	1					
	Error Description :	Show Erro	r Clear	Delete 1	•		Select Error List		ard	
							n	-		

**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.

		ಸಚಿ	ລາຍເ	ಯವಾಹಿನಿ		NATION/ INFORMATIC CENTE THE IT SUPPO	
20/12/2012	1000 <b>0 Tin</b>	Admin A ne Bound Letters Filed	Admin	1	Admin	Admin	<u>SignOut</u>
Administator	Letters	Files Queries	🕨 Rep	orts 🕨 Secr		Others	▶ Messages ▶
		Mas	ter File Tri	i Index Transfer			
	MajDeptName	Government Of Karnataka	-	ToMajDeptName	Governme	ent Of Karnataka	-
	MinDeptName	eGovernance	-	ToMinDeptName	eGoverna	ince	•
	Division	eGovernance	•	ToDivision	eGoverna	nce	-
	SubDivision	eGovernance	•	ToSubDivision	eGoverna	ince	•
	From Section	Desk Officer 1- E Governar	ice 👻	To Section	Desk Offic	er 2 - E Governance	•
	Tri Index Lang	rit	•	]			
		Trans	sfer	Bac	k		

**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).

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20/12/2012	1000		Adm	in		Admin			Admin	Admin	SignOut
_									0 Time Bound	Letters For Acti	on
Administator	•		•	iles I	ceneu0	•		۲		<ul> <li>Others</li> </ul>	🕨 Wessages 🕨 🕨
						Bas	sic Data I	Entry			
		Case-	-Type D	etails			Court	Detail	5		
	Con	nmon Res	pondent	Details	Entry		Depar	tment	Private Responder	nt-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.

Image: 1     WP     Writ Petition correct       2     WA     Writ Appeal       3     MFA     Miscellaneous First       4     MSA     Miscellaneous Secon       5     RFA     Regular First Appeal       6     RSA     Regular Second Appeal	Edit       Appeal       Edit       nd Appeal       Edit
3     MFA     Miscellaneous First       4     MSA     Miscellaneous Seco       5     RFA     Regular First Appee       6     RSA     Regular Second Appendix	Appeal Edit nd Appeal Edit
4     MSA     Miscellaneous Seco       5     RFA     Regular First Apper       6     RSA     Regular Second App	nd Appeal Edit
5         RFA         Regular First Appendic           6         RSA         Regular Second Appendic	
6 RSA Regular Second App	al <u>Edit</u>
	peal Edit
7 SLP Special Leave Petiti	on <u>Edit</u>
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 I	Petition Edit
14 STA Sales Tax Appeal	Edit
15 CAT Central Administrat	tive Tribunal Edit
1234	

**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 Details	
Court Code	Court Name	
	High Court of Karnataka	Edit
2	District & Sessions Court	Edit
	KAT	Edit
	Civil Judge (Junior Division) Court	Edit
	Supreme Court	Edit
j	Special Court	Edit
7	CAT	Edit
3	Civil Judge (Senior Division)	Edit
)	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).

	ಸಚಿ	ತವಾಲಯವಾಹಿನಿ	NATIONA INFORMATIC CENTR THE IT SUPPO	S R C
0/12/2012 1000	Admin	Admin Admin	Admin	SignOut
		0 Tin	ne Bound Letters Fo	r Action
Administator	ers 🕨 Files 🕨 Queries	🕨 Reports 🕨 Secretary's Menu	Others	Messages 🕨
	Major Department	on Respondent Details Entry Government Of Karnataka	-	
	Minor Department	eGovernance	•	
Respondent Catogory	Other Departments	•		
Respondent 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.

		ಸಚಿವಾ	ರಿಯವಾಹಿನಿ		NATIONAL INFORMATICS CENTRE THE IT SUPPORT Version:	PROFESSIONALS
20/12/2012 1000	Admin	Admin	Admin	Admin	SignOut	
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Administator 🕨 Lette	rs 🕨 Files 🕨	Queries 🕨 Reports	Secretary's Menu	• Others	▶ Messages ▶	
		Initialization Of N	laster Department Na	ime		
Department Name			Edit/ Up	odale		
ಸಚಿವಾಲಯವಾಹಿನಿ			Edit			
MstDepartment Name		Ā	LPO dd Back			

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.

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	1000 Bound Lette		min		Admin		Admin	Admin	2	<u>SignOut</u> O	То	
Administator	<ul> <li>Lette</li> </ul>	ns 🕨	files 🕨	Quertes	re Re	eports 🕨 🕨	Secretary's Wenu	• Others	► Messa	geis I	•	
			Mir Div Sub File	or Departme or Departme ision Division d Departmer d Dept Code	ent Name nt Name	Governmen eGovernand eGovernand I 89	ce	•				
Major Department Code	Minor Department Code	Division Code	Sub Division Code	Section Code	Section Na					Start Date	Edit / Update	Delete
KG	EG	01	01	010188	FCS					11/04/201	2 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.

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20/12/2012	1000		Admin		Admin		Admin		Admin		SignC	<u>Dut</u>	
Administator	• 1	etters 🕨	Files	• Querie:	i 🕨 Rej	ponta 🕨 🕨	Secretary's Mer	iu	<ul> <li>Others</li> </ul>	• 1	Neosageo	۲	
				Major Departm	ent Name	Governmen	t Of Karnataka		•				
				Minor Departm	ent Name	eGovernand	e		•				
				Divion Name		eGovernanc	e		•				
				Sub Divion Nat	ne	eGovernand	e		•				
				Section			retary (E-Govern	ance)	•				
						Posts	8			7			
				Single Permiss	ion		Bulk Permissio	n					
Major Department Code	Minor Department Code	Section Code		e Post Nam		Section				Select			
KG	EG	010117	1	Deputy Sec	retary (E-Governa	nce) 1				Permissio	on		
			۲	Single Permissi	on Remove	Permitted	Posts <ul> <li>Bulk Permission</li> </ul>	1 Remove					
		Major Department Code	Minor Departr Code	nent Section Code		Post Name		Section Head					
		KG	EG	010117	1	Deputy Secreta	ry (E-Governance)	1	Remove P	ermission			
						Bacl	<						

**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.

	ಸಚಿವಾಲಯವಾಹಿನಿ									NATION INFORMAT CENT THE IT SUPP Ve		OFESSIONAL
0/12/2012 1000	А	dmin		Admin		Admin		Admin		SignC	<u>)ut</u>	
0 Expired	Time Bound	Letters			0	<b>Time Bound Letters</b>	Filed					
Administator	Letters	Files 🕨 🕨		•		Secretary's Menu	•		•		•	
POST					REP	ORTING TO						
Major Dept	Government	Of Karnataka		•	Rep	orting Major Dept		Governme	ent Of	Karnataka	-	
Minor Dept	eGovernance			•	Rep	orting Minor Dept		Health			-	
Section	Deputy Secre	tary (E-Govern	ance)	•	Rep	orting Section		Principal \$	Secret	tary	-	
Post	Deputy Secre	tary (E-Govern	ance)	•	Rep	orting Post		Principal \$	Secret	tary	-	
Add Back												
Post Name					Reporting	g To						
acs					acs							
Principal Secretary					Under S	Secretary-1						
Principal Secretary					SECTIO	ON 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

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Administrator			Reports	•	Dash Board				•	ODGC	•					
							mployee In	nfor	rmation							
		1						Employee History								
		N	Iap Employ	ee To	Post		1	Post	t Histor	Y						
		R	Relieve Empl	loyee	from Po	st										
						Em	ployee Lo	gin	Detaile	s						

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).

್ರ ನಚಿವಾಲಯವಾಹಿನಿ			NATIONAL INFORMATICS CENTRE THE IT SUPPORT PROFES	IG SIONALS
20/12/2012	Admin	Mr./Mrs. Admin ( 1000)	SignOut V	ersion:2.0
Administrator Letters Files	Queries Reports Das	h Board 🕨 Oihers 🕨 CS Dash Board 🕨	ODGC ►	
	Employee Code Service Type First Name Middle Name Last Name Initials Type of Joining Govt. Designation when Appointed Permanent Address : Personal Email-Id : Physically Handicapped : Nature of Disability : Gender Ex-Servicemen : Back	Personal Information KGID  Direct Recruitment aa  Ves No Clear Save		

**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).

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20/12/2012	Reference Name MinorDeptName SectionName PostName Designation FromDt FromOrderNo ToOrd	Version:2.0													
CENTRE       CENTRE         zd/azona da Al       Admin         20/12/2012       Admin         Administrator       Letters            Letters       Files         Queries       Reports         Dash Board       Others         CS Dash Board       ODGC            Employee Code         Employee Code         Employee Name         ADMIN           ServNo MajorDeptName MfinorDeptName SectionName PostName Designation         FromDrierNo ToOrder															
										Em	ployee S	ervice H	listory		
			Employ	yee Code			10	00		ජ්.සී.ಐ.	.8.	•			
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			ServNo												
			1	Choose On	ne	Choose On	ie C	hoose On	ie Cl	loose One	Principal	Secretary	01/01/200	1 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.

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20/12/2012		Admin		Mr./Mrs. Ad	lmin ( 1000)	SignOut	Version:2.0
Administrator	Letters Files	Queries      Reports	🕨 Dash Boar	d 🕨 Others 🕨	CS Dash Board	ODGC	
			Map Empl	oyee To Post			
	Major Department	Government Of Karnataka	<ul> <li>Employe</li> </ul>	ee Code	KGID 🝷	1000	
	Minor Department	eGovernance	✓ Employe	e Name	ADMIN	۸ ۳	
	Division	eGovernance	<ul> <li>Employe</li> </ul>	e Service No.	2		
	SubDivison	eGovernance	<ul> <li>From Data</li> </ul>	ate	20/12/2012		
	Section	JR-PROG1	<ul> <li>From Or</li> </ul>	rder No.			
	Post Name	JR-PROG1	<ul> <li>From Or</li> </ul>	rder Date	20/12/2012		
	Payscale		Present	Basic Pay			
	Designation		Mode O	f Posting	Direct Recrui	tment -	
			Deputed	Major Department	Choose One	Y	
			Deputed	Minor Department			
			Back	lear Save			

**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).

ಸಚಿವಾಲಯನ	) వాಹిని													
20/12/2012			Admin	1				Mr./Mrs	Adr	nin ( 1000)	1	Sig	nOut	Version:2.0
dministrator 🕨 Letters	Files	) Qu	ieries 🕨	Reports	• Das	h Board	٠	Others	٠	CS Dash Board	٠	ODGC		
					Sancti	oned P	ost I	listory						
Select Major Department	;			Govern	ment Of K	arnataka		•						
Select Minor Department	t			eGover	nance			•						
Select Section				PR. Sec	retary e G	overnan	ce	×						
EmpCd ServType		PostN	m		EmpNan	10		romDt		FromOrderNo	ToDt	ToOr	derNo	RelieveRelocate
24100 K	Pr .Secreta	ry e Gover	nance	Vidya	Shankar M	N	12/1	2/2006	1					N
						Bac	ĸ							

**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).

ನಚಿಕ	() အပဏ်ခ	ರಾಹಿನಿ								NATIO INFORMA CEN THE IT SUP	TICS
20/12/2012			Ad	min		Mr./Mrs.	Admin ( 1000)		Sig	JnOut	Version:2.0
Administrator	Letters	Files	Queries	Reports	Dash Board	Others	CS Dash Boar	d 🕨	ODGC		
					Relieve Employ	ee From Pos	t				
		Employ	vee Code	1000	<b>ජ්.</b> සී.න.යි	• •					
		Employ	ree Name	ADMIN		*					
		Employ	ree Name	Present	nt Post 💿 Incharg	e Post					
		Present P	ost Details	Minor Dep Section Na	Present Service Nur	Choose Choose Choose nber: 1 Choose	One One				
		Date of	Relieving	21/12/20	12						
		Orde	er No.	1		*					
		Orde	r Date	21/12/20	12						
					ಅಳಿಸು	ಉಳಿಸು					

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).

ಸಚಿವಾಲಯ	) వాಹిని			INFO	ATIONAL RMATICS CENTRE T SUPPORT PRO		5
20/12/2012	Admin	Mr./Mrs. Admin ( 10	00)	SignOu	t	Versio	on:2.0
Administrator Letter	🕨 Files 🕨 Queries 🕨 Reports 🕨 Dash Boa	rd 🕨 Others 🕨 CS Dat	in Board 🔹 🕨	odge 🕨			
	Super	Admin File					
	<ul> <li>Within Departme</li> </ul>	nt 💿 Other Department					
FileComputerNo	23040 Search						
Computer File No. Number	Subject	Ope On	ned File With Section	File With Post	FileStatus	File History	Action
23040 DPAR284egm201	ದತ್ತಬಾಲ ಸೇವಾಶ್ರಮ, ದೇವಲಗಾಣಗಾವುರ, ಗುಲ್ಬಗ[] ಜಿಲ್ಲೆ ಇವರ ಕುಷ್ಠರೋಗಿಗಳ ನಿ ನಿಮಾ[ಡಕ್ಕೆ ಸಹಾಯ ನೀಡುವ ಕುರಿತು	ಡೋಗಿ ಮಕ್ಕಳ ವಸತಿಗೃಹ ಕಟ್ಟಡ 23/07	2012 Desk Officer 1- E Governance	ASST1DO1	File Created	<u>History</u>	Action

Fig (46)

			Within De	Super Admin File epartment ⊚ Other Departme	ent					
FileComputer	rNo		21374	Search						
Computer No.	File Number	Subject			Opened On	File With Section	File With Post	FileStatus	File History	Action
21374	DPAR5EPR2012	ಮೈಸೂರಿನಲ್ಲಿ ನಡೆದ ಕಾಯಱಕ್ರಮದ	1 ಬಗ್ಗೆ		20/04/2012	Desk Officer 1- E Governance	ASST1D01	File Created	History	Action
File Comput File No: Subject: Action D							EPR2012 ನಿನಲ್ಲಿ ನಡೆದ ಕಾ	ಾಯೆಱಕ್ರಮದ ಬ	มที่	
Major Depar	rtment					Govern	nment Of Ka	imataka		-
Minor Depar	rtment					eGove	rnance			-
Division						eGove	rnance			•
SubDivCd						eGove	rnance			•
Section Nam	ne					Deputy	Secretary	(E-Governa	nce)	•
Post						Deputy	Secretary	EGovernand	ce	•
				Send Clear						



## 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 Ad	min Letter				
					<ul> <li>With</li> </ul>	in Department	Other Departs	nent			
letterCompN	lo		6653				LetterYear	2009	Search		
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 informati	on on MPIC from J	iune 2009	P.R. Devi Prasad, IES., Director, Fiscal AnalysisCell, Fiscal Policy Institute, Finance Dept	Letter Created	<u>History</u>	Action

Fig (48)

Administrator	•	Letters	Files	Queria	es 🕨 Repor	ts 🕨 Dash Boa	rd 🕨 Others	CS Dash Boa	rd 🕨 ODGC	•				
Super Admin Letter														
With in Department														
LetterCompNo 6653						LetterYe	2009	Search						
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	Super Admin Letter © With in Department © Other Department Letter Year 2009 Search Subject Sender TranStatus Previous Ac P.R.Devi Prasad, IES_Director, VER.Devi			Action						
				La La Si	etter Year: etter No: ubject:	2009 FD/FPAC/ Sending in		from June 2009						
							ent Of Karnataka		v					
				М	linor Department	eGoverna	nce		~					
				D	ivision	eGoverna	nce							
				S	ubDivCd	eGoverna	nce		•					
				S	ection Name	Secretary	E Governance		•					
				P	ost	Secretary			-					

**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).

ಸಚಿವಾಲಂ		, BT and Science and Technology							INFORMATICS CENTRE THE IT SUPPORT PROFESSIONALS						
20/12/2012 Secretary (IT-BT)						7.	Mr./Mrs. Secretary IT and BT (13600061)						SignOut	Version:2.0	
Administrator 🕨 Lette	rs 🔶	Files	Queries	+	Reports	+	Dash Boar	d	Others	•	CS Dash Board		ODGC	•	
		FileCompNo: File No:			Recall Colsed File       21122     Closed Date:										
		Su	ubject:								*				
Closing Category: Whether Secretariat Approval for Rec					Recal	Session Name: all is present Recall				© Yes ⊚ No					

Fig (50)